**ESEA Federal Programs**

**Monitoring**

**Frequently Asked Question**

**Q:** How does a district respond to an item that doesn’t apply to the district? For example, if the district does not receive Title 1D funds or transfers all their Title IV funds to Title 1?

**A:** The district is not required to respond and/or provide documentation for items that are not applicable. The district is also not required to respond and /or provide documentation for items related to an ESEA Title allocation where the entire allocation was transferred to another ESEA Title.

**Q:** How much documentation is needed per item and is a narrative required for each item?

**A:** The documentation and narrative provided to the ESEA team should respond to the item requirement in a manner that is significant and satisfies the statue. A narrative should be included in the item submission when listed as a suggested document and/or when the district feels the artifact/documentation requires additional clarification.

**Q:** If the district is comprised of multiple schools, should documentation from each school be provided for each item.

**A:** When an item varies from school to school, such as a dated and signed parent notification, this documentation should be provided for each school within the district. If the item is requiring a district policy that is identical for each school, only the district narrative and/or documentation is required.

**Q:** Should districts upload all narratives and documentation at one time or upload them as they become available?

**A:** It is suggested that the district create an electronic folder that contains all monitoring item files and upload to the FTP server when all documentation is prepared for submission.

**Q:** Can you clarify what the state rules are with regards to notifying parents of their right to opt their child out of state testing (Item B-04)?

**A:** If a district does not have an opt out policy, please complete one document stating that the district does not have any policies or procedures.

**Q:** The district letter listed an on-site visit date, is this date firm?

**A:** This is the first year of the consolidated monitoring cycle coordinated between the ESEA Federal Programs and Special Services teams. The on-site visit date in the letter has been coordinated between the two teams. If you need to discuss an assigned on-site visit date further, please contact your ESEA Regional Program Manager.