



Title 1A

- 1) Sign in sheets and agendas for (when applicable):
 - a) ____ Title 1A Parent Involvement meetings
 - b) ____ Building Professional Development in-services/workshops
 - c) ____ School Improvement meetings
- 2) ____ Verification each staff funded with Title 1 and/or Section 31a funds knows how they are funded
- 3) ____ Student School Selection Process for Supplemental Support document in office and/or Google Docs

Section 31a-At Risk

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

Title IIA

- 1) ____ Professional Development sign in sheets and agendas (when applicable)
- 2) ____ Professional Development Surveys completed and submitted for all building in-service/workshops
- 3) ____ Verification each staff funded with Title IIA funds knows how they are funded

Equipment Inventory (Purchased with grant fund)

- 1) ____ Equipment Inventory list located in office or Google Docs
 - a) ____ All equipment is on list
 - b) ____ All fields on equipment is complete
- 2) ____ Equipment is properly located
- 3) ____ Equipment is properly labeled
 - a) ____ Relevant Academy School District
 - b) ____ Funding Source
 - c) ____ Purchase date
 - 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



**RELEVANT
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- 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:_____