



# 2022-2023 Public School District Universal Desk Audit

Consolidated Accountability and Support Application Collection

## Collection Information

### Purpose

The purpose of this document is to ensure public school districts maintain ongoing compliance with state and federal legal requirements while working toward continuous improvement of instruction and student learning.

### Submission

Public school districts will submit the K-12 Universal Desk Audit in the [Consolidated Accountability and Support Application \(CASA\)](#), which is available through the [Education Portal](#).

### Deadline

December 15, 2022

## K-12 Universal Desk Audit Requirements

Item (Law and/or Rule)	Evidence to Upload in the CASA	Example(s)
<b>Board Policies</b> (Iowa Code §§ 216.9; 256.7, 279.8; & 280.3; 281—IAC 12.5 & 12.8)	Board policies addressing the following: <ul style="list-style-type: none"> <li>• Curriculum Development</li> <li>• Curriculum Implementation</li> <li>• Curriculum Evaluation</li> <li>• Instructional Materials Selection</li> <li>• Objections to Instructional Materials</li> </ul>	Iowa Association of School Boards (IASB) sample policies: <ul style="list-style-type: none"> <li>• 602.1,</li> <li>• 602.2,</li> <li>• 602.3,</li> <li>• 605.1, and</li> <li>• 605.3<sup>1</sup></li> </ul>

<sup>1</sup> The IASB sample policies are provided as a reference only. While districts commonly use IASB’s sample policies service, there is no requirement to do so. If a district does use the IASB samples, the district should take care to “localize” the content to ensure alignment with district practices. All school board policies must be reviewed every five (5) years (281— IAC 12.3(2)).

Item (Law and/or Rule)	Evidence to Upload in the CASA	Example(s)
<b>Nondiscrimination Notice</b> (Section 504 of the Rehabilitation Act (34 CFR 104.8), Title IX of the Education Amendments (34 CFR 106.9); Office of Civil Rights [OCR] Guidelines IV-O & V.C)	Annual nondiscrimination notice, including career and technical education (CTE) areas offered by the district	<a href="#">Sample Annual Notice</a> (page 3)  Local newspaper, publication, or website
<b>Continuous Nondiscrimination Notice</b> (Section 504 (34 CFR 104.8), Title IX (34 CFR 106.9); OCR Guidelines IV-O & V.C)	Continuous nondiscrimination notice	<a href="#">Sample Continuous Notice</a> (page 4)  Handbooks, announcements, or newsletter
<b>Elementary School Program (Grades 1-6; 281—IAC 12.5(3))</b>	Health matrix  Master schedule for grades 1-6	Upload a copy of the <a href="#">Health Matrix</a>  Master elementary schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> <li>● Physical Education</li> <li>● Music</li> <li>● Art</li> </ul>
<b>Junior High School Program (Grades 7 &amp; 8; Iowa Code § 256.11(4))</b>	Health matrix  Master schedule for grades 7 and 8	Upload a copy of the <a href="#">Health Matrix</a>  Master junior high school schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> <li>● Physical Education</li> <li>● Music</li> <li>● Art</li> <li>● Career Exploration</li> </ul>
<b>High School Program (Required for districts serving students in grades 9-12; 281—IAC 12.5)</b>	Master schedule for grades 9-12  Course catalog	High school master schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> <li>● English-Language Arts (6 units)</li> <li>● Social Studies (5 units)</li> <li>● Mathematics (6 units)</li> <li>● Science (5 units)</li> <li>● Health (1 unit)</li> <li>● Physical Education (1 unit)</li> <li>● Fine Arts (3 units)</li> <li>● World Language (4 units)</li> <li>● Vocational Education (12 units)</li> <li>● Computer Science (0.5 unit)</li> </ul> Course catalog

Item (Law and/or Rule)	Evidence to Upload in the CASA	Example(s)
<b>Attendance Center &amp; Course Enrollment Data</b> (281—IAC 12.1(1))	Evidence of annual review of attendance center and course enrollment data disaggregated by race, national origin, gender, and disability for grades 9-12	Meeting minutes in which data was reviewed  Plan to address issues discussed in the meeting  <a href="#">Attendance Center Course Enrollment Guidance</a>

The desk audit will also review items uploaded in Basic Educational Data Survey (BEDS) and Student Reporting in Iowa (SRI), such as:

- Calendar and
- Appropriate staff licensure.

## Contacts

Please contact the appropriate Iowa Department of Education School Improvement consultant with questions.

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