

Title I Yearly Compliance Do's (C-do's)

July/August

- Pick up your Parent Compacts from Title I and begin the process of handing them out to parents.
- Title I, Part A meeting ~ schools invite parents to an annual information meeting to inform them about participation in Title I programs and activities (can be combined with Open House). *Documentation of such meeting must be sent to the Title I office (agendas, minutes, sign in sheets, evaluation sheets)*
- Annual Notification to Parents ~ specific information about Title I, Part A programs and the opportunity to attend regular meetings. *(template provided by Title I) Copies of notification to the Title I office*
- Title I Quarterly meeting for principals.

September

- SIP and budget revisions due after revised allocations
- *Principal Attestations for Highly Qualified staff due to the Title I office (template provided by Title I office)*

October

- Get those parent compact signatures!!! Parent-Teacher conferences are a great time for this.

November

- Title I Quarterly Meeting for principals
- First quarter SIP PDSAs due with budget revisions if necessary
- Title I audit of parent compact signatures.

December

- *First Semester Time and Effort Sheets due to Title I office (template provided by Title I office)*
- 100% spend down of Instructional Supplies & Materials budgets expected. Make sure all Title I Supplies & Materials requisition forms are turned in to the Title I office no later than December 15, 2007.

January

- Second Quarter SIP PDSAs due with budget revisions if necessary

February

- Begin needs assessment and analysis for the coming school year. Staff, parents and community members **MUST** be involved in the needs assessment process and documentation of such must be kept at the building in case of an audit. (template provided by Title I office)
- Begin evaluation of Title I program for the current year. This is used in conjunction with the needs assessment to begin work on plan for next school year. (template provided by Title I office)
- Title I Quarterly Meeting for principals

March

- Concentrate on CSAPs
- Enjoy your Spring Break!!

April

- Finalize needs assessment to begin writing SIP addendum
- Convene parent meeting to update Parent Compacts along with School and District Parent Policies for coming school year. *Parent Policies should be forwarded to Title I office.* (template provided by Title I office)
- Third quarter SIP PDSAs due with budget revisions if necessary
- Title I Quarterly meeting for principals

May

- *Budget worksheet and SIP addendum for next year are due to Title I.* (templates provided by Title I office) Must detail all Highly Qualified staff (no TBDs) and capital expenditures for Consolidated Grant application. *Personnel Requisition forms for Title funded staff must be turned in to Title I with budget worksheet and SIP addendum*
- *Send revised parent compacts to the Title I office for translation and printing*
- *2nd semester Time & Effort Sheets due to the Title I office (template provided by Title I office)*