

LEA:	Review Date(s):	Review Period:
LEA Contact:		LEA Contact Number:
LDOE Team Leader:	Contact Number:	Reviewer(s):

PROGRAM REGULATIONS

1. Is the LEA compliant with all programs regulations?	Documentation Needed	Yes	No	N/A	Comments
a. Curriculum program plan showing sequence of CTE courses needed to complete a career pathway Section 134(b)(3)(A)(B)(E) and LA Perkins Plan - Local Plan - La. Career Pathways (LCPs)	<ul style="list-style-type: none"> CTE Curriculum showing career paths 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Written policies and documentation of implementation to ensure accurate data collection La Perkins Plan - Local Plan - Section IV A. and B.	<ul style="list-style-type: none"> Samples of School-level Data Collection Forms and Instructions 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Core Indicator Report-CATE La Perkins Plan - Local Plan - Section IV A. and B.	<ul style="list-style-type: none"> Actual report(s) from CATE or reference as to where to find it in CATE 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Program Offerings-CATE La Perkins Plan - Local Plan - Section IV B., and Appendices C, D; Bulletin 741 Subchapter C	<ul style="list-style-type: none"> Sample(s) of CATE Program Offerings 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e. Career Options Reports-CATE La Perkins Plan - Local Plan - Section II A.; Bulletin 741, Subchapter C, Sec. 2397	<ul style="list-style-type: none"> Sample(s) of CATE Career Options Reports 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

PROGRAM APPROVAL REQUIREMENTS

2. Is LEA compliant with program approval requirements?	Documentation Needed	Yes	No	N/A	Comments
a. Class Schedules demonstrating courses aligned to Curriculum Plan - Section 134(b)(3), and Bulletin 741, Chapter 3107	<ul style="list-style-type: none"> High School Class Schedules (3 or 4) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*NOTE: Section citations, unless stated otherwise, are from the Carl D. Perkins Career and Technical Education Act of 2006 (P. L. 109-270).

LEA IMPROVEMENT PLAN

3. If the LEA had an Improvement Plan in its Local Application Plans (LAP), was it implemented?	Documentation Needed	Yes	No	N/A	Comments
a. Documentation that the improvement plan in the LAP was implemented - Section 123(4)(b)(2)	<ul style="list-style-type: none"> Check for LAP requirement and evidence of implementation by the LEA Egms-School Improvement Plan 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

LEA ADVISING COMMITTEE					
4. Does the LEA have an advisory committee?	Documentation Needed	Yes	No	N/A	Comments
a. Minutes, agenda, and attendance log - Section 122(c)(5); Bulletin 741 Chapter 3115; LA Perkins Plan Section II. A. 6.	<ul style="list-style-type: none"> Actual minutes, agendas and attendance logs from Advisory Committee meetings (samples of each) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Advisory committee roster LA Perkins Plan - Section II. A. 6.	<ul style="list-style-type: none"> Copy of committee members and positions held 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence of implementation of program evaluation process - Section 134(b)(5)(7)	<ul style="list-style-type: none"> Copy of how the committee evaluates the CTE program 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ACADEMIC INTEGRATION					
5. Are academics integrated into CTE courses for all students?	Documentation Needed	Yes	No	N/A	Comments
a. Lesson Plans, Portfolios, Project-Based Activities - Section 134(b)(3)(8), Section 135 (b), Bulletin 741, Chapters 3107 and 3113	<ul style="list-style-type: none"> Copies of lesson plans or activities from 3-4 CTE teachers 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. CTE personnel evaluations - Section 134(b)(7); Bulletin 130 Chapter 3.	<ul style="list-style-type: none"> Copy of principal's evaluation of each CTE teacher Compass Evaluation Report 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

COMPREHENSIVE GUIDANCE PLAN					
6. Does the LEA have a Comprehensive Guidance Plan?	Documentation Needed	Yes	No	N/A	Comments
a. Guidance Plan - Bulletin 741 Chapter 1125	<ul style="list-style-type: none"> Copy of the district/school's Guidance Plan or a link to an electronic copy 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Counselor Logs - Bulletin 741 Chapter 1125	<ul style="list-style-type: none"> Copy of 5-6 pages of the counselor's logs showing that they met with various CTE students at the school 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence that TOPS/TOPS Tech information is provided to students and parents - LA Perkins Plan - Section II. A. 2.	<ul style="list-style-type: none"> Copy of agenda or sign-in sheets from meetings where TOPS/TOPS Tech information was distribute (Flyers, Student Information Packets, etc.) (no more than 3) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

SAFETY REQUIREMENTS					
7. Is the LEA compliant with all safety requirements?	Criteria	Yes	No	N/A	Comments
a. Safety assessment of all schools – Bulletin 1674, Chapter 3, Section 303	<ul style="list-style-type: none"> Safety/Custodial Meeting Report(s), Campus Walk Around, Maintenance Re-Evaluation from Summer 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Assignment of LEA Safety Officer – Bulletin 741, Chapter 15, Section 1501.E.	<ul style="list-style-type: none"> Name of LEA Safety Officer/LEA Safety Liaison 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence that instructors have received safety training – Bulletin 1674, Chapter 3 Section 307	<ul style="list-style-type: none"> List of CTE Teachers' Safety Training(s) (dates, agendas, sign-in sheets) NCCER-Core Curriculum Certificates 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

EQUAL ACCESS AND DISCRIMINATION					
8. Is the LEA compliant with equal access and discrimination prevention requirements?	Criteria	Yes	No	N/A	Comments
a. Faculty Handbooks, policy manuals, student handbooks, and evidence showing equal access – Title IX: 34 CFR 106.9, Section 504: 34 CFR 104.8, Title VI: 34 CFR 100.6(c), Title II: 28 CFR 35.106	<ul style="list-style-type: none"> District's Policy Manual, Faculty Handbook, Student Handbook – Equal Opportunity Section, Education of Students with Exceptionalities Evidence of nondiscrimination in CTE classes District\ School Website Interviews with Guidance Counselors 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of nondiscrimination statements – Section 134(b)(8)(9), Title IX: 34 CFR 104.8	<ul style="list-style-type: none"> Printed statements of nondiscrimination (website or published school documents) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Written Policies to demonstrate FERPA requirements – Section 134(b), Title VI: 34 CFR 100.6(c)	<ul style="list-style-type: none"> Provide policy on FERPA requirements (can be electronic) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Enrollment data and placement procedures – Section 135(b)(1)-(9)	<ul style="list-style-type: none"> Provide evidence of enrollment and data policy and procedures (can be electronic) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e. Evidence of strategies to provide equal access/ prevent discrimination for special population students? Section 135(b), Section 134(b), Title VI: 34 CFR 100.6(c), Title IX: 34 CFR 104.8, ADA Title II: 28 CFR 35.106	<ul style="list-style-type: none"> Evidence in CATE-Career and Technical Education and/or CATE Career Options Show written policies that are evidence of equal access for special population students 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

POSTSECONDARY INSTITUTIONS					
9. Are linkages with postsecondary institutions in place? Section 122(c)(1)(A)(i-iv)	Criteria	Yes	No	N/A	Comments
a. Evidences of linkages with postsecondary institutions – Section 135(b)(2)	<ul style="list-style-type: none"> Written or verbal assurance of linkages with postsecondary institutions CATE Impact Analysis Meetings, agendas, sign-In sheets (no more than 3) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

PROFESSIONAL DEVELOPMENT					
10. Was professional development planned and implemented in an ongoing manner?	Criteria	Yes	No	N/A	Comments
a. Professional development announcements – Section 135(b)(5)	<ul style="list-style-type: none"> Copies of information documenting professional development planning and events 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Professional development agendas and sign-in sheets – Section 135(b)(5)	<ul style="list-style-type: none"> Copies of agendas and sign-in sheets as evidence of professional meetings conducted; 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Professional development/growth plan for teachers – Sections 124,135(b)(5)	<ul style="list-style-type: none"> Information documenting professional development planning and events Copies of 3-4 professional growth plans for CTE teachers 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

EQUIPMENT/PROPERTY MANAGEMENT					
11. Are federal guidelines being followed for equipment/property management?	Criteria	Yes	No	N/A	Comments
a. Items to be discarded or replaced – 2 CFR 200.313(c)(d)(e); Bulletin 741, Chapter 31. 3101 A, B	• Copies of records showing items replaced or discarded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Police records for stolen items – 2 CFR 200.313(c)(d)(e); Bulletin 741, Chapter 31. 3101 A, B	• Copies of police records for stolen items, if any	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Regular replacement schedule – 2 CFR 200.313(c)(d)(e); Bulletin 741, Chapter 31. 3101 A, B	• Provide a standard replacement schedule for all equipment used for CTE classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Preventative maintenance plan – 2 CFR 200.313(c)(d)(e); Bulletin 741, Chapter 31. 3101 A, B	• Copy of LEA preventative maintenance plan to keep CTE equipment in working order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e. Accurate inventory maintained including funding source and location – Bulletin 741, Chapter 31. 3101 A, B	• Copy of current inventory of CTE equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

PERSONNEL RECORDS COMPLIANCY					
12. Are personnel records compliant with requirements for this program?	Criteria	Yes	No	N/A	Comments
a. Time and effort reporting and salary allocation records are on file for personnel funded partially or solely with Perkins grant – EDGAR 2 CFR 200.430(i) Documentation of Personnel Expenses Support of salaries and wages h.(4)(c-e)(5)(a-b)	• Copies (2-3) of time certification and salary allocation records supporting CTE staff salaries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Certification records of CTE teachers denoting teacher certification and IBC certification – Bulletin 741, Chapter 3103.(A) Chapter 3113.(D)(1-2)	• Copies of certification of CTE teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Record of grievances filed – Title IX: 34 CFR 106.8(b) Title II: 28 CFR 35.107(b)	• Copies of grievances that have been filed, if any	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	