

Title I Program Checklist SY 2011-2012

Multiple School LEAs

The following requirements apply to All multiple school LEAs:

- _____ **Submit Title I Distribution of funds spreadsheet and finalize Title I status of schools in LEA grant by July grant submission date.**
- _____ **Prepare consolidated application for July or August submission. Ensure budget is consistent with distribution of funds spreadsheet. *Grant checklist available [here](#). Grant manual available [here](#).***
- _____ **Send letters to parents on right to request teacher and paraeducator qualifications. *Template letter is available [here](#).***
- _____ **Distribute the State's official complaint policy to parents. *State policy is available [here](#).***
- _____ **Distribute to parents of students identified as ELL, information on how parents can be involved in their child's education and active participants in their child's education and opportunities for and holding regular meetings and information on their participation in language instructions programs. *Sample letter available [here](#).***
- _____ **Revise/update LEA Parent Involvement Policy and distribute it to parents annually. *LEA policy checklist available [here](#). Sample LEA Parent Involvement Policy is available [here](#).***
- _____ **Ensure each Title I school revises/updates its Parent Involvement Policy and compact and distributes to parents annually. *School Policy and compact checklist available [here](#). Sample School-Parent Compact is available [here](#).***
- _____ **Ensure Title I Schools send letter to parents of children taught for four or more weeks by a non-highly qualified teacher (if applicable). *Template letter is available [here](#).***
- _____ **Distribute, then collect and file, signed principal attestations for each Title I school. *Principal Attestation template is available [here](#).***
- _____ **Collect monthly time and effort reports for all staff funded in part by Title I. Collect semi-annual certifications for all staff fully funded by Title I. *Required monthly time and effort form is available [here](#). Sample semi-annual certification is available [here](#).***
- _____ **Ensure each Title I school holds an annual meeting to inform parents of Title I Program components and their right to be involved.**

- _____ **Ensure Title I schools revise/update their Success Plans regularly and ensure 10 components of schoolwide programs (if applicable) are included.** *10 required components are available [here](#).*
- _____ **Submit comparability calculations and LEA documented procedures (by November 30) if LEA has more than one school per grade span.** *Guidance on calculating comparability available [here](#). Excel template for calculating comparability available [here](#). Template for procedures available [here](#).*
- _____ **Submit Annual Reports (due July 15) and Final Reports (due March 31).**
- _____ **Prepare and submit Summative Progress Updates in ESPES system (due November 1).** *Resources on completing progress updates available [here](#).*
- _____ **Obligate 85% of Title I allocation by September 30 (of second year of grant) or request a waiver.** *Waiver process is outlined [here](#).*
- _____ **Ensure non-highly qualified teachers have plans in DEEDS.** *Plans outline how teacher will become highly qualified ASAP.*
- _____ **Ensure all paraprofessionals working in Title I Schoolwide schools are highly qualified.**
- _____ **Submit desk audit documentation as requested by Title I Office.** *Desk audit checklists available [here](#).*
- _____ **Maintain up to date program records.** *Guidance on records retention available [here](#).*

The following requirements only apply to geographic districts:

- _____ **Contact officials from non-profit private schools that may have students attending from within District boundaries and invite them to participate in Title I, Part A.**
- _____ **Conduct timely and meaningful consultation with private school officials interested in participating in Title I, Part A to determine what funds are generated by students, program eligibility criteria based on need(s), what services will be offered and how, size and scope of equitable services for parental involvement and professional development activities for staff working directly with students who participate in the program.** *Basic building blocks guidance available [here](#). Comprehensive Equitable Services toolkit available [here](#).*
- _____ **Obtain written affirmations that consultation has taken place and submit to DDOE.** *Affirmation of Consultation template available [here](#).*
- _____ **Implement and monitor services to private school students.**
- _____ **Maintain control of funds, label materials and keep inventory of all LEA Title I property.**

The following requirements apply to LEAs with one or more Title I schools Under Improvement Phase I Only:

- _____ **Draft ESEA Choice letters including an overview of the School Improvement status of the school and submit to SEA in July.** *Template letters available [here](#).*
- _____ **Distribute ESEA Choice letters to parents 14 days prior to the beginning of the school year** (use preliminary data if necessary).
- _____ **Set aside 20% of Title I allocation at LEA level for ESEA Choice related transportation.**
- _____ **Set aside 10% of each school under improvement's allocation for professional development.**
- _____ **Revise Success Plan for all schools Under Improvement by November 4, 2011 and ensure 10 components of school improvement are included.** *10 required components are available [here](#).*
- _____ **Have revised Success Plans peer reviewed by January 13, 2012.** *Peer review guidance available [here](#). Peer review process tool available [here](#).*
- _____ **Prepare and submit three progress update reports in ESPES throughout the year.** *Resources on completing progress updates available [here](#).*
- _____ **Prepare 1003(a) School Improvement Grant** (due November 4, 2011).
- _____ **Ensure students exercising ESEA Choice option are properly coded in eSchool.** *Data entry manual available [here](#).*

The following requirements apply to LEAs with one or more Title I schools Under Improvement Phase II Only:

- _____ **Draft ESEA Choice/SES letters including an overview of the School Improvement status of the school and submit to SEA in July.** *Template letters available [here](#).*
- _____ **Distribute ESEA Choice/SES letters to parents 14 days prior to the beginning of the school year** (use preliminary data if necessary).
- _____ **Set aside 20% of Title I allocation at the LEA level for ESEA Choice related transportation and SES services.**
- _____ **Set aside 10% of each Title I school under improvement's allocation for professional development.**
- _____ **Evaluate and modify school Success Plans as necessary by November 4, 2011 and ensure 10 components of school improvement are included.** *10 required components are available [here](#).*
- _____ **Prepare and submit three progress update reports in ESPES throughout the year.** Resources on completing progress updates available [here](#).
- _____ **Prepare 1003(a) School Improvement Grant** (due November 4, 2011).
- _____ **Hold SES provider fairs** (optional).
- _____ **Collect SES sign up forms from parents.** *Sample sign up form available [here](#).*
- _____ **Prepare contracts with SES vendors and Individual Learning Plans (ILPs) for participating students.** *Vendor contracts templates available [here](#). ILP template available [here](#).*
- _____ **Implement and monitor SES Services.** *SES handbook for Title I Coordinators available [here](#).*
- _____ **Ensure students exercising ESEA Choice or SES option are properly coded in eSchool.** *Data entry manual available [here](#).*
- _____ **Collect final reports from SES vendors.**

The following requirements apply to LEAs with one or more Title I schools in Corrective Action Phase I:

- _____ Draft ESEA Choice/SES letters including an overview of the School Improvement status of the school and submit to SEA in July. *Template letters available [here](#).*
- _____ Distribute ESEA Choice/SES letters to parents 14 days prior to the beginning of the school year (use preliminary data if necessary).
- _____ Set aside 20% of Title I allocation at LEA level for ESEA Choice related transportation and SES services.
- _____ Set aside 10% of each Title I school under improvement's allocation for professional development.
- _____ Prepare and submit for approval to DDOE a Corrective Action Plan for each school in Corrective Action Phase I in accordance with ESEA law and state regulation (Due October 10, 2011)
- _____ Modify Success Plan as necessary by November 4, 2011 and ensure 10 components of school improvement are included. *10 required components are available [here](#).*
- _____ Prepare and submit three progress update reports in ESPES throughout the year. Resources on completing progress updates available [here](#).
- _____ Prepare 1003(a) School Improvement Grant (due November 4, 2011).
- _____ Hold SES provider fairs (optional).
- _____ Collect SES sign up forms from parents. *Sample sign up form available [here](#).*
- _____ Prepare contracts with SES vendors and Individual Learning Plans (ILPs) for participating students. *Vendor contracts templates available [here](#). ILP template available [here](#).*
- _____ Implement and monitor SES Services. *SES handbook for Title I Coordinators available [here](#).*
- _____ Ensure students exercising ESEA Choice or SES option are properly coded in eSchool. *Data entry manual available [here](#).*
- _____ Collect final reports from SES vendors.

The following requirements apply to LEAs with one or more Title I schools in Corrective Action Phase II (Planning for Restructuring):

- _____ **Draft ESEA Choice/SES letters including an overview of the School Improvement status of the school and submit to SEA in July.** *Template letters available [here](#).*
- _____ **Distribute ESEA Choice/SES letters to parents 14 days prior to the beginning of the school year** (use preliminary data if necessary).
- _____ **Set aside 20% of Title I allocation for ESEA Choice related transportation and SES services.**
- _____ **Set aside 10% of each Title I school under improvement's allocation for professional development.**
- _____ **Prepare and submit for approval to DDOE a Restructuring Plan for each school in Corrective Action Phase II in accordance with ESEA law and state regulation** (due November 28, 2011).
- _____ **Modify school Success Plans as necessary by November 4, 2011 and ensure 10 components of school improvement are included.** *10 required components are available [here](#).*
- _____ **Prepare and submit three progress update reports in ESPES throughout the year.** Resources on completing progress updates available [here](#).
- _____ **Prepare 1003(a) School Improvement Grant** (due November 4, 2011).
- _____ **Hold SES provider fairs** (optional).
- _____ **Collect SES sign up forms from parents.** *Sample sign up form available [here](#).*
- _____ **Prepare contracts with SES vendors and Individual Learning Plans (ILPs) for participating students.** *Vendor contracts templates available [here](#). ILP template available [here](#).*
- _____ **Implement and monitor SES Services.** *SES handbook for Title I Coordinators available [here](#).*
- _____ **Ensure students exercising ESEA Choice or SES option are properly coded in eSchool.** *Data entry manual available [here](#).*
- _____ **Collect final reports from SES vendors.**

The following requirements apply to LEAs with one or more Title I schools in Restructuring:

- _____ **Draft ESEA Choice/SES letters including an overview of the School Improvement status of the school and submit to SEA in July.** *Template letters available [here](#).*
- _____ **Distribute ESEA Choice/SES letters to parents 14 days prior to the beginning of the school year** (use preliminary data if necessary).
- _____ **Set aside 20% of Title I allocation for ESEA Choice related transportation and SES services.**
- _____ **Set aside 10% of each Title I school under improvement's allocation for professional development.**
- _____ **Implement state approved Restructuring Plan in accordance with ESEA law and state regulation**
- _____ **Modify school Success Plans as necessary by November 4, 2011 and ensure 10 components of school improvement are included.** *10 required components are available [here](#).*
- _____ **Prepare and submit three progress update reports in ESPES throughout the year.** Resources on completing progress updates available [here](#).
- _____ **Prepare 1003(a) School Improvement Grant** (due November 4, 2011).
- _____ **Hold SES provider fairs** (optional).
- _____ **Collect SES sign up forms from parents.** *Sample sign up form available [here](#).*
- _____ **Prepare contracts with SES vendors and Individual Learning Plans (ILPs) for participating students.** *Vendor contracts templates available [here](#). ILP template available [here](#).*
- _____ **Implement and monitor SES Services.** *SES handbook for Title I Coordinators available [here](#).*
- _____ **Ensure students exercising ESEA Choice or SES option are properly coded in eSchool.** *Data entry manual available [here](#).*
- _____ **Collect final reports from SES vendors.**

District Improvement

The following requirement applies to Districts Under Improvement Phase I:

- _____ Revise LEA Success Plan by November 4, 2011 and ensure 8 components of school improvement are included in accordance with Section 1116(c)(7)(A) of the ESEA.
- _____ Set aside 10% of Title I allocation for Professional Development at LEA level.

The following requirement applies to Districts Under Improvement Phase II:

- _____ Evaluate and modify LEA Success Plan as necessary by November 4, 2011 and ensure 8 components of school improvement are included in accordance with Section 1116(c)(7)(A) of the ESEA.
- _____ Set aside 10% of Title I allocation for Professional Development at LEA level.

The following requirement applies to Districts in Corrective Action Phase I:

- _____ Implement DDOE created Corrective Action plan for LEA immediately upon Department approval.
- _____ Set aside 10% of Title I allocation for Professional Development at LEA level.

The following requirements apply to District in Corrective Action Phase II:

- _____ Continue implementing DDOE created Corrective Action plan and any required DDOE modifications.
- _____ Set aside 10% of Title I allocation for Professional Development at LEA level.