

LOSFA EXPENDITURE FORM CHECKLIST

Please note that all deliverables must be uploaded into both Egnyle and the Cayen Data Management System.

CAMPUS/BUSINESS/INDUSTRY FIELD TRIPS

- List of students Agenda
- Lesson planning documents according to curriculum (for business/industry field trips)
- Educational standards that correlate with the business/industry being visited Field Trip Support Form
- Invoice District policy on transportation and substitutes (should include a breakdown of total expenditure cost)

- Post-Implementation:** Student and parent sign-in sheets Photos with captions
 Pre and post surveys (as requested)
 Postsecondary/Career Exploration and Reflection Form (Sample of 3-4 Student Reflections), Job Shadowing Booklet or Other

Submission Date _____ **OSSC** _____

ELA/MATH TUTORING/COURSE CREDIT RECOVERY OR OTHER ACADEMIC SUPPORT/TUTORING

- List of students Confirmation that each teacher is certified in the area they are tutoring
- Confirmation that each tutor will not tutor students they currently teach
- Invoice with tutors' hourly rates, estimated fringe and dates of tutoring
- Number of students attempting credit recovery courses, tutoring or other academic intervention

Post-Implementation: Test scores/grades prior to and after receiving tutoring and/or credit recovery intervention; student and tutor sign-in sheets; student demographics (gender, grade level, race/ethnicity) merged with course grade data file.

Submission Date _____ **OSSC** _____

COLLEGE ACCEPTANCE/AWARD RECOGNITION DAY

- Data files listing student names, colleges applied to and colleges accepted to Award ceremony program
- Invoice Agenda

Post-Implementation: Sign-in sheets Photos with captions

Submission Date _____ **OSSC** _____

LOUISIANA COLLEGE APPLICATION AND ACCESS MONTH (LCAAM)

- List of students Agenda Invoice

Post-Implementation: Sign-in sheets Number of applications completed per student Photos with captions
 Pre and post surveys

Submission Date _____ **OSSC** _____

TOPS/FAFSA FINANCIAL LITERACY WORKSHOPS, CROSS CURRICULAR COLLEGE ACCESS ACTIVITIES, COLLEGE MATCH & FIT WORKSHOPS

- List of students Agenda Invoice District policy on transportation and substitutes

Post-Implementation: Sign-in sheets Photos with captions Pre and post surveys (as requested)

Submission Date _____ **OSSC** _____

LEADERSHIP/TRANSITION PROGRAMMING, CONFERENCE, FLY TOUR

- List of students Agenda Invoice Registration forms

Post-Implementation: Sign-in sheets Photos with captions Pre and post surveys (as requested)

Submission Date _____ **OSSC** _____

COLLEGE ACCESS/EXPLORERS' CLUBS

- List of students Agenda Invoice

Post-Implementation: Sign-in sheets Photos with captions
 Tutoring or other support service deliverables as applicable

Submission Date _____ **OSSC** _____

PRE-ADVANCED PLACEMENT AND ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE (AP/IB)

- List of students
- Invoice

Post-Implementation: Number of Pre-AP/IB and/or AP/IB courses offered in each semester; number of Pre-AP/IB and/or AP/IB students enrolled in each semester for each course offered; end of Pre-AP/IB and/or AP/IB course grades or equivalent measure; student demographics (gender, grade level, race/ethnicity) merged with course grade file.

Submission Date _____ **OSSC** _____

ACT/SAT PREP/STANDARDIZED TESTING SUPPORT

- List of students
- Invoice

Post-Implementation: ACT/SAT test scores prior to and after ACT/SAT prep intervention.

Submission Date _____ **OSSC** _____

DUAL ENROLLMENT/CLEP SUPPORT

- List of students
- Invoice

Post-Implementation: Number of dual enrollment/CLEP courses offered in each semester; number of CLEP or dual enrollment students enrolled in each semester for each course offered; end of CLEP or dual enrollment course grades or equivalent measure; student demographics (gender, grade level, race/ethnicity) merged with course grade file.

Submission Date _____ **OSSC** _____

POSITIVE BEHAVIOR SUPPORT (PBS) PREVENTION

- List of students
- Invoice
- Written PBIS statement that explains the targeted behavior you would like to address, how the items will be awarded and when the initiative will begin and end

Post-Implementation: Number of students receiving disciplinary referrals prior to and after PBIS intervention (as applicable); number of students receiving in-school suspensions prior to and after PBIS intervention (as applicable); number of students expelled prior to and after PBIS intervention (as applicable); rate of attendance prior to and after PBIS intervention (as applicable); pictures and captions.

Submission Date _____ **OSSC** _____

POSITIVE BEHAVIOR SUPPORT (PBS) REWARDS

- List of students
- Invoice
- Written PBIS statement that explains the targeted behavior you would like to address, how the items will be awarded and when the initiative will begin and end

Post-Implementation: Sign-in sheets Photos with captions

Submission Date _____ **OSSC** _____

BUSINESS/INDUSTRY COMPONENT

- List of students
- Invoice

Post-Implementation: Sign-in sheets Photos with captions

Submission Date _____ **OSSC** _____

TECHNOLOGY (Complete this section ONLY if you're purchasing technology.)

For Computers or Laptops: A written statement on letterhead including the information listed below:

The laptop/computer ratio for students is ____:____ before this purchase and would be ____:____ after the purchase.

I have spoken to _____, our district IT person, and he/she has certified that the infrastructure is in place to support the requested equipment.

For printers/scanners or other equipment: a justification statement on letterhead about how the items will be used to implement the program and including the information listed below:

The equipment requested is NOT general purpose equipment and will only be used to implement LA GEAR UP/LFOS initiatives.

PROFESSIONAL DEVELOPMENT

- List of Attendees
- Agenda
- MapQuest showing mileage (if taking personal vehicle)
- Invoice
- District policy on transportation and substitutes (as applicable)
- Description of professional development from website (as applicable)
- Statement about how professional development will be applied in the classroom (as applicable)