



# South Gwinnett High School 2011-2012



## Title I ELT Program Documents and Processes Requirements

### Course Information

- Syllabus
- Copy of pre/post assessment
- Pre/post Summary Form (???)
- Grade Submission – use template and process

### Attendance Records

- Title I Daily Schedule Form
- Student Attendance Sheet
  - Copy weekly given to L. Larkin for snack program
- Teacher Daily Attendance Log
- Planning Dates Log

### Payroll

- MUST use Title I Payroll Authorization Form
- Submit monthly to Title I Bookkeeper by due date (shown on back of payroll authorization form)