Alissa Metzler – State LEP/Title III Coordinator
✉ ametzler@sde.idaho.gov ☎ 208.332.6905

Sarah Seamount – Title IC/Migrant Coordinator
✉ sseamount@sde.idaho.gov ☎ 208.332.6958

State & District Level Responsibilities & Due Dates	
Annual Measurable Achievement Objectives (AMAOs)	
AMAOs Pending	ISDE notifies Districts of Annual Measurable Achievement Objectives
	ISDE hosts webinars for districts who missed 1 or more AMAOs Webinar: Alert Status (1st year of missing 1 or more AMAOs) Webinar: District Improvement (2-3 years of missing 1 or more AMAOs) Webinar: Corrective Action (4+ years of missing 1 or more AMAOs)
AMAOs Pending	Districts submit District Improvement or Corrective Action plans in CFSGA: http://apps.sde.idaho.gov/CFSGA/Home/Home
*Pending Notification Within 30 days of receiving notification from the ISDE. Upload a copy of the letter to CFSGA	Districts that receive Title III funding are required under Title III, Part A, Section 3302 of the Elementary and Secondary Education Act (ESEA), to notify the parents of ELs, if the LEA did not meet 1 or more AMAOs. Parental notification must meet all requirements per federal statute — 1. Send notification to parents of all ELs in LEA. 2. Include the specific AMAO(s) the LEA did not meet. 3. Provide notification in an understandable and uniform format and, to the extent practicable, in a language parents can understand. *Parent notification is related to AMAOs for previous school year
Consolidated Federal & State Grant Application (CFSGA)	
August 31, 2015	ISDE's goal for reviewing Districts' State LEP/Title III & Migrant CFSGA plans. Status and feedback posted in the CFSGA comments section
July 1 – Sept 1, 2015	Title III funds uploaded to GRA when **ALL** plans (Title IA, Title IC, Title IIA, etc…) in CFSGA are approved.
September 18, 2015	ISDE releases State LEP funds to districts with approved State LEP plan
On-going	Districts updates CFSGA throughout the year
April 29, 2016	ISDE will upload **Preliminary** funding allocations for State LEP, Title III & Title IC – Migrant into CFSGA for SY 2016-2017
During the design and development of the annual grant application.	Conduct _**timely**_ and _**meaningful**_ consultation with private school officials to determine appropriate Title IC & III services based on the needs of eligible private school students, their teachers and other educational personnel in private schools located in the geographic area served by the LEA.
May 6, 2016	Districts submit Migrant Summer School Application in CFSGA
April through May, 2016	Regional CFSGA Workshops (See Title III/Migrant Calendar for more info.
May 20, 2016	ISDE will update CFSGA to reflect **Final** State LEP & Title III allocations Allocations will be updated with the number of students assessed with ACCESS 2.0
June 30, 2016	Districts submit State LEP/Title III & Title IC - Migrant Plans in CFSGA for SY 2016-17: http://apps.sde.idaho.gov/CFSGA/Home/Home Districts submit Annual LEP Program Data Form for SY 2015-16: http://goo.gl/forms/v0TWbHsNlI

Title III – Immigration Grant Funding	
May 20, 2016	ISDE reviews Immigrant student counts from May ISEE Upload
May 27, 2016	ISDE notifies Districts of Title III Immigrant Grant Competition* *Only for Districts that qualify for this funding under the sub-grant formula. Additional details will be sent to eligible districts.
	Districts submit documentation for SY 2014 – 2015 Immigrant Grants implementation and evaluation
June 30, 2016	Districts submit Immigrant Grant applications for SY 2016 – 2017
July 10, 2016	ISDE awards Immigrant Grants & uploads to GRA for SY 2016 – 2017
Title IC – Migrant & Title III Reallocation Process	
October 16 - 30, 2015	**Reallocation Timeline for Excess Carryover* of Title IC/III Funds** In the event that a LEA has an excess of Title IC/III funds, they will be notified and given an opportunity to justify unused funds or they may voluntarily return funds. The ISDE shall adhere to following timeline: a. No later than **October 16, 2015**, ISDE shall send the Intent to Use Excess Carryover form to each LEA that has excess carryover funds to determine if they will expend the excess funds prior to the end of the grant period. b. No later than **October 30, 2015**, the LEA shall submit the Intent Form for ISDE approval. If the LEA chooses not to submit the form, or does not respond by the deadline, the funds will be reallocated. ***The definition of excess carryover is defined as a fund balance more than 40% of the original allocation. For example, an LEA received an original allocation of $100,000 for SY13-14 and has a remaining balance of $40,000 or more on October 16, 2015.**
November 6, 2015 – January 8, 2016	**Application Timeline for Reallocated Title IC/III Funds for LEAs** Any eligible LEA interested in receiving reallocated funds shall adhere to the following timeline: a. No later than November 6, 2015, ISDE shall send an Application for Reallocated Funds to eligible LEAs b. No later than December 4, 2015, the LEA shall submit the Application for Reallocated Funds to cnava@sde.idaho.gov c. No later than January 8, 2016, ISDE shall reallocate all unused funds to LEAs with an approved CFSGA and approved Application for Reallocated Funds **Districts returning funds for reallocation will not be eligible for a reallocation award.**
Title IC – Migrant Education Program	
September 28, 2015	Districts submit Prior Year Services & End of Year Staff Report (FTE)
October 12-23, 2015	SDE closes Migrant Student Information System (MSIS) for annual roll-over
October 30, 2015	SDE opens Migrant Student Information System (MSIS) for 2015-2016 Data
November 30, 2015 February 29, & April 29,	Districts complete quarterly data verification in MSIS w/ ID&R Regional Coordinator (Instructional & Supportive Services, Priority for Services, & Continuation of Services) & quarterly re-interviewing
May 20, 2016	Districts submit final re-interviewing report to SDE
September 15, 2016	Districts complete **final** data verification in MSIS w/ ID & R Regional Coordinator (Instructional & Supportive Services, Priority for Services, Continuation of Services and Summer School Services Data)

State LEP & Title III Requirements	
Within 30 days of the beginning school year *or* as soon as ACCESS 2.0, IRI, & ISAT results are finalized by the ISDE	**Idaho's Exit Requirements for the 2015-2016 School Year** This guidance is for 2015-2016 and may change as we learn more about our students' performance Score at or above on ACCESS for ELLs 2.0 Level 5 (Bridging) on the overall Grade Adjusted Composite Proficiency AND Level 5 (Bridging) on each domain (Listening, Speaking, Reading, Writing) **AND** Criteria from one of the following: Receive an Idaho Reading Indicator (IRI) score of at least a 3; (Grades K-3) Receive an Idaho Standards Achievement Test (ISAT) score that meets the Level 2 (Grades 3-12) **OR** Demonstrate access to core content with a student portfolio using work samples from at least two (2) core content t areas that demonstrate a Level 5 (Bridging) as defined by the WIDA English Language Development (ELD) Standards – Features of Academic Language and Performance Definitions. **A sample letter can be found in Idaho's State & Title III Manual.**
Ongoing as part of instructional process	LEPX1/X2 Monitoring: Students must be monitored for two years to ensure they are able to participate meaningfully in the regular educational program.
Within 30 days of the beginning school year or within 2 weeks if the child enters the district during the course of the year	Districts are required to screen, assess, and determine placement in a language instruction program for new English learners. **Click here for placement test training and other information**
	Annual parent notification of **Initial** and **Continuous** eligibility and participation in the district's language program. The letter must include the following: ❑ Level of English proficiency and how level was assessed; ❑ Method of instruction and other available methods of instruction; ❑ How the program will meet the educational needs of the student; ❑ Graduation requirements; and Exiting requirements; ❑ Services for ELs with disabilities and ❑ Parental right to remove student from program or refuse services. **A sample letter can be found in Idaho's State & Title III Manual.**
Within 60 days of the beginning school year or within 2 weeks if the child enters the district during the course of the year	District/School Teams complete Educational Learning Plans (ELP) for state & classroom testing accommodations for LEP1 & LEP* students. • ELs *who do not* have an ELP will be given the ISAT without accommodations. • *LEPX1/X2 students with a current ELP are allowed accommodations on State assessments if necessary.

ACCESS 2.0 Spring 2016 Information	
Nov 2 – Dec 4, 2015	Test Materials Ordering
Dec 4, 2015	Pre-Identification Files to DRC
Jan 4 – March 18, 2016	Test Setup
January 25, 2016 Jan 27 – Mar 11, 2016	Districts Receive Test Material Additional Test Material Window
Feb 8 – Mar 18, 2016	Testing Window
Feb 23 – Mar 25, 2016	Districts Pack and Ship Completed Test Material to DRC
April 1, 2016	All Test Material Received at DRC
April 18 - 29, 2016	Pre-Reporting Data Validation Window
May 16, 2016	Districts Receive Reports - Printed and Online. Final Data Available to State

Title IC – Migrant Education Program Trainings/Meetings	
July 15, 2015 September 16, 2015 December 3, 2015 March 8, 2016 May 5, 2016	SDE quarterly meetings with Regional ID & R Coordinators
September 29-30, 2015 October 6-7, 2015 October 8-9, 2015	State Fall Migrant Liaison Training – Boise State Fall Migrant Liaison Training – Idaho Falls State Fall Migrant Liaison Training – Twin Falls
November 10, 2015 November 11, 2015 November 12, 2015	State Migrant Parent Advisory Council (PAC) – Treasure Valley State Migrant Parent Advisory Council (PAC) – Eastern Idaho State Migrant Parent Advisory Council (PAC) – Magic Valley
November 17, 2015 January 20, 2016 April 20, 2016	Comprehensive Needs Assessment (CNA) Planning Meeting 1 of 2 Comprehensive Needs Assessment (CNA) Planning Meeting 2 of 2 Service Delivery Plan (SDP) Meeting 1 of 2 – Meeting 2 of 2 TBD
March 9, 2016 March 10, 2016 March 16, 2016	State Migrant Parent Advisory Council (PAC) – Eastern Idaho State Migrant Parent Advisory Council (PAC) – Magic Valley State Migrant Parent Advisory Council (PAC) – Treasure Valley
April 7-8 April 12-13 April 14-15	State Fall Migrant Liaison Training – Treasure Valley State Fall Migrant Liaison Training – Eastern Idaho State Fall Migrant Liaison Training – Magic Valley
April 24 – 27, 2016	National Migrant Conference – San Diego