

TITLE I-A TIMELINE

Timeline	Location	Activity
June 30	LEA	Submit an “approvable” Consolidated Federal and State Grant Application to the State in order for spending authority to begin July 1
		Review contact information in New IDCI and meet with district ISEE coordinator to upload an updated contact list to ISEE: Program Contacts file through the State Reporting Manager in the ISEE Directory Program Contacts manifest
July - June	LEA	Time and effort – all staff paid in whole or in part with Federal funds complete time and effort records based on records that accurately reflect the work performed. As of 7.1.2015, changes to Federal awards for salaries and wages include the development of written policies, procedures, and processes.
Registration (prior to withdrawing ensure that parents and unaccompanied youth know about the right to stay in the school of origin)	School	Collect information about the nighttime residence of all students and provide information, including parent and student rights, on McKinney-Vento. Post public notice signs/posters of educational rights of displaced children and youth in places where families and youth are likely to be present. Update contact information as needed. Materials are available free of charge; order process is on the SDE web site at http://www.sde.idaho.gov/site/homeless_edu/pubProducts.htm
August - June	LEA	Federal Program Director and Business Manager meet to develop program budget, and then to review expenditures monthly to ensure that Federal funds are expended as the law allows and that program requirements are met
August/September	LEA	Update each school’s report card link to SDE Report Card for each specific school
		Plan and conduct McKinney-Vento Homeless training with identified homeless liaison for all staff (transportation, food service, custodial and office personal)
		Title I-A Annual Performance Report due to SDE
	School	Review and revise last spring’s program evaluation based on the additional State assessment data; make program changes as necessary
		Assess students using universal screener and identify students’ needs to determine program services
		Plan and conduct Title I Annual Meeting for all parents in schoolwide and parents of served students in targeted assistance <ul style="list-style-type: none"> For the purpose of informing parents of their school’s participation in Title I and to explain the requirements of Title I and the rights of parents to be involve Keep sign-in sheets and copy of the agenda
		Disseminate the LEA Parent Involvement Policy
		Disseminate the School Parent Involvement Plan

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		Disseminate the School-Parent Compact
		Provide parents an opportunity to give input on the use of Parent Involvement funds (i.e. survey); PI set-aside is required for LEAs with TI allocation of \$500,000 or more
		For Schoolwide schools, provide parents access to the Schoolwide plan
		Disseminate parent notification regarding the right to ask for the professional qualifications of teachers and paraprofessionals (consider adding this notification to the school's handbook)
September/October	LEA	Plan and conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the LEA parent involvement policy in improving student achievement across the schools
	School	Update periodically, with the involvement of parents, the school parent involvement plan in order that it meets the changing needs of parents and the school
		Plan and schedule Academic Involvement events for parents; Ensure that the events provide parents with information about how to help their children at home be successful in school. Send agendas and sign in sheets to Federal Programs Director and place in electronic file.
		Involve parents in the school improvement planning process
October	LEA	Federal Program Director and Business Manager meet to review Final TI allocation amount and revise budget/CFSGA as needed
November	School	Parent-Teacher Conferences (at least annually required at elementary school)
April	LEA	Review new fiscal year preliminary allocation numbers for Federal programs as released by SDE and begin planning (Federal Program Director, Business Manager, principals, etc.)use of Federal funds for next fiscal year
		Leadership team conducts a needs assessment of students, teachers, families, and community members and use results of this assessment and Title I program evaluation data to inform decisions regarding use of Federal funds
	School	Annually evaluate each Schoolwide and targeted assistance program using data to determine program effectiveness in increasing achievement of students in meeting state standards; plan programmatic and instructional changes for following year
April/May	LEA	State assessment is administered to all students grade 3-8, 10
May	LEA/School	Provide parents individual information on the level of achievement of parent's child in each of the State's academic assessments (as soon as information is available)

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		Update inventory records of materials purchased with federal funds; inventory file is maintained at LEA; complete a physical check at school of inventory at least every two years and reconcile with inventory records.
May/June	LEA	Federal Program Director and Business Manager meet to review expenditures and make final revisions to current year CFSGA based on actual program and budget expenditures.
		Review Title I-A Annual Performance Report data; complete a corrected ISEE upload to correct data if necessary; input non-prepopulated data; complete assurance page and submit by due date – August/September
June	LEA	Federal Program Director and Business Manager continue planning the next year's CFSGA.

Ongoing:

- Ensure that paraprofessionals receive regular and meaningful professional development on ongoing basis
- Meeting agendas, minutes and sign in sheets of appropriate events are sent to Federal Programs Director in electronic file
- All parent notifications to parents are provided in language and format parents understand
- Frequent reports on student progress is provided to parents