

Procedure to Ensure Student Eligibility for Title I and Title III LEP / Immigrant Funded Programs

Program Directors annually review program requirements for eligibility to ensure all program participants are eligible for services under that program's guidelines as follows:

- Program Directors review funding source's guidelines for eligibility
- Program Directors ensure staff is aware of eligibility requirements
- Program staff ensure students currently receiving services are still eligible by providing documentation to support eligibility
- Program staff monitors student achievement progress on regular bases to determine continuation of services or due to increase in student achievement begin student exiting process from the program
- Forms are signed by the staff member determining the need for services and kept on file for at least 5 years, regardless of eligibility status