2025-2026

SPSA Checklist

	SPSA Components
TAB	Requirements
Recommendations	☐ ELAC Date of Recommendation
and Assurances	Typed name of ELAC Chairperson
	Checked N/A for ELAC if school has less than 21 English Learners
	Date SPSA was adopted by SSC
	☐ Typed SSC Chairperson name and date ☐ Selected SSC Chairperson e-signature or SSC Chair-person declined to sign
	☐ School Principal name and date
	☐ School Principal e-signature
School Vision and	☐ School Vision
Mission	☐ School Mission
	☐ School Profile Description
	☐ Other Important Characteristics
School Review	□ WASC Recommendations
Process	☐ WASC Accreditation results
Comprehensive	☐ ELAC self-review process reflects SPSA recommendations to SSC (if applicable)
Needs Assessment	SSC self-review Process reflects approval of SPSA and Budget
	Resource Inequities and Evidence-Based Interventions
TAB	Requirements
Resource Inequities	☐ Identified actionable inequities
	Identified which inequities are priorities for the school to address
	Identified how the school will address the inequities
E 'de co Deced	Described resource inequities that are not actionable (if applicable)
Evidence-Based	☐ Selected Focus Student Groups ☐ Selected Dashboard Indicators
Intervention	☐ Selected Dashboard Indicators ☐ Selected Evidence Rating
	Selected Evidence Rating Selected Rating Rationale (If Evidence-Based Intervention Bench Selected, school verified that
	intervention is on State Identified Schools bench)
	☐ Selected if intervention is new or continuing
	☐ Listed intervention name (if selecting more than one intervention, school created a separate tab
	for each intervention)
	☐ Described the evidence-based intervention and funding source
	☐ Described how the evidence-based intervention will be evaluated
	☐ For continuing intervention, identified data supporting the effectiveness of the intervention or
	indicated what the school will do differently (Wrote N/A if the intervention is new)
	SPSA Pillar(s)
	SPSA Pillar Rubric
Component	Requirements
Data Source	☐ Minimum of two data sources selected
Selection	Data sources selected include CA Dashboard data, if applicable
	Data source(s) selected align(s) to the Key Finding(s)
	Data source(s) selected includes a combination of school-level, District, or State data
Key findings	☐ Minimum of two key findings summarized

	☐ Key Findings based on objective, factual data
	☐ Key findings include CA Dashboard data when available
	☐ Key findings align to the data sources selected
	☐ Key Findings include data drawn from a variety of data sources (school, District, State, etc.)
	☐ Key Findings align with root cause analysis
Root Cause Analysis	☐ Minimum of one root cause identified
	☐ Root cause(s) identified related to key findings
CA Dashboard	☐ Minimum of one CA Dashboard indicator selected
Indicators	☐ CA Dashboard indicator selected aligns to the Pillar
	☐ Red or Orange Dashboard indicators selected, if applicable
Focus Student	☐ Minimum of one focus student group selected
Groups	☐ Red or Orange student group(s) selected for the applicable CA Dashboard indicator(s), if
	applicable
Measurable	☐ Minimum of one objective written for each required Pillar
Implementation	☐ Objective(s) written as a SMART* Goal
Objective(s)	*SMART = Specific, Measurable, Attainable, Results-Based, Time Bound
Measurable	☐ Minimum of one objective written for each required Pillar
Improvement	☐ Objective(s) written as a SMART* Goal
Objective(s)	☐ Objective(s) address(es) CA Dashboard low performance status, if applicable (i.e., red/orange or
	low/very low)
	*SMART = Specific, Measurable, Attainable, Results-Based, Time Bound
District Priority	☐ Minimum of one District Priority selected for each required Pillar
	☐ District Priority aligns with School Strategy and Actions
District Strategy	☐ Minimum of one District Strategy selected for each required Pillar
	☐ District Strategy aligns with School Strategy and Actions
School Strategy	☐ Minimum of one School Strategy written
	☐ School Strategy describes a research or evidence-based approach that will support improved
	student outcome(s)
	☐ School Strategy addresses all of the following:
	☐ A description of the evidence-based approach that will be implemented (What)
	☐ Students who will benefit (Who)
	☐ Needs that are being addressed (Why)
School Actions	☐ School Actions describe "how" all elements of the strategy will be implemented including
	headers and a description for:
	☐ PD/Planning
	☐ Implementation
	☐ Monitoring/Evaluation
	☐ School Actions provide adequate detail as to "how" the strategy will be implemented (a
	minimum of one action for each header)
	☐ All budgeted items are described and aligned to a specific action
Budget	☐ Budget items support effective implementation of the school strategy and actions
(Position & Non-	☐ All budgeted items are aligned to a specific action
Position Items)	☐ Cost calculation in the actions is listed for all budgeted items
	☐ Budget item calculation in the actions matches amount budgeted
	☐ All items are budgeted under the correct budget item number
	☐ All budgeted items are allowable in Title I
Budget Item	Budgeted Actions to Support School Strategy
Administrator X-Time	☐ Attending/Facilitating/Monitoring Saturday PD or Intervention
	☐ Cost: Number of hours x Admin. X-Time hourly rate = Total cost
Admission Fees	☐ Curricular Trip Destination requiring admission fees Listed
	☐ Purpose of admission fees described
	☐ Admission fees not for entertainment purpose

Categorical Program	Description of primary responsibilities/activities to support school strategy
Advisor	Description of Coordinator Differential (with Differential) or separate description of Differential
	in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Certificated	Description of teachers attending PD, analyzing data, or lesson planning to support school
Staff Training Rate	strategy
	Outside the regular school day/beyond the regular assignment/after school/Saturdays
	Cost: Number of hours x hourly Staff Training Rate= Total cost
Classified Staff	 Description of Classified staff attending training to support school strategy
Training Rate	Outside the regular school day/beyond the regular assignment/after school/Saturdays
Training Nate	Cost: Number of hours x hourly Classified Staff Training Rate= Total cost
Clerical X/Z Time	Description of activities performed to support school strategy
Clerical X/Z Time	If employee works 8 hours, activities occur on unassigned days
	If funded in 7E046, supports parent engagement activities
Camarana ita	Cost: Number of hours x hourly rate = Total cost
Community	Description of activities performed to support school strategy
Representative	If multi-funded with categorical funds, the total percentage = 100%
	If multi-funded, correctly budgeted either Community Rep. A or C under both funding
	programs.
	 Unit G Health and Welfare Benefits included if applicable
Coordinator X-Time	Description of activities in support of school strategy (Planning or facilitating PD, planning with
(Non-Tutor)	teachers, analyzing data, coordinating intervention, etc.)
	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
	the start of the school year/after the end of the school year
	If receiving a Differential, activities occur outside of Differential paid hours
	Cost: Number of hours x hourly X Time rate = Total cost
Coordinator X-Time	Description of direct tutoring to students to support school strategy
(Tutoring)	Outside the regular assignment/beyond the regular school day/after school/Saturday
	Cost: Number of hours x hourly X Time rate = Total cost
	If receiving a Differential, activities occur outside of Differential paid hours
Counselor Aide	Description of responsibilities/activities to support school strategy
Counselor Assistant	Description of responsibilities/activities to support school strategy
Counselor, PSA	Description of responsibilities/activities supporting school attendance improvement strategy
Counselor, School	Description of responsibilities/activities supporting students and families through counseling
,	services in support of school strategy
Counselor X-Time	Description of counseling activities to support school strategy
(Non-Tutor)	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
(**************************************	the start of the school year/after the end of the school year
	Cost: Number of hours x hourly X Time rate = Total cost
Counselor X-Time	Description of direct tutoring to students to support school strategy
(Tutor)	Outside the regular assignment/beyond the regular school day/after school/Saturdays
(Tutor)	Cost: Number of hours x hourly X Time rate = Total cost
Curricular Trins	·
Curricular Trips	Description of how curricular trips support school strategy
	Curricular trip destination(s) listed
	All of the locations are LAUSD approved
	Destinations not for entertainment purposes
0 1 1 1 0 1	Cost: Number of buses x bus rate = Total cost
Custodial Supplies	Consumables for intervention activities (e.g., toilet paper, paper towels, soap, trash bags, toilet
	seat covers) to support school strategy
	Cost: \$1.25 per intervention student x number of students = Total cost
Day-to-Day Subs,	CSR Teacher or Teacher Librarian

Benefitted Absence	Maximum 4 days funded Day to Day SUB BEN ABSC
	If funding less than 1.0 FTE, the number of days is equivalent to the percentage of the position
	that is purchased (i.e., ½ time CSR Tchr. = 2 days of DD SUB BEN ABSC)
Day-to-Day Subs	Budgeted for Title I funded personnel who attend a Title I-funded activity
(Tchr. REL DTD SUB	Description of Title I funded activity supporting the school strategy
CAT)	
Differential,	Position listed with Differential (e.g., Categorical Program Advisor with Differential) or separate
Coordinating	description of Differential funded activities to support school strategy is included
	If ½ time Title I funded position is combined with a ½ time general funded position, only 50% of
	Differential is charged to Title I
Education Aide II	Description of Ed Aide responsibilities/activities to support school strategy
	A maximum of 4 existing Ed. Aide II positions
	No new positions funded
Education Aide X	Description of activities to support school strategy
Time	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
	the start of the school year/after the end of the school year
	Cost: Number of hours x hourly X Time rate = Total cost
Education Aide III X	Description of activities to support school strategy
Time	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
	the start of the school year/after the end of the school year
	Cost: Number of hours x hourly X Time rate = Total cost
Education Aide III	Description of responsibilities/activities to support school strategy
(AVID)	
Education Resource	Description of responsibilities/activities to support school strategy
Aide	Budgeted 3 or 6 hr. position
Educational Resource	Description of activities to support school strategy
Aide X Time	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
	the start of the school year/after the end of the school year
	Cost: Number of hours x hourly X Time rate = Total cost
EL Instructional	Description of responsibilities/activities to support school strategy
Coach	Description of Instructional Coach Differential (with Differential) or Separate Description of
Elementary/Secondar	Differential in support of school strategy
У	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
EL/SEL Instructional	Description of primary responsibilities/activities to support school strategy
Coach	Description of Instructional Coach Differential (with Differential) or separate description of
	Differential in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
SEL Instructional	Description of primary responsibilities/activities to support school strategy
Coach-B Basis	Description of Instructional Coach Differential (with Differential) or separate description of
	Differential in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
General Supplies	Description of equipment
Technology	Equipment supports classroom instruction or direct student services
	Cost of equipment is less than \$500 per unit
Information	Description of primary responsibilities/activities to support school strategy
Technology Support	
Assistant (ITSA)	
Instructional	Description of Contracted Instructional Services to support school strategy (including vendor
Contracts	name)
	Contracts up to \$25,000 budgeted under budget item # 50002

	Contracts with a single vendor beyond \$25,000, budgeted amount beyond \$25,000 under
	budget item 50255
IT Support Technician	Description of responsibilities/activities to support school strategy
Instructional Aide	Description of responsibilities/activities to support school strategy
Instructional Coach	Description of responsibilities/activities to support school strategy
	Description of Instructional Coach Differential (with Differential) or separate description of
	Differential in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Intervention	Description of responsibilities/activities to support school strategy
Prevention Support	Description of Coordinator Differential (with Differential) or separate description of Differential
Coordinator	in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Interventionist	Description of responsibilities/activities to support school strategy
(Elementary/Seconda	Description of Coordinator Differential (with Differential) or separate description of Differential
ry)	in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Library Aide	Description of responsibilities/activities to support school strategy
Librarian X-Time	Description of activities to support school strategy
(Non-Tutor)	Outside the regular assignment/beyond the regular school day/after school/Saturday/prior to
	the start of the school year/after the end of the school year
	Cost: Number of hours x hourly X Time rate = Total cost
Librarian X-Time	Description of direct tutoring to students to support school strategy
(Tutor)	Outside the regular assignment/beyond the regular school day/after school/Saturdays
	Cost: Number of hours x hourly X Time rate = Total cost
Limited Contract	Budgeted for Intervention or Coordinating
Teacher	Description of direct intervention services to students/coordinating responsibilities in support
	of school strategy
	Assigned time does not exceed 48 hrs. per pay period
Maintenance of	Description of Equipment Maintenance (duplicating machines, poster makers, laminating
Equipment	machines) used to support school strategy
(Non-instructional)	Budgeted 50/50 (Title I/General Fund) for each piece of equipment
MS College and	Description of responsibilities/activities to support school strategy
Career Coordinator	Description of Coordinator Differential (with Differential) or separate description of Differential
	in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Mileage	Description for Mileage reimbursement for employees who participate in Title I Program
	activities (e.g., Title I funded workshops and meetings) that support school strategy
	Description for Mileage reimbursement for parents attending workshops related to school
	strategy
	Mileage for Itinerants not charged to Title I budget
Non-Capitalized	Description of equipment that supports school strategy
Equipment	Equipment supports classroom instruction or direct student services
(Classroom)	Cost of equipment is between \$500-\$4,999 per unit
Non-Capitalized	Description of equipment that supports school strategy
Equipment Other	Equipment supports work of out of classroom support staff or parent center
(Non-Classroom)	Cost of equipment is between \$500-\$4,999 per unit
Nurse	Description of supplemental services to support school strategy
Other Books	Reference materials (dictionaries, encyclopedia sets) used to support school strategy

	Books for the school library to support school strategy
	Books for professional development or training materials for PD that support school strategy
Other Non-	Description for use of Toshiba copiers to duplicate/reproduce materials (instructional or parent
Instructional	communication) to support school strategy
Contracts	Budgeted 50/50 (Title I/General Fund)
Parent Conference	Description of conference(s) and how it supports parent engagement strategy
Attendance	Conference(s) listed
Parent Resource	Description of responsibilities/activities to support school strategy
Assistant	
Parent Training	Pay for childcare of parent attending conference or workshop that supports school strategy
Allowances	Budgeted in 7E046 only
Phone Expense	Budgeted for Title I Office (7S046/70S46) or Parent Center (7E046)
	Description of how the phone installation supports school strategy
	Used Actual Cost for current year, projected for the entire year on existing phones
	Budgeted \$620 for installation and the basic service fee for a new/continuing telephone in the
	Title I Office and/or Parent Center
Problem Solving Data	Description of primary /activities to support school strategy
Coordinator	Description of Coordinator Differential (with Differential) or separate description of Differential
	in support of school strategy
	Funding aligned to the actions carried out by the position
	Benefits reduced if funded as half time position
Psychiatric Social	Description of responsibilities/activities to support school strategies
Worker (PSW)	
Psychologist, School	Description of responsibilities/activities to support school strategy
Rental/Lease	Description of equipment that supports school strategy
Equipment	Budgeted 50/50 (Title I/General Fund)
Senior Office	Description of clerical duties supporting the Title I program and school strategy
Technician/Office	If multi-funded, allowable percentages in Title I are 50% or 100%. If multi-funded at 50%, no
Technician	more than two general fund programs allowed for the remaining 50%.
Software License	Description of Software License(s) being renewed to support school strategy
Maintenance	Start date no earlier than July 1 st of current school year but no later than May 5 th .
	End date no later than June 30 th of current school year
	If a first-time purchase, budgeted under supplemental instructional materials (SIM)
Staff Conference	Description of title/name of conference(s) and the need for attending that particular
Attendance	conference to support school strategy
Supplemental	Description of Supplemental Instructional Materials for ELA, Math, History/Social Science,
Instructional	Science (Classroom library books, supplemental publisher books, realia/visuals, manipulatives,
Materials (SIM)	scientific calculators, science kits, instructional CDs, Videos, DVDs, flashcards, periodicals,
	Educational Apps, Leveled Readers, Classroom set of novels) to support school strategy
	Specific to classroom delivery of instruction
	Initial Software License fee(s), budgeted as Supplemental Instructional Materials
Teacher Assistant	Description of responsibilities/activities to support school strategy
	Budgeted TA Health and Welfare Benefits (if applicable)
	Budgeted TA PNWD (if applicable)
Teacher Assistant	Description of activities to support school strategy
Relief	Outside the regular assignment/beyond the regular school day/after school/Saturdays
	Cost: Number of hours x hourly rate = Total cost
Teacher Librarian	Description of supplemental literacy activities to support school strategy
	A minimum of 4 days of Day-to-Day Substitute Benefited Absence budgeted.
	Differential budgeted
Teacher Parent	Description of teacher parent engagement activities to support school strategy
Activity Differential	Budgeted in 7E046 only

Teacher Release Day	☐ Teachers attending PD, analyzing data, or lesson planning to support school strategy
	☐ During the regular school day/during the regular assignment
	☐ Cost: Number of days/number of teachers x Teacher Release Day rate= Total cost
Teacher/Instructional	☐ Teachers/Coach attending PD, analyzing data, or lesson planning to support school strategy
Coach X Time	☐ Outside the regular school day/beyond the regular assignment/after school/Saturdays
Non-Tutor	☐ Cost: Number of hours x hourly X Time rate = Total cost
Tutor	☐ Teachers/Coach providing intervention to support school strategy
Teacher/Instructional	☐ Outside the regular school day/beyond the regular assignment/after school/Saturdays
Coach X Time	☐ Cost: Number of hours x hourly X Time rate = Total cost
Teacher, Auxiliary	☐ Description of services (class size reduction in the core academic areas or intervention) to
	support school strategy
	☐ Description of the subject area taught and grade level.
Teacher, Class Size	☐ Description of services to reduce class size in ELA, Math, Science, and History/Social Science in
Reduction (CSR)	support of school strategy
	☐ Direct services 100% of the 6 hr. workday
	☐ If funding an Elementary CSR Teacher, grade level is indicated
	☐ If funding a Secondary CSR Teacher, the subject area is indicated
	☐ A maximum of 4 days of Day-to-Day Substitute Benefited Absence budgeted.
	☐ If funding less than 1.0 FTE, the number of DD SUB BEN ABSC is equivalent to the percentage of
	the position purchased (i.e., ½ position= 2 days of DD SUB BEN ABSC.)
Teacher, Non-	☐ Description of supplemental services to students in Literacy, Math, History/Social Science, and
Register Carrying	Science to support school strategy
	☐ Direct services 100% of the 6 hr. work day
	□ Not multi-funded
	Title I Schoolwide Program
TAB	Requirements
Title I schoolwide	☐ Addressed preparation for and awareness of opportunities for postsecondary education and the
Program	workforce
	☐ Addressed implementation of a schoolwide tiered model to prevent and address problem
	behavior and early intervention services
	☐ Schoolwide Program plan is developed with the involvement of parents and other members of
	the community
	☐ Describes strategies for assisting preschool children in the successful transition from early
	childhood education programs to elementary school (elementary schools only)
ТАВ	childhood education programs to elementary school (elementary schools only)
TAB Title I Parent and	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy
	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements
Title I Parent and	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements Parent Engagement Policy is attached
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Title I Parent and Family Engagement Policy TAB	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements Parent Engagement Policy is attached Parent-School Compact is attached Local District Monitoring Requirements
Title I Parent and Family Engagement Policy TAB Local District	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements Parent Engagement Policy is attached Parent-School Compact is attached Local District Monitoring Requirements Director describes additional services and supports for CSI schools
Title I Parent and Family Engagement Policy TAB	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements Parent Engagement Policy is attached Parent-School Compact is attached Local District Monitoring Requirements Director describes additional services and supports for CSI schools Director describes additional services and supports for ATSI schools or schools that are not state
Title I Parent and Family Engagement Policy TAB Local District	childhood education programs to elementary school (elementary schools only) Title I Parent and Family Engagement Policy Requirements Parent Engagement Policy is attached Parent-School Compact is attached Local District Monitoring Requirements Director describes additional services and supports for CSI schools
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