



MISSOURI OFFICE OF REFUGEE ADMINISTRATION (MO-ORA)
REFUGEE SCHOOL PROGRAMS
SELF-MONITORING CHECKLIST

SECTION I – DISTRICT AND PROGRAM INFORMATION

SCHOOL DISTRICT NAME	FORM DUE DATE April 30, 2024
REFUGEE PROGRAM CONTACT NAME	REFUGEE PROGRAM CONTACT PHONE Ext.
REFUGEE PROGRAM CONTACT EMAIL ADDRESS	

SELECT PROGRAM FOR SELF-MONITORING (Select one)

- REFUGEE SCHOOL IMPACT GRANT (RSI)
- AFGHAN REFUGEE SCHOOL IMPACT SUPPORT TO SCHOOLS GRANT (S2S)
- AFGHAN REFUGEE SCHOOL IMPACT GRANT (ARSI)

- Respond to each of the following monitoring requirements by placing an appropriate code (*see key below*) on the line to the right of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.
- Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation available. The documentation of evidence sources must be on file at the district for review. Do not send copies of evidence sources to MO-ORA, unless requested to do so.
- EMAIL the completed form by the due date above to: cockrums@iistl.org

DC = District Compliant: A review indicates compliance. When using this code, the district must have the documentation readily available for review by MO-ORA staff, if requested.

DR = District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section on the last page to explain how the district intends to resolve the discrepancy and the intended timeframe for completion.

DA = District Assistance: The district requests assistance. A MO-ORA staff member or Local Resettlement Agency member will contact the district to arrange for assistance.

NA = Not Applicable: Does not pertain to this district.

SECTION II – ASSURANCES AND CERTIFICATION

The authorized representative assures the Missouri Office of Refugee Administration that the information provided is correct and accurate and documentation is on file at the district for review.

SIGNATURE OF BOARD-AUTHORIZED REPRESENTATIVE	DATE
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5. Quarterly Consultations			
School and Local Refugee Resettlement Agencies meet to improve program and other issues as identified by stakeholders. Evidence Sources <input type="checkbox"/> Sign-in sheets from quarterly consultations <input type="checkbox"/> Meeting minutes			
SECTION IV - REFUGEE SCHOOL IMPACT GRANT			
		DC	DR/DA
6. Student Identification			
a. The LEA has documentation showing procedures used to survey the enrolled student body to identify students who are refugee. These efforts are coordinated with school personnel and community agencies. Evidence Sources <input type="checkbox"/> Student survey <input type="checkbox"/> Question on the student enrollment form <input type="checkbox"/> Agendas, minutes of meetings or other forms of communication with community			
7. Number of Refugee Students Enrolled			
a. The LEA had refugee children enrolled in the prior school year. Evidence Sources Refugee students enrolled in prior school year _____ refugee students <input type="checkbox"/> Enrollment records <input type="checkbox"/> Refugee Children School Impact Grant			
8. Refugee Families Served, Staff Development Provided			
a. The LEA provides documentation that refugee children and families were served and staff participated in professional development activities related to refugee children. Evidence Sources Refugee children served in the prior school year _____ refugee children Refugee families served in the prior school year _____ refugee families Professional development was provided to staff members _____ # of staff members			
9. Activities (as applicable)		Date Approved in Application	Date Implemented/ Completed
The LEA provides documentation that activities approved in the grant were implemented as described in the district's application for funds. Evidence Sources <input type="checkbox"/> Activity #1 <input type="checkbox"/> Activity #2 <input type="checkbox"/> Activity #3 <input type="checkbox"/> Activity #4 <input type="checkbox"/> Activity #5 <input type="checkbox"/> Activity #6 <input type="checkbox"/> Activity #7			