



2020-2021 Random Validation Documentation Matrix
Federal Program Compliance Division
Title II, Part A

Program Requirement	Meaningful Consultation The LEA meaningfully consulted with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools) parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A. [Section 2102(b)(3)(A)]	
Type of Documentation Required	Relevant pages of the District Improvement Plan	Documentation of Stakeholder meetings
Description of Acceptable Documentation	<ul style="list-style-type: none"> • Include title page of District Improvement Plan, and only those pages of the plan that relate to the consultation. This might be narrative sections where the LEA has described its planning and consultation processes, or specific activities that are indicated the plan. • Please do NOT submit the entire plan. 	
		<ul style="list-style-type: none"> • “Meaningful consultation” refers to a genuine opportunity to participate and provide input into planning and decisions concerning the program. • Required stakeholders are teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (if the LEA has charter schools), parents, community partners, and others with relevant and demonstrated expertise. • Meeting agendas and meeting notes should provide evidence of meaningful consultation with the required stakeholders in the development of the Title II, Part A program. It should be clear from the agendas and minutes that the stakeholders have a genuine opportunity to participate in the planning and decision-making; it should not be a “rubber stamp” approval. • Sign-in sheets should include the date, stakeholder names, roles, and signatures for the required stakeholders.



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Program Requirement	Ongoing Consultation The LEA used data and ongoing consultation to continually update and improve Title II, Part A activities. [Section 2102(b)(2)(D)]	
Type of Documentation Required	Relevant pages of the District Improvement Plan	Documentation that consultation is ongoing
Description of Acceptable Documentation	<ul style="list-style-type: none"> • Include title page of District Improvement Plan, and only those pages of the plan that relate to the consultation. • This might be narrative sections where the LEA has described its planning and evaluation processes, or specific activities that are indicated the plan. • Please do NOT submit the entire plan. 	<ul style="list-style-type: none"> • This documentation collectively should demonstrate that consultation occurred throughout the school year. For example, a minimum would be consultation for the beginning of the school year, one meeting or survey to ascertain program status or progress mid-year, and one meeting at the end of the year to evaluate the effectiveness of the Title II, Part A activities that were conducted. The documentation should show that this information is used to improve the program. <ul style="list-style-type: none"> ○ Agendas and minutes (dated) ○ Sign-in sheets (dated; roles of participants identified: i.e., parents, teachers, etc) ○ If used, copy of handouts provided during consultation events ○ If used, copy of survey and its results