# Review Process Schedule:

1. Notification sent approximately by May 2, 2022 to districts of an Educational Stability Program Review [including the subgroups - McKinney Vento (MKV), Foster Care (FC) with the non-regulatory guidance (FCG), and Military Connected Student (MIC) with guidance (MICG)], prior to the school year in which the Tiered Focused Monitoring (TFM) is scheduled.
2. Monitoring webinar to introduce the monitoring protocol and requirements is scheduled for **June 6, 2022 at 1:00 pm**. You must register to attend at [**Registration Link**](https://www.doe.mass.edu/sfs/edstability/training.html) on the Educational Stability training webpage.
3. Districts prepare and gather required documentation - being sure to label by Element number as indicated in the [**checklist**](#_Required_Documents_Checklist:)**.**
4. Required documentation must be submitted no later than **October 28, 2022 to Alchemer (*formerly Survey Gizmo*)*.***

[**Click Here to Submit**](https://survey.alchemer.com/s3/6826821/2022-2023-Educational-Stability-Program-Review-Submission)  *Note: Access to submit will be closed on October 28, 2022 by 5:00 pm.*

1. The Educational Stability Team sends an Initial Summary of findings approximately by **December 16, 2022**. Note: If the monitoring criteria have been met, the district will be issued a Final Monitoring Summary at this time.
2. Districts review their Initial Summaries. Districts must submit no later than **January 27, 2023** final corrective responses to any findings by emailing the district’s assigned Educational Stability Reviewer.
3. The Educational Stability Team will issue a Final Monitoring Summary as soon as possible, but no later than the week of **March 3, 2023**.

Note: Technical assistance may be requested at any point by emailing the district’s assigned Educational Stability Reviewer.

Districts: Attleboro to Edward Kennedy [Christine.H.Cowen@mass.gov](mailto:Christine.H.Cowen@mass.gov)

Farmington to Mohawk Trail [Bridget.G.Oshaughnessy@mass.gov](mailto:Bridget.G.Oshaughnessy@mass.gov)

Monomoy to Whittier: [Sarah.E.Slautterback@mass.gov](mailto:Sarah.E.Slautterback@mass.gov)

Site Visits: Tier 1 – No site visits will be conducted. Tier 2 – If needed, site visits will be determined.

The Massachusetts Department of Elementary and Secondary Education’s (DESE) Office for Student and Family Support’s (SFS) Educational Stability Team conducts program reviews of districts, charter schools and vocational technical schools for compliance with the following:

1. McKinney-Vento Homeless Assistance Act,
2. Foster Care provisions of Title I, Part A of Every Student Succeeds Act (ESSA), and
3. Military connected student provisions of Title I, Part A of Every Student Succeeds Act (ESSA) and The Massachusetts VALOR Act of 2012.

The following guidance documents support implementation of the above program provisions:

1. [Federal Non-Regulatory Guidance: Education for Homeless Children and Youths Program,](https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716updated0317.pdf)
2. [Massachusetts DESE and DCF Joint Guidance - Ensuring Educational Stability for Children in Foster Care](http://www.doe.mass.edu/sfs/foster/guidance.docx),
3. [Federal Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care](http://www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf), and
4. [Massachusetts Guidance on the Military Interstate Children’s Compact Commission or MIC3](https://www.doe.mass.edu/sfs/mic3/guidelines.docx)

The Educational Stability Team relies extensively on district documentation regarding the local implementation of these laws and regulations and focuses on addressing questions and concerns through technical assistance and training as appropriate. This document includes the [Review Process Schedule](#_Review_Process_Schedule:) and [Required Documents Checklist](#_Required_Documents_Checklist:) . *Monitoring Criteria and Legal Standards* *are provided in a separate document.*

# Required Documents Checklist:

* The following outlines the required information and documentation for the Educational Stability Program Review. The monitoring process is tiered:
  + **Tier 1** will look at the first **three** monitoring criteria in the form below and are included in the online submission form.
  + **Tier 2** will look at the remaining criteria and occur when the district’s next monitoring cycle occurs (lik ely 6 years later).

| **TIER 1 MONITORING ELEMENTS** | | **MCKINNEY VENTO HOMELESS EDUCATION** | **FOSTER CARE** | **MILITARY** | **Criteria/Legal Standards** |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Designated Staff** - For the person responsible for each program:   1. Verification that designated staff person is correctly identified on the DESE Profile for each program. 2. Verification that designated staff person has the capacity to fulfill the responsibilities and meet the needs of the students in a timely fashion. | Required | Required | Not required, though best practice to designate. | MKV 1    FC 3 |
| **2.** | **Training:**   1. **Training attended by designated staff listed**   Provide the date of the most recent training and upload a copy of the cover pages/presentations, table of contents/agenda, and/or certificate of attendance (all as one pdf).   1. **Training provided to district support staff**   Provide the date of the most recent training and upload a copy of the cover page/presentations, sign-in sheets, and agenda (all as one pdf). | Required participation and delivery of training. | Required participation and delivery of training. | Not required, though best practice. | MKV 13    MKV 14    FC G |
| **3.** | **Policies and Protocols:**   1. Upload a copy of the district’s education policy specific to each program and the date that policy was approved by the school committee or governing board. (MASC October 2019 policies are acceptable)   Homeless - key changes as a result of ESSA:   * Awaiting foster care is removed from the definition * Preschoolers are covered * The school of origin needs to include designated receiving schools * Extracurricular and summer programming are now included * Transportation along with enrollment is provided through the end of the year in which a student is permanently housed * Living arrangements are protected as student record information.   Foster Care – including preschool students.  Military – addresses eligibility for one year after retirement or death on active duty | Policy is required. | Policy is required | Not required.  but best practice | * MKV 2 * MKV 4 * MKV 5 * MKV 6 * FC 1 * FC 2 * FC 4 * FC G * MIC 1 * MIC 2 * MIC 3 * MIC 5 * MIC G |
| 1. Upload a copy of each of the following:    * Enrollment/admissions policy - barriers are removed for enrollment.    * District’s enrollment forms - required documentation is exception and option to self-identify military status.    * District’s residency policy – Homeless and Foster Care policies are cross-referenced. | Upload one copy of each document. If possible, highlight sections of the documents that apply to these subgroups. | | |
| 1. Upload a document providing:  * A brief description of the enrollment process for all students, and * The specific processes, for students in these subgroups. | Briefly describe for each. | | |

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| **TIER II Criteria (to be submitted and reviewed at the time of District’s next Educational Stability Review (likely 6 years after Tier I)**  [This Photo](http://akses-pss.blogspot.com/2010/06/blog-post.html) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) | | | | | |
| **4.** | **Public Notice**   1. A copy of the public notice (brochure/poster/other notice) on the educational rights of students under the program. | Required | Not Required | Not Required | * MKV 3 * MKV 7 |
| 1. List the locations/agencies where public notice has been disseminated and posted; this may include the district’s website and student handbooks. | Required | Not Required | Not Required |
| **5.** | **Transportation**   1. Provide a description of how that transportation is set up, provided, and funded. | Required | Required | Not Required | * MKV 5 * MKV 7 * FC 1 * FC 4 * FC G |
| 1. Upload a PDF of transportation records showing students returning to their schools of origin. (Please provide a sample of records for each applicable subgroup.) | Required | Required | Not Required |
| **6.** | **Disputes**   1. Disputes filed with DESE, if any. | DESE will review filed disputes. | | Not Required | * MKV 8 * FC G |
| **7.** | **Access to Services**   1. Describe any barriers students experience in trying to access courses, activities, and events and how the LEA is addressing those. | Required | Required | Required | * MKV 9 * FC G * MIC 3 * MIC 4 * MIC G |
| 1. Provide sample documentation demonstrating access to services for students with disabilities and/or limited English proficiency. | Required | Required | Required |
| 1. Describe students’ access to vocational and technical education and gifted and talented programming. | Required | Required | Required |
| **8.** | **Family Engagement**   1. Describe opportunities families are encouraged to participate in to be involved in their child’s education, including parent programming offered by Title I. | Required | Not Required | Not Required | * MKV 10 |
| 1. Describe how families are able to access those opportunities. | Required | Not Required | Not Required |
| **9.** | **Collaboration**   1. Describe the collaboration with other entities and agencies to **identify** children and youth within each program. | Required | Required | Not Required | * MKV 10 * MKV 11 * MKV 15 * FC G |
| 1. Describe the collaboration with other entities and agencies to provide **services** to children and youth with each program. Include the following: 2. A list of state, community, and district personnel collaborated with and the services provided. 3. A list of Head Start, Early Head Start and other preschool programs children are referred. 4. A list of local health care, dental, and mental health services that families, children and youth are referred to for immunizations, medical records, and services | Required | Not Required | Not Required |
| 1. Describe the collaborations with agencies, districts and/or others to provide transportation. | Required | Required | Not Required |
| **10.** | **Records and Privacy**   1. Describe where and how student records are maintained by the district and how parents/guardians or youth could access student records. | Required | Required | Required | * MKV 12 * FC 2 * FC G * MIC 2 * MIC G |
| 1. Describe how the district or school is protecting information regarding a student’s living arrangement. | Required | Not Required | Not Required |
| 1. Describe how the district or school is promoting educational stability through timely transfer of records between districts, school, and/or states. | Required | Required | Required |
| **11.** | Upload copies of Homelessness verification letters/notifications provided by the person designated, which documents homeless status for student, family, or unaccompanied youth. | Required | Not Required | Not Required | * MKV 13 * MKV 16 |