

On-Site Compliance Audit Checklist

OCR - CTE Student Recruitment and Admissions

District/Charter: _____ Reviewer: _____

School: _____ Date: _____

Legislation/Regulation Authority:

1. [Title VI of the Civil Rights Act of 1964 \(Title VI\), 34 CFR Part 100](#) which prohibits discrimination on the basis of race, color, and national origin by recipients of federal financial assistance.
2. [Title IX of the Education Amendments of 1972 \(Title IX\), 34 CFR Part 106](#) which prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance.
3. [Section 504 of the Act of 1973 \(Section 504\), 34 CFR Part 104](#) which prohibits discrimination on the basis of disability by recipients of federal financial assistance.
4. [Title II of the Americans with Disabilities Act of 1990 \(Title II\), 28 CFR Part 35](#) which prohibits discrimination on the basis of disability by public entities.
5. [Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs \(34 CFR Part 100, Appendix B\)](#)

Intent of the Legislation/Regulation:

The Delaware Department of Education (DOE) is responsible for ensuring that sub-recipients of Federal financial assistance that offer Career and Technical Education (CTE) programs do not discriminate against students, employees and other potential beneficiaries on the basis of race, color, national origin, sex or disability status.

Non-discriminatory Recruitment and Admissions: [Guidelines V-C]

Recipients must conduct their CTE recruitment activities and admission process so as not to exclude or limit opportunities on the basis of race, color, national origin, sex, or disability.

Focus of Review:

Verification that LEAs conduct their CTE recruitment activities and admission process so as not to exclude or limit opportunities on the basis of race, color, national origin, sex, or disability.

Method of Assessment: (Check all that apply)

- ☐ Document Review
- ☐ Observation
- ☒ Interview

Location of Audit: (Check all that apply)

- ☐ LEA Office..... ☐ Excludes Charters
- ☐ Elementary School..... ☐ Excludes Charters
- ☐ Middle School ☐ Excludes Charters
- ☒ High School..... ☐ Excludes Charters
- ☐ Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

Annual workshop offered specifically for LEAs identified for on-site compliance reviews.

Required District and Charter School Compliance Items of OCR - CTE Recruitment and Admissions	Evidence	Compliance			Comments
		Yes	No	N/A	
1.1. <u>Scope</u> : Recruitment activities cover all middle schools (where permitted) in the service area, and include all CTE programs offered at the school.					
1.2. <u>Presenters</u> at recruitment activities do not create or perpetuate stereotypes or limitations based on race, color, national origin, sex, or disability. To the extent possible, recruiting teams represent diversity of race, national origin, gender, and disability.					
1.3 <u>Audio-visual materials and handouts</u> do not create or perpetuate stereotypes or limitations based on race, color, national origin, sex, or disability. To the extent possible, recruiting teams represent diversity of race, national origin, gender, and disability					
2.1. <u>Application/pre-admission forms</u> do not have inquiries about race, gender, national origin, marital, parental, or disability status.					
2.2. <u>Criteria for admission</u> to CTE programs do not discriminate on the basis of race, color, national origin, sex, or disability.					
2.3 <u>CTE program enrollments</u> by sex, race, national origin, and disability are proportionate to enrollment of these groups in the general student population. Where enrollments are not proportionate, the institution can furnish a legitimate nondiscriminatory rationale.					