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| Federal Programs Monthly Responsibilities and Checklist |
| August |
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| District | Schools |
| * Collect semi-annual documentation from Title I funded staff for the time period of Jan. 1- June 30
* Collect monthly time and effort documentation for individuals who work on multiple cost objectives (This is collected monthly and the percentages of cost objectives shall be adjusted quarterly). Make final adjustment to payroll to reflect actual time recorded
* Assist schools in revising strategic plans and developing a school-based professional development plan
* File electronic copies of agendas, sign-in sheets and training materials for professional development conducted (year-long documentation)
* File electronic copies of agendas, sign-in sheets and training materials for staff training on how to work with parents (year-long documentation)
* File electronic copies of agendas, sign-in sheets for any district wide parent meetings (year-long documentation)
 | * Begin update of strategic plan based on program evaluation and multiple data collections -file copies of agendas, sign-in sheets from schoolwide planning meetings (this will be ongoing throughout the school year)\*
* File electronic copies of agendas, sign-in sheets and training materials for professional development conducted (this will be ongoing throughout the school year)\*
* File electronic copies of agendas, sign-in sheets and training materials for parent meetings/trainings (this will be ongoing throughout the school year)\*
* File electronic copies of agendas, sign-in sheets and training materials for staff training on how to work with parents (this may occur anytime throughout the school year)\*
* Registration Packets:
	+ Residency Questionnaire
	+ Home Language Survey
	+ What Every Parent Should Know
	+ How Can We Help You Help Your Child?
	+ Public Notice-Education Rights of Homeless Children and Youth
	+ Letter stating that all Core Teachers and Paraprofessionals are Highly Qualified
* Distribute Federal Programs Handbook
* Verification of Compliance – Principal Attestations and Assurances
* Documentation of Parent Contacts/Involvement Activities
* Fixed Asset Forms
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
 |
| Meetings To Have |
|  | * School Planning Committee Meeting
	+ Review SWP
	+ Schedule dates for family trainings
	+ 1% Parental Involvement Monies
* Faculty Meeting
	+ Homeless Training
	+ Unaccompanied Youth Guidelines
* Parental Involvement Committee
	+ Review Plan
* Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| September |
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| District | Schools |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
* Assist schools in revising strategic plans. Submittal date for the completed school plan will be determined by the district
* Review assessment data
* Distribute the LEA parent involvement policy to all students in Title I schools (document date and method of distribution)
* Notify parents of their right to request the qualifications of their child’s teacher, *Parents’ Right to Know*
* File any requests from *Parents’ Right to Know*
* Identify teachers who are not highly qualified and develop action steps for each to ensure progress is being made towards becoming highly qualified
* Notify principals of any teacher in their building who does not meet the definition of highly qualified
* Update the district’s highly qualified teacher plan
* Develop a schedule of meetings for the district parent advisory committee to meet
* Develop contracts for individuals providing services in private schools
 | * Continue update of strategic plan; include external trend data, student achievement data, other student outcome data and culture and climate data. Submittal date for the completed plan will be determined by the district. (document meetings)
* Complete the school master schedule, clearly indicating schedules of Title I funded staff and paraprofessionals-file a copy for monitoring documentation
* Provide mentoring to new teachers and those individuals new to building
* Conduct a preschool/kindergarten transition activity for incoming kindergarten students and parents
* Arrange time for a collaborative meeting for preschool teachers and kindergarten teachers to discuss pre-k assessment data
* Determine a schedule of additional parent engagement opportunities to be offered during the school year
* Distribute “parents’ right to know” (document date of distribution)\*
* File any requests from “parents’ right to know”\*
* Notify parents of extended day learning opportunities
* File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
 |
| Meetings To Have |
|  | * Conduct “Title I annual meeting”. Discuss Title I purpose, curriculum, assessment, parent involvement policy, school compacts and school designation (file notices, agenda, sign-in sheets, handouts)
* Distribute school “parent involvement policy” to all students (document date and method of distribution)
* Distribute “school-parent compact” to all students (track and calculate percentage of returns)
* Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| October |
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| District | **Schools** |
|  | * Continue update of strategic plan including external trend data, student achievement data, other student outcome data and culture and climate data. Submittal date for the completed plan will be determined by the district (document meetings)
* File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* For parents who did not attend the September meeting, have compacts, home language surveys, and any other required forms completed.
* Distribute Parental Involvement Policy
* Document Parent Contacts
* Document Parental Involvement Activities
* Update Homeless and ELL documentation
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
 |
| Meetings to Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| November |
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| District | **Schools** |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
* Begin review of personnel budgeting for next fiscal year
* Prepare comparability report
 | * Make strategic plan available to parents and community.
* File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Document Parent Contacts
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
 |
| Meetings to Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| December |
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| District | **Schools** |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Document Parent Contacts
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Update Semi-Annual certification for Title I staff
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| Meetings to Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| January |
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| District | **Schools** |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
* Begin Comprehensive Needs Assessment
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Document Parent Contacts
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Complete semi-annual documentation for staff working in Title I only (send signed copies to county Title I director)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
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| Meetings to Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| February |
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| District | Schools |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Document Parent Contacts
 |
| Meetings To Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| March |
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| District | Schools |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Complete School Wide Plan
* Document Parent Contacts
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| Meetings To Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| April |
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| District | Schools |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
* Review strategic plan and the implementation of the action steps
* Assist schools to begin annual evaluation of Title I school programs
* Provide written notice to all private schools in the district notifying them of the provision of services available from Title I. Documentation includes: copy of letter and registered mail return receipt
* Conduct consultation meeting with private school officials. Obtain written affirmation from private school officials that timely and meaningful consultation has occurred
* Distribute a copy of the LEA complaint procedures to private school officials
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Document Parent Contacts
* Review Parent Involvement Policy, Plan, and Compact
* Hold Transition Activity/ies for Headstart students entering kindergarten
* Hold Transition Activity/ies for students changing buildings (AES to BES Shivers; BES Shivers to AHS)
* Submit Parent Involvement Policy, Plan, and Compact to Federal Programs for review
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| Meetings To Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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| Federal Programs Monthly Responsibilities and Checklist |
| May |
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| District | Schools |
| * Collect monthly time and effort documentation for individuals who work on multiple cost objectives
* Begin review/revision of LEA parent involvement policy
 | * File electronic documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
* Begin review/revision of school parent involvement policy
* Begin review/revision of school-home compacts
* Begin planning process for professional development for next year
* Complete semi-annual documentation for staff working solely in Title I for the time period January 1 – June 30 (send signed copies to county Title I director)
* Submit Parental Involvement Activities (file notices, agenda, sign-in sheets, handouts)
* Notify building representatives and Federal Program Director of ELL or Homeless enrollment
* Document Parent Contacts
* Semi Annual Certification
* Fixed Asset Annual Inventory for Federal Programs Office (signed and dated)
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| Meetings To Have |
|  | * Faculty Meetings
* Weekly PLCs
* School Planning Committee
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