

Title I Annual Calendar SY 2019-2020

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/update school level parent involvement policies and parent/school compacts and distribute to parents (July, August and/or September)	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback (If LEA applies in Jul)	Distribute July Newsletter
	Revise/update district level parent involvement policy and distribute to parents (July, August, and/or September)	Distribute written complaint procedure to LEAs for distribution in August
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Provide Title I allocations to LEAs
		Provide Title I subgrant review reports to LEAs
		Provide final monitoring report from previous school year to LEAs

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)

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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 parents to Title I Informational 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
Revise/update school level parent involvement policies and parent/school compacts and distribute to parents (Jul, Aug or Sept)	Distribute SEA written complaint procedure	
	Revise/update district level parent involvement policy and distribute to parents (July, August and/or September)	
	Prepare and distribute parent right to know teacher and paraprofessional qualifications notifications	
	Distribute required EL Identification letters to parents of identified children	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	

Calendar Color Key
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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 Parent Meeting	Conduct Meaningful Consultation meetings with private school officials	Nomination review process for National Distinguished ESEA schools continues and USDOE intent to participate survey completed
Revise/update school level parent involvement policies and parent/school compacts and distribute to parents(July, August and/or September)	Begin implementation of private school program contracts	Update Title I school list on web and Update Title I School Tables
	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
	Encumber 85% of current year grant funds by September 30 or request waiver (1x every 3 years max)	Send reminder on comparability calculations
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Provide Title I subgrant review reports to LEAs
	LEA must submit/upload protected prayer certification in writing to SEA	Enter monitoring system comments
	Prepare and submit evidence to DOE through monitoring system	

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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)
	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
	Submit/upload signed affirmation of consultation forms to SEA for desk audit	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 quarterly monitoring documentation (monitoring submission #1 for pilot LEAs)
	Plan to utilize 15% carryover (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)	
	Prepare and submit evidence to DOE through monitoring system	

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Success Planning		
Private School Participation		
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Title I Quarterly Monitoring (pilot LEAs only)		
SEPN1	SEPN2	SEPN3
SEPN4	SEPN7	SEPN8
SEFACE13	SEFACE14 (all LEAs)	GAFF17
GAFF18	GAFH23	GAFF26
PQPD41	PQNA42	EACTP49

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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 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	Provide Title I subgrant review reports to LEAs
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Review quarterly monitoring documentation (monitoring submission #1 for pilot LEAs)
	Prepare and submit evidence to DOE through monitoring system	

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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 list of private schools to LEAs for verification
Continue reviewing current year Success Plan	Prepare and submit documentation for monitoring (if applicable)	Send template to LEAs for private school Title I intent to participate
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
	Submit Comparability calculations to SEA for desk audit (if applicable)	Prepare January newsletter
	Prepare and submit/upload documentation for monitoring (submission #2 for pilot LEAs)	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Prepare and submit evidence to DOE through monitoring system	Desk audit comparability calculations (if applicable)
		Collect and review quarterly monitoring documentation (monitoring submission #2 for pilot LEAs)

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SEPN6	SELSP10	SEFACE11
SEFACE12	GAFES20	GAFES21
G AFC27 (if applicable)	G AFC28 (if applicable)	PQEL34
EAEC43	EAMTSS47	

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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
	Conduct Meaningful Consultation meetings with private school officials	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Periodically site visit private school programs	Provide Title I subgrant review reports to LEAs
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Review quarterly monitoring documentation (monitoring submission #2 for pilot LEAs)
	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 evidence to DOE through monitoring system	

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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	Present Distinguished School Awards at schools and attend National Award ceremony at National Title I Conference
	Collect Private School Intent to Participate forms	Prepare March newsletter
	Periodically site visit private school programs	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	Update and maintain technical assistance documents to reflect the most current information.
	Submit second submission of comparability calculations (if applicable)	Collect and review second submissions of Comparability (if applicable)
	Prepare and submit evidence to DOE through monitoring system	Review quarterly monitoring documentation (monitoring submission #2 for pilot LEAs)

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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
	Periodically site visit private school programs	Update and maintain technical assistance documents to reflect the most current information.
	Prepare and submit documentation for monitoring (if applicable)	Provide Title I subgrant review reports to LEAs
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Collect and review quarterly monitoring documentation (monitoring submission #3 for pilot LEAs)
	Begin developing preliminary federal budgets	
	Prepare and submit/upload documentation for monitoring (submission #3 for pilot LEAs)	
	Prepare and submit evidence to DOE through monitoring system	

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Title I Quarterly Monitoring (pilot LEAs only)		
SELSP9	GAFE19	GAFH24
GAFGF29	PQEL35	PQEL36
EAEC44	EAEC45	EAEC46
EAMTSS48		

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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 Application and provide Technical Assistance (Helpdesk, Webinars and in-person training)
	Open Private School Program RFP for bids (if applicable)	Conduct Consolidated Grant Roadshow Training
Continue reviewing current year Success Plan	Periodically site visit private school programs	Prepare May newsletter
	Attend the Consolidated Roadshow Training and begin preparing Consolidated Application	Review quarterly monitoring documentation (monitoring submission #3 for pilot LEAs)
	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	
	Prepare and submit evidence to DOE through monitoring system	

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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 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
	Review private school program vendor bids (by committee, if applicable)	Conduct Spring ALL Title Programs Webinar Training for LEA program administrators
	Collect Private School Family Poverty Surveys	Provide Title I subgrant review reports to LEAs
	Periodically site visit private school programs	Collect and review quarterly monitoring documentation (monitoring submission #4 for pilot LEAs)
	Continue preparing Consolidated Application (for next school year)	
	Attend Spring ALL Title Programs Webinar Training for LEA program administrators	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Prepare and submit/upload documentation for monitoring (submission #4 for pilot LEAs)	
	Prepare and submit evidence to DOE through monitoring system	

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SEPN5	GAFF15	GAFF16
GAFH25	GAFGF30	GAFGF31
GAFGF32	GAFGF33	PQEL37
PQPD38	PQPD39	PQPD40
EACTP50		

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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 Application (Helpdesk)
Continue reviewing current year Success Plan	Negotiate vendor contracts for private school programs and present to school boards for acceptance (if applicable)	Prepare July newsletter
	Continue preparing Consolidated Application	Take annual snapshot of students served by Title I, Part A (June 1 if applicable)
	Collect signed Time & Effort records for federally funded staff working on multiple cost objectives	Update and maintain technical assistance documents to reflect the most current information.
		Preview of final monitoring reports to LEAs

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