

## Title I Checklist for Schools

### School-wide Program Requirements

Compliance with statutory and regulatory requirements for schools participating in Title I, Part A programs is critical to effective implementation of all components of the program. Adherence to the timeline is expected.

Requirement	Due Date	Copy To	Evidence	Date Completed
<b>TITLE I DOCUMENTATION MEETING</b>	<b>SEPTEMBER 4</b>			
PreK Behavior Management Procedures Form	September 6	<input type="checkbox"/> PreK Coordinator <input type="checkbox"/> Title I Department-Joanie Creech	<input type="checkbox"/> Signed PK Behavior Management Forms	
List of LEP Committee Members	September 16	<input type="checkbox"/> Title I Department - Passion Harris <input type="checkbox"/> Title I Notebook	<input type="checkbox"/> List of Committee Members	
LEP Parent Meetings	September 30	<input type="checkbox"/> Title I Department – Passion Harris	<input type="checkbox"/> Schedule of Meetings <input type="checkbox"/> Completed plans in ESL Reps Database	
School Improvement Plan	Draft September 26	<input type="checkbox"/> School <input type="checkbox"/> Title I Department-Passion Harris <input type="checkbox"/> Title I Notebook	<input type="checkbox"/> Current copy of School Improvement Plan	
Distribute District and School Report Cards	October 31	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook	<input type="checkbox"/> Letter from Principal	
Parents' Right to Know	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook	<input type="checkbox"/> Letter from Principal <input type="checkbox"/> Dissemination of Title I Brochure <input type="checkbox"/> Title I Meeting Agenda	
Notification to Parents' on Plan for Parental Involvement	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Form with date of meeting <input type="checkbox"/> Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheet <input type="checkbox"/> Alert Now Notice Report	
Title I Annual Parent Meeting	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheet <input type="checkbox"/> Copy of Presentation <input type="checkbox"/> Alert Now Report	
Attestation Statement by Principal	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department - Joanie Creech	<input type="checkbox"/> Credentials of HQ teachers and paraprofessionals <input type="checkbox"/> Signed form by Principal	
Budget Amendments submitted	October 31	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department-Joanie Creech	<input type="checkbox"/> Budget Amendment	
Four consecutive weeks Substitute Notice for parents	Every 4 weeks	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department-Passion Harris <input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Letter from Principal	

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Title I Student Accountability Forms	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Department-Joanie Creech <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Signed Compact Form <input type="checkbox"/> Title I Meeting Agenda <input type="checkbox"/> Sign In Sheets	
Parent Involvement Policy	October 1	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department-Passion Harris <input type="checkbox"/> Electronic Monitoring	<input type="checkbox"/> Policy included in Handbook <input type="checkbox"/> Policy distributed at PTO/PTA meeting <input type="checkbox"/> Policy posted on school website <input type="checkbox"/> Feedback Form	
<b>TITLE I MONITORING MEETING</b>	<b>NOVEMBER 7</b>			
SIP Review/Checkpoint	November 15	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department-Passion Harris	<input type="checkbox"/> Assessment Data <input type="checkbox"/> Goal Checkpoint Form <input type="checkbox"/> Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-In Sheet <input type="checkbox"/> Minutes <input type="checkbox"/> Surveys	
Mid-year Title I Monitoring	November	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department - Admin. Assts.	<input type="checkbox"/> Monitoring Checklist Form	
Mid-year PreK Monitoring	November	<input type="checkbox"/> School <input type="checkbox"/> PreK Coordinator	<input type="checkbox"/> Monitoring Checklist Form	
Parent Involvement Plan Monitoring	December	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department – Admin. Assts.	<input type="checkbox"/> Monitoring Checklist Form	
Conduct Student Surveys	Before December break	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department – Passion Harris	<input type="checkbox"/> Copy of Survey <input type="checkbox"/> Survey Results	
Title I Winter Parent Night Meeting	December/January	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook	<input type="checkbox"/> Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheets	
<b>TITLE I PLANNING MEETING</b>	<b>MARCH 6</b>			
Spring Parental Involvement Meeting	April/May	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Electronic Monitoring <input type="checkbox"/> Title I Department-Passion Harris	<input type="checkbox"/> Notice <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-In Sheet <input type="checkbox"/> Feedback form <input type="checkbox"/> Minutes	
Title I Budget Requests	May	<input type="checkbox"/> Title I Department-Joanie Creech	<input type="checkbox"/> Needs Assessment Form <input type="checkbox"/> Budget Planning Form	

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<b>Requirement</b>	<b>Due Date</b>	<b>Copy To</b>	<b>Evidence</b>	<b>Date Completed</b>
Conduct Parent Involvement Survey	End of May	<input type="checkbox"/> School <input type="checkbox"/> Title I Notebook <input type="checkbox"/> Title I Department – Passion Harris	<input type="checkbox"/> Copy of Survey <input type="checkbox"/> Survey Results	
<b>TITLE I BUDGET MEETING</b>	<b>MAY 8</b>			
Final 2013-2014 Encumbrances	May 15	<input type="checkbox"/> Title I Department – Passion Harris	<input type="checkbox"/> Purchase Orders	
Title I Notebook Submission	June 7	<input type="checkbox"/> Title I Department-Joanie Creech	<input type="checkbox"/> Title I Notebook with all required documentation	