

**NORTHAMPTON COUNTY SCHOOLS
YEARLY CHECKLIST**

The following is a checklist of items to be received at the Central Office concerning various programs. These documents are extremely important when a federal audit is conducted. Please use this checklist yearly to make sure all information is received in the Title I Office in a timely manner. Authentic signatures are required for documents (typed only names are unacceptable).

Title I

(All documents should contain a signed roster of committee members if appropriate)

| | Yes | No | Description | Tab | Comments |
|----|-----|----|--|--------------|----------|
| 1 | | | Schoolwide Plan/Committee signed roster | Component #2 | |
| 2 | | | Parental Involvement Policy/Plan | Component #6 | |
| 3 | | | 10 Components Adequately Covered | | |
| 4 | | | End-of-Year Self Assessment | | |
| 5 | | | PEP Verification Statement | Component #9 | |
| 6 | | | Principal Attestation | Component #3 | |
| 7 | | | Comprehensive Needs Assessment | Component #1 | |
| 8 | | | Parent Involvement Agendas with attached Sign in rosters | Component #6 | |
| 9 | | | Verification of Consultation with Schools | | |
| 10 | | | Verification of Compliance | Component #3 | |
| 11 | | | Parents "Right to Know" Letter | Component #3 | |
| 12 | | | Annual Title I Meeting agenda/signed roster | Component #2 | |
| 13 | | | SIP authentic signed committee page | Component #2 | |
| 14 | | | School's Report Card Letter to parents | Component #2 | |
| 15 | | | Written Transition Plans | Component #7 | |

LEP

| | Yes | No | Description | Tab | Comments |
|----|-----|----|-----------------------|--------------|----------|
| 1. | | | LEP School Committee | Component #9 | |
| 2 | | | LEP Teachers Schedule | Component #2 | |
| 3 | | | | | |

NC-Pre-K

| | Yes | No | Description | Tab | Comments |
|----|-----|----|---|--------------|----------|
| 1. | | | List of Highly Qualified Teaching Staff | Component #3 | |
| 2 | | | Behavior Management Signed Form | | |
| 3 | | | | | |

Principal Signature

Date

Title I Director Signature

Date