

Title I Annual Calendar SY 2020-2021

July		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Negotiate vendor contracts for private school programs and present to school boards for acceptance. Finalize if possible (if applicable)	Provide technical Assistance on Consolidated Application (Helpdesk)
Continue reviewing current year Success Plan	1 st Submission date of Consolidated Application (LEAs choose Jul or Aug submission date)	Program managers review and provide comments in consolidated applications within 8 days of submission
	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback (If LEA applies in Jul)	Distribute July Newsletter
	Submit request for Schoolwide Waiver (if applicable)	Distribute written complaint procedure to LEAs for distribution in August
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Provide Title I allocations to LEAs
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Provide Title I subgrant review reports to LEAs

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Cohort 2 LEAs)

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August		
Schools	LEA (District/Charter)	SEA (Department of Education)
Begin implementing Success Plan for new school year	Establish or review current year success planning team membership	Program managers review and provide comments in consolidated application submissions (within 8 days of submission)
Continue reviewing current year Success Plan	Finalize contract for private school programs and share finalized contract with private schools	Prepare September newsletter
Establish or review current school success planning team membership	2 nd submission date for Consolidated Application (LEA chooses Jul or Aug submission date)	Review LEA funding in FSF and notify LEAs of Sep 30 deadline to encumber 85% of current year grant funds
Invite/hold Title I Annual Parent Meeting	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback	Nomination review process for National Distinguished ESEA, Reward and Recognition schools begins
Provide parent capacity building trainings and parent feedback meetings when possible	Attend beginning of the year Title I check-in virtual conversation (review Title I Calendar and beginning of the year expectations)	Facilitate beginning of the year Title I check-in virtual conversation (review Title I Calendar and beginning of the year expectations)
Revise/update school level parent involvement policies and parent/school compacts and distribute to parents (August and/or September)	Distribute SEA written complaint procedure	
	Revise/update district level parent involvement policy and distribute to parents (August and/or September)	
	Prepare and distribute Parents' Right to Know teacher and paraprofessional qualifications notifications	
	Distribute required EL Identification letters to parents of identified children	
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Submit request for Schoolwide Waiver (if applicable)	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Cohort 2 LEAs)

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September

Schools	LEA (District/Charter)	SEA (Department of Education)
Continue reviewing/revising Success Plan.	Begin reviewing current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
Hold Title I Annual Parent Meeting (if not held in August)	Conduct Meaningful Consultation meetings with private school officials	Nomination review process for National Distinguished ESEA schools continues and USDOE intent to participate survey completed
Provide parent capacity building trainings and parent feedback meetings when possible	Begin implementation of private school program contracts	Update Title I school list on web and Update Title I School Tables
Revise/update school level parent involvement policies and parent/school compacts and distribute to parents (August and/or September)	Periodically site visit private school programs (as applicable)	Distribute September Newsletter
	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback (If LEA applies in Aug)	Review LEA funds in FSF and notify LEAs of Sep 30 deadline to encumber 85% of current year grant funds
	Revise/update district level parent involvement policy and distribute to parents (August, and/or September)	Provide Title I subgrant review reports to LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Enter monitoring system comments
	Submit request for Schoolwide Waiver (if applicable)	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Encumber 85% of current year grant funds by September 30 or request waiver	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	LEA must submit/upload protected prayer certification in writing to SEA	
	Prepare and submit evidence to DOE through monitoring system	

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Cohort 2 LEAs)

Title I Annual Calendar SY 2020-2021

October		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue reviewing/revising current year Success Plan.	Continue reviewing current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
Provide parent capacity building trainings and parent feedback meetings when possible	Send intent to participate in Title I letters with request for poverty data to private schools	Notify LEA of schools receiving Distinguished Title I school awards
Hold Title I Annual Parent Meeting (if not held in August/September)	Submit/upload Affirmation of Consultation forms as part of Item 14 in the eGrants Monitoring Tool.	Prepare November newsletter
	Periodically site visit private school programs	Conduct Fall ALL Title Programs Face to Face Training for LEA program administrators
	Attend Fall ALL Title Programs Face to Face Training for LEA program administrators	Collect and review monitoring documentation (submission #1 for pilot LEAs)
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Submit request for 15% Carryover Limit Waiver (if applicable)	Internal desk audit signed confirmation of Private School Consultation and supporting documentation (all LEAs)
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	SEA must send a list of LEAs that have not filled the required protected prayer certification to the USDOE
	Prepare and submit/upload documentation for monitoring (submission #1 for pilot LEAs)	
	Submit signed affirmation of consultation forms to SEA for desk audit (all LEAs)	

Calendar Color Key			
Success Planning			
Private School Participation			
Consolidated Application/Focus School Grant			
Title I General Requirements			
Title I Fiscal Requirements			
Federal Programs Monitoring (Cohort 2 LEAs)			
SEPN1	SEPN2	SEPN3	SEPN4
SEPN7	SEPN8	SEFACE13	SEMC14
GAFF17	GAFF18	GAFE22	GAFH23
GAFH24	GAFF26	PQPD40	PQPD41
PQNA42	EACTP49		

Title I Annual Calendar SY 2020-2021

November

Schools	LEA (District/Charter)	SEA (Department of Education)
Continue reviewing/revising current year Success Plan	Continue reviewing current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
Provide parent capacity building trainings and parent feedback meetings when possible	Provide guidance to schools on developing/reviewing school Success Plans for next school year (timeline determined by LEA)	Distribute November Newsletter
	Periodically site visit private school programs	Review monitoring documentation (return Monitoring Tool with comments by November 16).
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
Title I General Requirements
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Federal Programs Monitoring (Cohort 2 LEAs)

Title I Annual Calendar SY 2020-2021

December

December		
Schools	LEA (District/Charter)	SEA (Department of Education)
Begin working on Success Plan for next school year (adhere to timeline provided by LEA)	Periodically site visit private school programs	Send template to LEAs for private school Title I intent to participate
Continue reviewing current year Success Plan	Prepare and submit documentation for monitoring (if applicable)	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Prepare January newsletter
Provide parent capacity building trainings and parent feedback meetings when possible	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Email toolkit for Comparability calculation desk audit
	Resubmit Monitoring Tool with revised "Needs Attention" Items by December 11. If the Monitoring Tool is not resubmitted by December 11, "Needs Attention" items will be marked as "Non Compliant" for the entire program.	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed

Calendar Color Key
Success Planning
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Federal Programs Monitoring (Cohort 2 LEAs)

Title I Annual Calendar SY 2020-2021

January		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Begin Success Planning Process for next school year (using previous year summative data and current year formative data, current enrollment and disciplinary records, etc.)	Collect upgrades and modifications to the consolidated grant application
Continue reviewing/revising current year Success Plan	Send intent to participate in Title I letters with request for poverty data to private schools	Distribute January Newsletter
Provide parent capacity building trainings and parent feedback meetings when possible	Conduct Meaningful Consultation meetings with private school officials	Conduct monitoring and virtual site visitations for selected LEAs and determine technical assistance needed
	Periodically site visit private school programs	Provide Title I subgrant review reports to LEAs
	Email all completed Affirmation of Consultation forms to marc.edery@doe.k12.de.us Note - If your LEA is participating in the Monitoring Tool this year, your forms should have already been uploaded as part of item #14. There is no need to send these files in a separate email if your LEA already uploaded the files as part of item #14.	Review monitoring documentation (submission #2 for Cohort 2 LEAs)
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Desk audit comparability calculations (if applicable)
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Collect Semi-Annual Certifications for 100% federally funded staff or split funded staff working on a single cost objectives (Does not necessarily have to occur in July as LEA determines 6 month timeframes)	
	Prepare and submit/upload documentation for monitoring (submission #2 for Cohort 2 LEAs)	
	Submit Comparability calculations to SEA for desk audit (due January 15 if applicable)	

Calendar Color Key		
Success Planning		
Private School Participation		
Consolidated Application/Focus School Grant		
Title I General Requirements		
Title I Fiscal Requirements		
Federal Programs Monitoring (Cohort 2 LEAs)		
SEPN6	SELSP10	SEFACE11
SEFACE12	GAFES20	GAFES21
G AFC27 (if applicable)	G AFC28 (if applicable)	PQEL34
PQPD39	EAEC43	EAMTSS47

Title I Annual Calendar SY 2020-2021

February		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Continue working on LEA Success Plan for next school year	Send modifications to Consolidated Grant Application to HMB
Continue reviewing current year Success Plan	Collect intent to participate letters from private schools	Attend the virtual National Distinguished ESEA School Award ceremony during the virtual National ESEA Conference
Provide parent capacity building trainings and parent feedback meetings when possible	Periodically site visit private school programs	Prepare March newsletter
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Update and maintain technical assistance documents to reflect the most current information.
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Review monitoring documentation (return Monitoring Tool with comments by February 1).
	LEAs and Charters Resubmit Monitoring Tool with revised “Needs Attention” Items by February 19. If the Monitoring Tool is not resubmitted by February 19, “Needs Attention” items will be marked as “Non Compliant” for the entire program.	

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
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Federal Programs Monitoring (Cohort 2 LEAs)

Title I Annual Calendar SY 2020-2021

March		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Continue working on LEA Success Plan for next school year	Review final edits to Consolidated Application.
Continue reviewing current year Success Plan	Design RFP or contracts for private school program(s) (if applicable)	Distribute March Newsletter
Provide parent capacity building trainings and parent feedback meetings when possible	Periodically site visit private school programs	Update and maintain technical assistance documents to reflect the most current information.
	Collect intent to participate letters from private schools	Provide Title I subgrant review reports to LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Review monitoring documentation (return Monitoring Tool with comments by March 29).
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Begin developing preliminary federal budgets	
	Prepare and submit/upload documentation for monitoring (submission #3 for Cohort 2 LEAs)	

Calendar Color Key			
Success Planning			
Private School Participation			
Consolidated Application/Focus School Grant			
Title I General Requirements			
Title I Fiscal Requirements			
Federal Programs Monitoring (Cohort 2 LEAs)			
SEPN5	SELSP9	GAFF15	GAFF16
GAFE19	GAFGF29	GAFGF30	GAFGF31
GAFGF32	GAFGF33	PQEL35	PQEL36
PQEL37	PQPD38	EAEC44	EAEC45
EAEC46	EAMTSS48	EACTP50	

Title I Annual Calendar SY 2020-2021

April

Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Continue working on LEA Success Plan for next school year	Open Consolidated Grant Application and provide Technical Assistance (Helpdesk, Webinars and in-person training)
Continue reviewing current year Success Plan	Open Private School Program RFP for bids (if applicable)	Conduct Consolidated Grant Application Roadshow Training
Begin planning for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Periodically site visit private school programs	Prepare May newsletter
Provide parent capacity building trainings and parent feedback meetings when possible	Attend the Consolidated Grant Application Roadshow Training and begin preparing Consolidated Grant Application (for next school year)	Review monitoring documentation; prepare final monitoring report for LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Finalize preliminary budgets for schools and HR to allow staffing decisions to occur	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	LEAs and Charters Resubmit Monitoring Tool with revised "Needs Attention" Items by April 19. If the Monitoring Tool is not resubmitted by April 19, "Needs Attention" items will be marked as "Non Compliant" for the entire program.	

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Title I Annual Calendar SY 2020-2021

May

Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Continue working on Success Plan for next school year	Provide technical assistance on Consolidated Grant Application (Helpdesk, Webinars and in-person training)
Continue reviewing current year Success Plan	Hold meaningful consultation meetings with private schools interested in participating in Title I	Distribute May Newsletter
Continue planning for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Periodically site visit private school programs	Conduct Spring ALL Title Programs Webinar Training for LEA program administrators
Provide parent capacity building trainings and parent feedback meetings when possible	Review private school program vendor bids (by committee, if applicable)	Provide Title I subgrant review reports to LEAs
Engage stakeholders (school staff, parents, community partners, etc.) in updating the School-Parent Compact and Parent Family Engagement Plan for next school year	Collect Private School Family Poverty Surveys	Distribute final monitoring report to LEAs
	Continue preparing Consolidated Grant Application (for next school year)	
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	

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Success Planning
Private School Participation
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Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Cohort 2 LEAs)

Title I Annual Calendar SY 2020-2021

June		
Schools	LEA (District/Charter)	SEA (Department of Education)
Continue working on school Success Plan for next school year (adhere to timeline provided by LEA)	Finalize LEA Success Plan and consolidated application submission for next school year	Provide technical assistance on Consolidated Grant Application (Helpdesk)
Continue reviewing current year Success Plan	Negotiate vendor contracts for private school programs and present to school boards for acceptance (if applicable)	Update and maintain technical assistance documents to reflect the most current information.
Continue planning for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Continue preparing Consolidated Grant Application (for the next school year)	Take annual snapshot of students served by Title I, Part A (June 1 if applicable)
Provide parent capacity building trainings and parent feedback meetings when possible	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Prepare July newsletter
Engage stakeholders (school staff, parents, community partners, etc.) in updating the School-Parent Compact and Parent Family Engagement Plan for next school year	Collect signed Time & Effort records for federally funded staff working on multiple cost objectives	

Calendar Color Key
Success Planning
Private School Participation
Consolidated Application/Focus School Grant
Title I General Requirements
Title I Fiscal Requirements
Title I Quarterly Monitoring (pilot LEAs only)