

Title II, Part A

Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
52	If applicable, describe how Class-Size Reduction (CSR) needs are determined. ESSA § 2103(b)(3)(D)	<ul style="list-style-type: none"> • Written methodology used to determine Class-Size reduction (see Commissioner’s Memo COM-21-139). (School). Maintain on file, produce on request for monitoring • Copies of evidence reviewed in addition to the Commissioner's Memo above. Maintain on file. • Copies of eSchool records confirming consistent ratio of 17:1 or less student teacher ratio across all classes in the grade level. Maintain on file, produce on request for monitoring
53	When LEAs use local Title II, Part A funds to recruit and hire additional teachers to reduce class size in order to improve student achievement, what measures are in place to ensure that these teachers are effective?	<ul style="list-style-type: none"> • LEA plan/template for hiring effective class-size reduction teachers. Maintain on file. • LEA's evaluation methods for determining teacher effectiveness in grades utilizing class-size reduction. Maintain on file, produce on request for monitoring • LEA's written methodology for evaluating the effect of the class-size reduction on student achievement at the LEA level. Maintain on file, produce on request for monitoring • Data and analysis conducted to evaluate effectiveness of class-size reduction

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Title III, Part A

Language Instruction for English Learners and Immigrant Students (if applicable)

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
61	LEAs monitor students that meet the exit criteria. ESSA § 3113(b)(3)(B)	<ul style="list-style-type: none"> List of former EL students currently being monitored (e.g. APSCN ESL/Language Minority Student List). Maintain on file. Exit/Monitoring forms of students in monitoring. Maintain on file.
62	LEA has an effective means of parent outreach to EL parents (programs, activities, training, and family literacy). The district has evidence that EL parents are involved stakeholders. ESSA § 3115(c)(3)(A), § 3116(b)(3)	<ul style="list-style-type: none"> Calendar of events, topics, and sign-in sheets for parent, family, and community engagement activities. Maintain on file.
63	Application has been approved by DESE to include budget, activities, programs, parent and community engagement, and evaluation of all components.	<ul style="list-style-type: none"> Reviewed by Title III Program Advisor. Upload into the 2024-2025 folder in Indistar. LEA uploads budgets with descriptions into Indistar Upload into the 2024-2025 folder in Indistar. Application in Indistar must describe all uses of funds and align with the uploaded budget. Upload into the 2024-2025 folder in Indistar. Timely responses and requests for revisions. Upload into the 2024-2025 folder in Indistar. LEA provides documentation related to activities detailed in the application and budget as specified or requested. Maintain on file.
64	LEA expenditures align with Federal Program use of funds, eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> LEA uploads budgets with descriptions into Indistar. Upload into the 2024-2025 folder in Indistar. Application in Indistar must describe all uses of funds and align with the uploaded budget. Upload into the 2024-2025 folder in Indistar.

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Title III, Part A

Recent Immigrant Children and Youth Grant (if applicable)

Monitoring Indicators		Acceptable Evidence
65	LEA shall use funds to pay for activities that provide <u>enhanced instructional opportunities</u> for immigrant children and youth. ESSA § 3115(e)(1)(A-G)	Documentation of chosen activities such as schedules, sign-in sheets, purchase orders (when applicable) from the list below: 1. Family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children; 2. Recruitment of, and support for, personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth; 3. Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth; 4. Identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds 5. Basic instructional services that are directly attributable to the presence of immigrant children and youth in the local educational agency involved, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instructional services; 6. Other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; 7. Activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children and youth by offering comprehensive community services. Maintain on file.
66	<u>Application</u> has been approved by DESE.	<ul style="list-style-type: none"> • LEA uploads budgets with descriptions into Indistar. Upload into the 2024-2025 folder in Indistar. • Application in Indistar must describe all uses of funds and align with the uploaded budget. Upload into the 2024-2025 folder in Indistar.
67	LEA expenditures align with Federal Program use of funds, eFinance budget, and Indistar files (LEA assurances, budget, and application)	Compare check register and detail distribution (expenditure) reports to final budgets and application. Internal ADE-DESE review and interview questions or documentation requests to LEAs if needed.

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Title IV, Part A
Student Support and Academic Enrichment

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
68	LEA shall develop its application through <u>consultation</u> with parents, teachers, and other stakeholders with demonstrated expertise in programs and activities designed to meet the purpose of this subpart. ESSA § 4106(c); 20 U.S.C. § 7116.	Requirements found in "Overarching Requirements" tab
69	<p><u>Application</u> has been approved by DESE to include budget, activities, programs, internet safety policy, private school consultation, and evaluation of all components.</p> <p><u>Grant Performance Report</u> has been completed to reflect the progress made on program goals using Title IV funding.</p>	<ul style="list-style-type: none"> • LEA uploads budgets with descriptions. Upload into the 2024-2025 Form Uploads folder in Indistar. • AR App must check all uses of funds & align with the uploaded budget containing the appropriate percentages for Title IV categories. Due 6/28/24 for 2024-25 school year • Grant Performance Report completed in Indistar. Due 6/23/25 for 2024-25 school year • Evidence of an overall program/plan based on the comprehensive needs assessment & Stakeholder consultation to use funds in a way that will increase the academic achievement & safety of the students Maintain on file, produce on request for monitoring • Private school consultation requirement found in "Overarching Requirements" tab
70	LEA expenditures align with Federal <u>Program use of funds</u> , eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> • Compare check register and detail distribution (expenditure) reports to final budgets and application. Internal ADE-DESE review.

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Title IV, Part B

Nita M. Lowey 21st Century Community Learning Centers (if applicable)

Title IV, Part B is not included within the on-site monitoring tool. The monitoring tool for Title IV, Part B is located on the DESE 21st CCLC website and in Indistar. It is only applicable for LEAs with Title IV, Part B Programs - 21st CCLC.

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[Reference document \(view only\): revised 05.01.2024 Title IV, Part B \(21st CCLC\) Monitoring Tool](#)

The monitoring tool linked above provides examples of suggested documentation for Monitoring and Record Retention of 21st CCLC programs.

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Title V, Part B

Rural Education Achievement Program (RLIS)

This section is only for LEAs receiving funds under this part. If you do not receive RLIS funds, please skip this section.

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
72	The LEA annually uses its <u>needs assessment</u> and data to identify how to target RLIS funds to support activities that improve teaching and learning in the classroom for students, especially for disadvantaged subgroups (as described in Arkansas ESSA Plan Title V program performance objectives) 2CFR 200.332(d)	LEA evaluation of the effectiveness of the activities outlined in the RLIS application, needs assessment, meeting agendas, minutes, samples of data collected, and consultation with stakeholders. Maintain on file at least two samples of evidence collected.
73	The LEA uses RLIS funds to <u>supplement, and not supplant</u> , any other Federal, State, or local education funds. ESSA § 5232	LEA maintains documentation, including but not limited to: <ul style="list-style-type: none"> • Fiscal or programmatic documentation to confirm that, in the absence of Federal, State, or Local funds, the LEA would have eliminated the services. • Budget histories. Upload into the 2024-2025 folder in Indistar two pieces of evidence showing that RLIS funds were utilized to supplement and not supplant other Federal, State, or Local funds.
74	If the LEA uses RLIS funds for <u>supplemental activities and resources authorized under Title I, Part A</u> . In that case, the LEA must maintain documentation to support compliance with the indicated activity or resources when applicable.	The LEA maintains documentation to support compliance with the indicated activity or resources under Title I, Part A program. <ul style="list-style-type: none"> • For acceptable supporting evidence, refer to this monitoring tool's Title I, Part A program section when applicable. *Contact the Title V Program advisor for more information regarding supporting evidence. Maintain on file documentation of at least three activities or expenditures if RLIS funds were used for supplemental activities and resources authorized under Title I, Part A.

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Title V, Part B

Rural and Low-Income School Program (RLIS)

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Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
75	If the LEA uses RLIS funds for <u>supplemental activities and resources authorized under Title II, Part A</u> . In that case, the LEA must maintain documentation to support compliance with the indicated activity or resources when applicable.	<p>The LEA maintains documentation to support compliance with the indicated activity or resources under Title II, Part A program.</p> <ul style="list-style-type: none"> • For acceptable supporting evidence, refer to this monitoring tool's Title II, Part A program section when applicable. <p>*Contact the Title V Program advisor for more information regarding supporting evidence. Maintain on file documentation of at least three activities or expenditures if RLIS funds were used for supplemental activities and resources authorized under Title II,</p>
76	If the LEA uses RLIS funds for <u>supplemental activities and resources authorized under Title III, Part A</u> . In that case, the LEA must maintain documentation to support compliance with the indicated activity or resources when applicable.	<p>The LEA maintains documentation to support compliance with the indicated activity or resources under Title III program.</p> <ul style="list-style-type: none"> • For acceptable supporting evidence, refer to this monitoring tool's Title III program section when applicable. <p>*Contact the Title V Program advisor for more information regarding supporting evidence. Maintain on file documentation of at least three activities or expenditures if RLIS funds were used for supplemental activities and resources authorized under Title III.</p>
77	If the LEA uses RLIS funds for <u>supplemental activities and resources authorized under Title IV, Part A</u> . In that case, the LEA must maintain documentation to support compliance with the indicated activity or resources when applicable.	<p>The LEA maintains documentation to support compliance with the indicated activity or resources under Title IV, Part A program.</p> <ul style="list-style-type: none"> • For acceptable supporting evidence, refer to this monitoring tool's Title IV, Part A program section when applicable. <p>*Contact the Title V Program advisor for more information regarding supporting evidence. Maintain on file documentation of at least three activities or expenditures if RLIS funds were used for supplemental activities and resources authorized under Title IV,</p>

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Title V, Part B

Rural and Low-Income School Program (RLIS)

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Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
78	<p>If the LEA uses RLIS funds for <u>supplemental activities and resources authorized under Title V Innovative Parental Involvement Programs</u>. In that case, the LEA must maintain documentation to support compliance with the indicated activity or resources when applicable.</p>	<p>The LEA maintains documentation to support compliance with the indicated activity or resources under Title V Innovative Parental Involvement Programs.</p> <ul style="list-style-type: none"> • Description of the Parental Involvement Programs. Described in the application. <p>*Contact the Title V Program advisor for more information regarding supporting evidence. Maintain on file documentation of at least three activities or expenditures if RLIS funds were used for supplemental activities and resources authorized under Title V Innovative Parental Involvement Program.</p>
79	<p>LEA Application has been approved by DESE to include budget, activities, and evaluation of all components.</p>	<p>The LEA submitted the application package on time, which includes:</p> <ul style="list-style-type: none"> • Title V Assurances. • LEA preliminary budgets worksheet with descriptions. • Application in Indistar must contain all intended uses of funds and be aligned with the uploaded budget worksheet. <p>Described in the application.</p>
80	<p>The LEAs <u>use RLIS funds</u> for allowable activities. ESSA § 5222</p>	<p>LEA expenditures align with Federal Program use of funds, eFinance budget, FGM, and Indistar files (LEA assurances, preliminary and final approved budget worksheets, and application). Compare check register and detail distribution (expenditure) reports to final budgets and applications.</p> <p>*Documentation will vary based on the specific activities in the application. </p> <p>**Contact the Title V Program advisor for specific questions on the uses of funds or program monitoring areas for more information regarding supporting evidence.</p> <p>Internal ADE-DESE review and interview questions or documentation requests to LEAs if needed.</p>

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Equitable Services

Title I, Part A & Title VIII

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
81	The LEA provides written Affirmation of Consultation with non-public school officials to provide equitable services to eligible children attending private elementary and secondary schools. ESEA §1117 (1)(A) & § 8501(c).	Affirmation of Consultation with Private School Officials uploaded into the 2024-2025 Form Uploads folder in Indistar by May 1, 2024 . Consultation form must be uploaded for each LEA, even if they do not have any eligible private schools or students in their attendance zone.
82	Equitable Services timely, meaningful, and ongoing consultation process and meetings between the LEA and private school officials throughout the school year. ESEA § 1117(b) & ESEA § 8501(c)	Evidence that the LEA conducted ongoing consultation throughout the school year. Detailed meeting agenda/minutes, slide deck, telephone log, e-mails, certified mail, and documentation showing the information shared and received by the private school official. Upload into the 2024-2025 folder in Indistar.
83	The LEA has engaged in timely and meaningful consultation with respect to any transfer of funds between Title programs with Private School officials, and the LEA will provide equitable services based on the total amount of funds available to each program after the transfer. ESEA § 5103 (e)(2).	Evidence that the LEA conducted timely and meaningful consultation concerning any transfer of funds between Title programs and Private School officials. Detailed meeting agenda/minutes, slide deck, telephone log, e-mails, certified mail, and documentation showing the information shared and received by the private school official. Maintain on file
84	The LEA has provided and assessed effectiveness of Equitable services for the participating Title programs for private school students, teachers, and families. ESSA § 1117 & § 8501	Evidence of implementation of equitable services plan For Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; as Title IV, Part B as applicable to the LEA and the Private school. Document all communication, program decisions, services provided, inventory of property, standard operating procedures, needs assessment, protocols or process for evaluating the effectiveness of equitable services. Maintain on file.
85	LEA timely notification to private school officials regarding services and activities for participating private school students, teachers, and families. ESSA § 1117 & § 8501	LEA notification to private school officials regarding funds available for services, balances, and carryover through the school year and acknowledgment of the notification by the private school official. Maintain on file.

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Equitable Services

Title I, Part A & Title VIII

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
86	LEA timely notification to private school officials regarding funds available for services, balances, and carryover . ESEA §1117 (a)(4) & § 8501(a)	LEA notification to private school officials regarding services and activities through the school year and acknowledgment of the notification by the private school official. Maintain on file.
87	Agreement , Memorandum of Understanding (MOU), or Standard Operating Procedures (SOP) between the LEA and the Private School. ESEA §1117(b)(1).	Signed copy of any Agreement, Memorandum of Understanding (MOU), or Standard Operating Procedures (SOP) between the LEA and the Private School. Maintain on file.

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Title IX, Part A
McKinney-Vento Education for Homeless Children and Youths

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
88	The LEA implements procedures to address the identification of homeless children and youth according to statutory definitions. McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(1)(B).	<ul style="list-style-type: none"> • Enrollment, intake, and tracking forms for all identified homeless students. Maintain on file. • District notes/logs/documentation of community contacts. Maintain on file.
89	The LEA implements procedures to address the immediate enrollment of homeless children and youth according to statutory requirements. McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(1)(C).	<ul style="list-style-type: none"> • Evidence of written procedures for enrolling homeless children. Upload into the 2024-2025 folder in Indistar if not submitted during the 2023-2024 school year. • Agendas, memos, and handbooks for training sessions. Maintain on file. • District evidence of posters, brochures, and flyers available in each building. Maintain on file.
90	The LEA implements procedures to address the retention of homeless students in the school of origin. McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(3)(B).	<p>Maintain the following documents:</p> <ul style="list-style-type: none"> • Memos and other information explaining the rights of parents for their children to attend the school of origin; • Needs assessment documents; • District policies; and • District tracking of transportation to school of origin <p>Maintain on file.</p>
91	The LEA disseminates information both internally and externally to ensure appropriate implementation of the statute. McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(6)(A)(v).	<ul style="list-style-type: none"> • Communication tools for internal and external stakeholders. Maintain on file. • District evidence of posters, brochures, and flyers available in each building. Maintain on file.

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Title IX, Part A
McKinney-Vento Education for Homeless Children and Youths

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
92	The LEA ensures that there is <u>coordination of programs and services</u> to homeless students and families. McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(5)(D).	<ul style="list-style-type: none"> Completed collaboration forms for community and district coordination. Maintain on file.
93	The LEA has a system for ensuring prompt <u>resolution of dispute</u> . McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(3)(E).	<ul style="list-style-type: none"> District dispute resolution form and log. Maintain on file.
94	The liaison participated in annual <u>professional development</u> . McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(1)(F)(ii).	Certificates of attendance for the district liaison from the following: <ul style="list-style-type: none"> State Conference; Trainings at Educational Cooperatives; and Other trainings Upload into the 2024-2025 folder in Indistar.
95	<u>Application</u> has been approved by DESE to include budget, activities, enrollment residency questionnaire, policies, training, phone and email logs, distributed information, records of transportation, agendas, agreements, required reports and evaluation of all components	<ul style="list-style-type: none"> District evidence of implementation of approved application. Described in the application.
96	LEA expenditures align with Federal <u>Program use of funds</u> , eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> Compare check register and detail distribution (expenditure) reports to final budgets and applications. Maintain on file.

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Title IX, Part A - Competitive Subgrant (if applicable)
McKinney-Vento Education for Homeless Children and Youths

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
97	LEA ensures that services for homeless students are expanded or improved through the use of the subgrant.	• Evidence that services are expanded or improved through the use of the subgrant. Maintain on file.
98	The LEA implements procedures to address the academic needs of homeless students.	• Evidence that services provided address the academic needs of homeless students. Maintain on file.
99	An evaluation of the programs and services provided to students is completed.	• Evidence that the district completed an evaluation of the programs and services provided to students. Maintain on file.

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ARP Act - ESSER III Funds

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
100	Reporting requirements are met within timelines.	<ul style="list-style-type: none"> Required reports submitted. Maintain on file.
101	LEA expenditures align with ARP ESSER use of funds, eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> Compare check register and detail distribution (expenditure) reports to final budgets and applications. Internal ADE-DESE review.
102	LEA budgeted and expended required 20% from ARP funds to address learning loss	<ul style="list-style-type: none"> Compare expenditures coded to Program Code 170 to ARP spending plan budgeted amount for learning loss. Internal ADE-DESE review.

ARP Act - ESSER III Homeless I Funds (if applicable)

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
103	Application and Assurances has been approved by DESE.	<ul style="list-style-type: none"> Evidence that the LEA application has been implemented. Maintain on file. Application, assurances, and final approval letter will be verified in Indistar. Maintain on file.
104	Section 427 of GEPA Statement has been approved by DESE.	<ul style="list-style-type: none"> Evidence that the GEPA Statement has been implemented. Maintain on file. GEPA Statement will be verified in Indistar. Upload into the 2024-2025 folder in Indistar.
105	Expenditures with ARP Homeless I funds must meet reasonable, necessary and allocable within the allowable uses of funds. American Rescue Plan Act Section 2001 (b)(1)	<ul style="list-style-type: none"> Accounts Payable Check Register and Payroll Distribution Detail Report uploaded to Indistar. Internal ADE-DESE review. Evidence that there is written documentation for each ARP Homeless I expenditure and that expenditures meet procurement and reporting requirements. Maintain on file.
106	Reporting requirements are met within timelines.	<ul style="list-style-type: none"> Required reports submitted. Maintain on file.
107	LEA expenditures align with ARP Homeless I use of funds , eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> Compare check register and detail distribution (expenditure) reports to final budgets and applications. Maintain on file.

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ARP Act - ESSER III Homeless II Funds (if applicable)

Monitoring Indicators		Suggested Documentation for Monitoring and Records Retention
108	Application and Assurances has been approved by DESE.	<ul style="list-style-type: none"> Evidence that the LEA application has been implemented. Maintain on file. Application, assurances, and final approval letter will be verified in Indistar. Maintain on file.
109	Section 427 of GEPA Statement has been approved by DESE.	<ul style="list-style-type: none"> Evidence that the GEPA Statement has been implemented. Maintain on file. GEPA Statement will be verified in Indistar. Upload into the 2024-2025 folder in Indistar.
110	Expenditures with ARP Homeless II funds must meet reasonable, necessary and allocable within the allowable uses of funds. American Rescue Plan Act Section 2001 (b)(1)	<ul style="list-style-type: none"> Accounts Payable Check Register and Payroll Distribution Detail Report. Upload into the 2024-2025 folder in Indistar. Evidence that there is written documentation for each ARP Homeless II expenditure and that expenditures meet procurement and reporting requirements. Maintain on file.
111	Reporting requirements are met within timelines.	<ul style="list-style-type: none"> Required reports submitted. Maintain on file.
112	LEA expenditures align with ARP Homeless II use of funds , eFinance budget, and Indistar files (LEA assurances, budget, and application)	<ul style="list-style-type: none"> Compare check register and detail distribution (expenditure) reports to final budgets and applications. Maintain on file.

[Records retention](#) is required for federal monitoring purposes. The above indicators must be documented in some form/format. If an LEA chooses to document in a manner other than is suggested, the LEA must provide clear and acceptable documentation for the identified indicators. The evidence must be maintained and available for SEA monitoring purposes upon request.

Green: documents that the LEA needs to elaborate on in the application. **Purple:** documents that the LEA needs to maintain records on file at the local level.

Red: documents that the LEA needs to be uploaded to Indistar, or otherwise provided to the state. **Blue:** Internal ADE-DESE review.