



# Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley  
Commissioner

## MEMORANDUM

**To:** Title I, IIA, and IVA Directors in Districts Scheduled for FY 2023 Public School Monitoring  
**From:** Simone Lynch, Director of Federal Grant Programs  
**Date:** September 23, 2022  
**Subject:** Notice of FY 2023 ESSA (Titles I, IIA, and IVA) Program Monitoring

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This communication serves as notice of monitoring activities related to implementation and administration of several Every Student Succeeds Act (Titles I, IIA, and IVA) grant programs. The monitoring process helps districts determine the extent to which district Title I, Title IIA, and Title IVA programs and policies focus on improving student academic achievement, in accordance with statutory and regulatory requirements. While the ESSA grant programs monitoring process is part of the same six-year monitoring cycle as the Department's Tiered Focus Monitoring (TFM) review, due dates related to the TFM review and ESSA monitoring may differ.

Your district's FY 2023 Titles I, IIA, and IVA monitoring process will be conducted as a desk-based review of district documentation. Based on this review, should our staff think it necessary to follow up by phone, video, or visit, we will contact you to arrange a virtual meeting or visit to your district.

Linked here you will find the [ESSA Grant Programs Monitoring Procedures](#) manual, which is also posted on our [website](#). The manual provides detailed instructions regarding the types of documentation and evidence to collect, and how to organize and submit your materials. **In addition, we have organized two upcoming webinars to provide an overview of the process and additional resources: [October 18, 2022 at 2:00pm](#) and the same information will be repeated on [October 19, 2022 at 10:00am](#).** While we cannot make it mandatory, we strongly encourage you to attend so you have all the information you need to make the monitoring process as smooth and successful as possible. **To register for one of the Zoom webinars, please select the date above that you would like to attend.**

The deadline for submission of materials is **Friday, January 20, 2023**. After our staff completes the initial review, we will notify you if we have any questions, concerns, or interest in virtual or in-person follow-up.

Your federal grants liaison will contact you to obtain one point of contact to facilitate communication throughout this process. If you have any questions regarding this notice, please contact our office at [federalgrantprograms@mass.gov](mailto:federalgrantprograms@mass.gov) or 781-338-6230. For questions specific to your review, please contact your liaison. If you are unsure of your district's federal grant programs liaison, the listing can be found on our website, [here](#).

Thank you in advance for your attention to this matter.

C: Superintendent