



Title II, Part A (Title II-A)



Monitoring and Technical Assistance Procedures

In keeping with the provisions of the *No Child Left Behind Act of 2001* and the *Individuals with Disabilities Education Improvement Act of 2004 (IDEA)*, the Georgia Professional Standards Commission (PSC) monitors the Title II-A activities of local education agencies (LEAs) and provides these school systems with technical assistance with the implementation of Title II-A programs. As part of its monitoring and technical assistance duties, the PSC consultant will conduct **site visits** to selected LEAs during the 2008-2009 school year in order to (1) document whether or not the school systems have prepared the requisite Title II-A reports and data and (2) review the quality of the documentation provided.

Please review the enclosed documents, which have been provided to guide you and your staff as you complete the self monitoring/technical assistance checklist and prepare for the on-site visit to your school system. The checklist will be used during the visit by the PSC Title II-A consultant, who will use the list to verify that all required documentation is on file.

- Title II, Part A Monitoring and Technical Assistance Procedures
- Title II, Part A Assurance
- Title II, Part A LEA Self-Monitoring Checklist
- Title II-A Monitoring and Technical Assistance Checklist
- Title I, Part A and Title II, Part A Section 1119 Qualifications for Teachers and Paraprofessionals Verification of Compliance – Principal Attestations and Assurances
- Title II-A Consultant Directory

The following procedures will be followed for the monitoring/technical assistance visits:

1. School systems complete and return two documents no later than November 3, 2008:
 - Title II, Part A Assurance
 - Title II, Part A LEA Self-Monitoring Checklist
2. School systems ensure that all principals complete the **Title I, Part A and Title II, Part A Section 1119 Qualifications for Teachers and Paraprofessionals Verification of Compliance – Principal Attestations and Assurances** form, and maintained on file at the central office for review during on-site monitoring visits.
3. PSC consultants will contact the Title II-A coordinators in selected local school systems and schedule monitoring/technical assistance on-site visits to review and examine the presence of mandated Title II-A plans, budgets, reports, data, and other documentation for the 2008-2009 school year.
4. The LEA prepares documentation for each of the items on the monitoring checklist prior to the visit. The LEA may solicit technical assistance from the PSC consultant regarding appropriate documentation for the monitoring checklist prior to the visit.
5. During the monitoring and technical assistance visit, the PSC consultant and the LEA Title II-A coordinator examine the documentation that the LEA has assembled to support the items on the checklist.

6. Within two weeks of the monitoring and technical assistance visit, the PSC consultant mails a copy of the completed Title II, Part A Monitoring and Technical Assistance Checklist, including notes regarding documentation that was missing or incomplete, to the LEA superintendent and the Title II-A coordinator. Another copy is filed with the PSC.
7. Within 30 days of receipt of the completed Checklist, the LEA's Title II-A coordinator shall send the PSC consultant a written Timeline of Actions to be taken by the LEA to address any incomplete or missing documentation.
8. The PSC consultant reviews timeline to assure that all missing or incomplete documents are addressed, monitors the implementation of the timeline and recommends appropriate measures if actions are not implemented in a timely manner. LEAs that fail to correct deficiencies outlined in the written Timeline of Actions are subject to having funds withheld until corrections are made.