

Title II, Part A Guidance for Completing the FY09 Consolidated Application CLIP

The placement of updated information in the appropriate descriptor of the FY09 Consolidated Application will speed up the approval process allowing LEAs to submit budgets in a timelier manner. All information added to the FY09 Con App CLIP descriptors should be highlighted in light blue. Use the strikethrough feature to replace information in need of update or correction. Do not delete any text or data; use the strikethrough feature rather than deleting text or data. Contact your Title II, Part A consultant if you have questions concerning placement of information in the FY09 Consolidated Application.

Descriptor 1 – The description of the comprehensive needs assessment process (including Title II, Part A) or a description of the Title II, Part A needs assessment process should be placed in descriptor 1. Be sure to include statements or a list of the resources utilized for valid needs information and data. The needs assessment process description should address recruitment, retention, professional learning (including meeting diverse student needs), class size reduction, non-HiQ teachers and paraprofessionals, equitable opportunities for all students in the areas of teacher quality, teacher experience and class size. The Title II, Part A or consolidated “List of Prioritized Needs” should be included in a summary statement at the end of the descriptor 1. If your needs assessment did not identify equity needs, include a statement to that effect.

Descriptor 15 – The description of stakeholder involvement for the Title II, Part A or system comprehensive processes of needs assessment, action planning, and assessment of the action plan should be included in descriptor 15. Descriptor 15 should also include a description of how parents are notified of non-highly qualified teachers and the parent’s “right to know”.

Descriptor 18 – Updated school year 2007-2008 teacher and paraprofessional highly qualified data, with supporting remediation plans for non-HiQ teachers and paraprofessionals, should be placed in descriptor 18. This descriptor should also contain the equity component (Equity Plan) of the overall Title II, Part A Plan. The equity component or equity plan should address the following:

- Narrative including student equitable opportunity belief statement
- Needs assessment
- Equity of stakeholder involvement
- Teacher quality equity
- Teacher experience equity
- Class size equity
- Meeting diverse student needs
- Recruitment and placement
- Retention

Descriptor 19 – Procedures of how the LEA prepares all teachers to meet diverse student needs should be placed in descriptor 19.