



**Lansing School District: Department of Improvement and Innovation  
2016 - 2017 Annual Monitoring**

Building: \_\_\_\_\_

Date: \_\_\_\_\_

**Title IA**

- 1) Sign in sheets and agendas for:
  - \_\_\_\_\_ a. Title 1a Parent Involvement meetings.
  - \_\_\_\_\_ b. Building Professional Development Inservices/Workshops
  - \_\_\_\_\_ c. School Improvement meetings.
- 2) \_\_\_\_\_ Verification each staff funded with Title I and/or Section 31a funds knows how they are funded.
- 3) \_\_\_\_\_ Student School Selection Process for Supplemental Support document in office and/or Dropbox

**Section 31a - At Risk** (Public School Only)

- 1) \_\_\_\_\_ Student School Selection Process for Supplemental Support document in office and/or Dropbox
- 2) \_\_\_\_\_ Proper selection of eligible students meeting 31a criteria
- 3) \_\_\_\_\_ Additional documentation completed on form
- 4) \_\_\_\_\_ Proper services being provided in buildings based on student need
- 5) \_\_\_\_\_ Completed activity logs by 31a funded staff
- 6) \_\_\_\_\_ Group of all students meeting the 31a criteria completed on student system
- 7) \_\_\_\_\_ 31a funded staff list of students being served
- 8) \_\_\_\_\_ Verification each staff funded with Title I and/or Section 31a funds knows how they are funded.

**Title IIA**

- 1) \_\_\_\_\_ Professional Development sign in sheets and agendas
- 2) \_\_\_\_\_ Professional Development Surveys completed and submitted for all building inservices/workshops
- 3) \_\_\_\_\_ Verification each staff funded with Title II funds knows how they are funded.

**Equipment Inventory** (Purchased with grant funds)

- 1) \_\_\_\_\_ Equipment Inventory list located in office or Dropbox
  - \_\_\_\_\_ a. All equipment is on list
  - \_\_\_\_\_ b. All fields on equipment is complete
- 2) \_\_\_\_\_ Equipment is properly located
- 3) \_\_\_\_\_ Equipment is properly labeled
  - \_\_\_\_\_ a. Lansing School District
  - \_\_\_\_\_ Funding Source
  - \_\_\_\_\_ Budget account number
  - \_\_\_\_\_ c. PO#
  - \_\_\_\_\_ d. Technology ID Tag

**Programs and Budget**

- 1) Budget Item: \_\_\_\_\_
  - \_\_\_\_\_ a. Item has been purchased or person has been hired
  - \_\_\_\_\_ b. Item or person is being used as described in School Improvement Plan
- 2) Budget Item: \_\_\_\_\_
  - \_\_\_\_\_ a. Item has been purchased or person has been hired
  - \_\_\_\_\_ b. Item or person is being used as described in School Improvement Plan
- 3) Budget Item: \_\_\_\_\_
  - \_\_\_\_\_ a. Item has been purchased or person has been hired
  - \_\_\_\_\_ b. Item or person is being used as described in School Improvement Plan

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

Grants Compliance Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_