



## **FY25 ESEA Programmatic Monitoring On-Site Evidence Submission Instructions**

To prepare for the on-site monitoring visit, ADE staff will become more familiar with each LEA based on their evidence submissions. Each LEA is responsible for submitting their evidence for each rubric rating area in EMAC10 days before their on-site monitoring visit.

### Evidence Submissions:

1. The LEA should find available and understandable evidence to submit to ADE that is not included in the GME funding and planning sections. The LEA should not be creating evidence at this time.
2. The LEA determines what high-quality evidence should be submitted to provide evidence for each focus area, with an understanding that the document may not be larger than 10mb.
3. Evidence for each area should be compiled into one document for submission, preferably in PDF format.
4. The LEA will use the individual cover page (on following pages) for each rating area to indicate the evidence documents that connect to a rating area in the rubric. If the LEA does not have an evidence document to submit for a particular area, please write Not Available.
5. The LEA will need to compile the chosen evidence, with the table of contents as the first page, and save it as one document being sure to follow the naming conventions upon submission.

### On-Site Evidence Submission Naming Conventions:

- FY25- Name of Evidence Document-Exact name of LEA

Example: FY25 Integrated Action Plan ABC Arts School



## Integrated Action Plan Evidence Submission

**LEA NAME:** \_\_\_\_\_

Use this cover page to indicate which evidence documents are being submitted as part of the Integrated Action Plan evaluation. If the LEA does not have an evidence document to submit for a particular area, please write Not Available. ESEA Programmatic Monitoring evidence and responses provided must represent the current circumstances at the LEA, this allows ADE to truly identify topics that need additional technical assistance to support with compliance and effectiveness.

<b>Rubric Area</b>	<b>Title of Evidence Submission or Not Available</b>
Collaboration with Stakeholders	
Regular Monitoring and Review	
Data Analysis	
Goals	
Action Steps	
Monitoring and Evaluation	



## Professional Development Evidence Submission

**LEA NAME:** \_\_\_\_\_

Use this cover page to indicate which evidence documents are being submitted as part of the Professional Development evaluation. If the LEA does not have an evidence document to submit for a particular area, please write Not Available. ESEA Programmatic Monitoring evidence and responses provided must represent the current circumstances at the LEA, this allows ADE to truly identify topics that need additional technical assistance to support with compliance and effectiveness.

<b>Rubric Area</b>	<b>Title of Evidence Submission or Not Available</b>
Goals & Objectives	
Statutorily Required Topics Are Provided	
Based on Data	
Ongoing Support and Feedback	
Documentation of Professional Development	
Monitoring and Evaluation	



## **Parent & Family Engagement Evidence Submission**

**LEA NAME:** \_\_\_\_\_

Use this cover page to indicate which evidence documents are being submitted as part of the Parent & Family Engagement evaluation. If the LEA does not have an evidence document to submit for a particular area, please write Not Available. ESEA Programmatic Monitoring evidence and responses provided must represent the current circumstances at the LEA, this allows ADE to truly identify topics that need additional technical assistance to support with compliance and effectiveness.

<b>Rubric Area</b>	<b>Title of Evidence Submission or Not Available</b>
Parent & Family Engagement Policy	
Frequency of Relevant Communication	
Format of Communications	
Clarity of Communications	
Accessibility of Activities and Events	
Feedback	



## Transition Plans Evidence Submission

**LEA NAME:** \_\_\_\_\_

Use this cover page to indicate which evidence documents are being submitted as part of the Transition Plans evaluation. If the LEA does not have an evidence document to submit for a particular area, please write Not Available. ESEA Programmatic Monitoring evidence and responses provided must represent the current circumstances at the LEA, this allows ADE to truly identify topics that need additional technical assistance to support with compliance and effectiveness.

<b>Rubric Area</b>	<b>Title of Evidence Submission or Not Available</b>
Communication and Coordination	
Student Support	
Orientation and Familiarization	
Curriculum Continuity	
Social and Emotional Adjustment	
Monitoring and Evaluation	