

Title I Program Checklist SY 2011-2012

Charter Schools and Single School LEAs

The following requirements apply to All Title I Charter Schools and Title I Single School LEAs:

- _____ **Prepare consolidated application for July or August submission. Ensure that a minimum of 1 percent of allocation is set aside for parent involvement** (if total allocation is above \$500,000). *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 Parent Involvement Policy and Compact and distribute it to parents annually.** *Policy and compact checklist for single school LEA's available [here](#). Sample School-Parent Compact is available [here](#).*
- _____ **Send letter to parents of children taught for four or more weeks by a non-highly qualified teacher.** *Template letter is available [here](#).*
- _____ **Collect and file, signed principal attestation.** *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.**
- _____ **Revise/update Success Plan regularly and ensure 10 components of schoolwide programs (if applicable) are included.** *10 required components are 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.**
- _____ **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 apply to Charter Schools and Single School LEAs Under Improvement Year 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 for ESEA Choice related transportation.**
- _____ **Set aside 10% of Title I allocation for Professional Development.**
- _____ **Revise LEA Success Plan by November 4, 2011 and ensure 10 components of school improvement are included.** *10 required components are available [here](#).*
- _____ **Have revised Success Plan 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 Charter Schools and Single School LEAs Under Improvement Year 2 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 for ESEA Choice related transportation and SES services.**
- _____ **Set aside 10% of Title I allocation for Professional Development.**
- _____ **Evaluate and modify LEA 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 Charter Schools and Single School LEAs 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 for ESEA Choice related transportation and SES services.
- _____ Set aside 10% of Title I allocation for Professional Development.
- _____ Prepare and submit for approval to DDOE a Corrective Action Plan in accordance with ESEA law and state regulation (Due October 10, 2011)
- _____ Modify LEA 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 Charter Schools and Single School LEAs 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 Title I allocation for Professional Development.
- _____ Prepare and submit for approval to DDOE a Restructuring Plan in accordance with ESEA law and state regulation (due November 28, 2011).
- _____ Modify LEA 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 Charter Schools and Single School LEAs 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 Title I allocation for Professional Development.**
- _____ **Implement state approved Restructuring Plan in accordance with ESEA law and state regulation**
- _____ **Modify LEA 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.**