Comprehensive Needs Assessment Committee Sign-In Sheet

LEA & Campus Names:

Meeting Date:

Meeting Location:

|  |  |  |  |
| --- | --- | --- | --- |
| LEA should pre-fill  Printed Name | Role titles required  Role | Contact Info:  Phone# or email address | Signature |
|  | \*Principal |  |  |
|  | Other School Leader | This could be an AP (role is someone responsible for daily management of campus |  |
|  | Other School Leader | Who does the Principal turn to for help running the campus? If no one, make note of that on sign in sheet. |  |
|  | Administrator | Can be district level who under-stand Title I |  |
|  | Administrator | If there are none, note this on sign in sheet. |  |
|  | Teacher | Cannot serve in multiple roles |  |
|  | Teacher | Minimum of 2 required |  |
|  | Paraprofessional | Can be clerical and/or instructional |  |
|  | Paraprofessional | If there are none, note this on sign in sheet. |  |
|  | Parent | Cannot be an employee of the LEA |  |
|  | Parent | Minimum of 2 required |  |
|  | Community Member | Can be a parent but cannot fulfill both parent and CM roles. |  |
|  | Community Member | Minimum of two required |  |
|  | (if appropriate)  Instructional Support Staff |  |  |
|  | (if appropriate)  Instructional Support Staff |  |  |
|  | (if appropriate)  Tech Assistance Provider |  |  |
|  | (if appropriate)  School Staff |  |  |
|  | (if appropriate at a secondary campus)  Students |  |  |
|  | (if appropriate)  Other individuals |  |  |

\*Campus has 1 principal

NOTE TO CSS TEAM: These roles are those both required in statute and those that are optional (if appropriate). If someone cannot attend, can allow for Zoom; send agenda ahead of time. If unable to attend at all, send agenda ahead of time, send meeting minutes soon after. Follow up with conversation for feedback. Person signs sign in sheet after feedback. Notation on sign in sheet of date of separate discussion.