



Title I-A Timeline

Federal Programs

Timeline	Location	Activity
June 30 (2017, 2018 deadline extended to August 31)	LEA	<ul style="list-style-type: none"> Submit an “approvable” Consolidated Federal and State Grant Application (CFSGA) to the State in order for spending authority to begin July 1 each year. The CFSGA is located on the CFSGA homepage. Review contact information in ISEE and upload an updated contact list, if needed.
Registration	School	<ul style="list-style-type: none"> Collect information about nighttime residence of all students and provide information on McKinney-Vento. Post up to date McKinney-Vento posters and brochures of educational rights of displaced children and youth in places where families and youth are likely to be present. Collect Home Language Survey for all newly enrolled students.
August-June	LEA	<ul style="list-style-type: none"> Federal Programs Director and Business Manager meet to develop program budget, and review expenditures regularly to ensure that Federal funds are spent on allocable expenses and that program requirements are met.
August-September	LEA	<ul style="list-style-type: none"> Update the LEA homepage and each school’s webpage report card link to the SDE Report Card. Plan and conduct McKinney-Vento Homeless training with identified homeless education liaison for ALL staff. Develop a timeline for board review of policies. (Review annually, and revise policies as needed. Be sure and include staff, parents, community, and any other stakeholders, as required for certain policies.)
August-September	School	<ul style="list-style-type: none"> Assess students using universal screener and identify students’ needs to determine Title I-A program services. Targeted Assistance Schools develop a targeted rank order list using multiple educational objective criteria.

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		<ul style="list-style-type: none"> • Plan ongoing, meaningful professional development for all staff. • Review and revise last school year’s Title I-A program evaluation, as needed, based on additional State and local assessment data. • Plan and conduct Title I-A Annual Meeting for all parents in Schoolwide programs and parents of served students in Targeted Assistance programs. Be sure to keep agendas, sign in sheets, and meeting notes to be placed in Federal Programs (electronic) files. • Disseminate Schoolwide plan for Schoolwide programs. (Post on school website.) • Disseminate and get feedback on LEA Family Engagement Policy, School Parent and Family Engagement Policy/Plan, School-Parent-Student Compact, and use of any Title I-A Parent and Family Engagement funds. • Disseminate parent notification regarding the right to ask for qualifications of teachers and paraprofessionals. (Can be in school handbook or posted on school website.) • Plan and schedule trainings for parents to provide parents with information about how to help their children at home be successful in school. Be sure to keep agendas, sign in sheets, and meeting notes to be placed in Federal Programs (electronic) files.
September	LEA	<ul style="list-style-type: none"> • Annual Performance Report (APR) is due September 15 to the SDE. The APR is located on the Annual Performance Report Homepage.
September	LEA	<ul style="list-style-type: none"> • New & Experienced Federal Programs Directors Meeting. Resources are available under the Events tab on the Federal Programs Homepage.
October	LEA & School	<ul style="list-style-type: none"> • Family & Community Engagement Conference • Complete Comparability Report and submit to SDE, as applicable.
October-November	School	<ul style="list-style-type: none"> • Parent-Teacher Conferences are required at least annually at elementary schools. Provide frequent reports on student progress to parents throughout the school year. Make sure all parent notifications are provided in an understandable and uniform format in language parents can understand.
October-March	LEA	<ul style="list-style-type: none"> • Federal Programs Monitoring visits for LEAs scheduled for onsite (and desk) reviews of Federal Programs. (Programs monitored

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		include I-A, II-A, III-A, IV-A, V-B, IX-A, I-D, M-V subgrant, and Equitable Services to Private Schools.) Resources are available on the Federal Programs Program Monitoring page .
March	LEA	<ul style="list-style-type: none"> Federal Programs Monitoring Self-Assessment is due March 15 to the SDE for LEAs not having an onsite monitoring visit.
March-April	School	<ul style="list-style-type: none"> Consult with private schools in within the boundaries and in the area outside the boundaries. Complete and submit Intent to Participate and Enrollment Form to the SDE, as applicable. Complete and submit Affirmation of Consultation with Private School Officials form, as applicable.
April (biennial event during odd numbered years)	LEA & School	<ul style="list-style-type: none"> Federal Programs Conference
April-May	LEA	<ul style="list-style-type: none"> Review new fiscal year preliminary allocation numbers for Federal Programs and begin planning for use of Federal funds for next fiscal year. (Federal Programs Director, Business Manager, principals, etc.) ISAT is administered to students in grades 3-8 and grade 10.
April-May	School	<ul style="list-style-type: none"> Annually evaluate Schoolwide or Targeted Assistance Program using data to determine program effectiveness in increasing achievement of students in meeting the challenging academic state standards. Plan Title I-A program and instruction for next school year. Schoolwide Programs complete an annual schoolwide evaluation using the Schoolwide/Improvement Plan app located on the SWIP Homepage OR another schoolwide evaluation. Samples are located on the Title I-A Improving Basic Programs page under Files for Schoolwide Programs.
April-May	LEA & School	<ul style="list-style-type: none"> Leadership team conducts a needs assessment of students, teachers, families, and community members and uses the results of this assessment and Title I-A program evaluation data to inform decisions regarding the use of Federal funds.
June	LEA & School	<ul style="list-style-type: none"> Update inventory records of materials purchased with Federal funds. Maintain inventory files at the LEA. Complete a physical

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		check of inventory and reconcile with inventory records at least every two years.
June-July	LEA & School	<ul style="list-style-type: none"> • Provide parents individual information on the level of achievement of the state’s academic assessments as soon as the information is available.
May-June	LEA	<ul style="list-style-type: none"> • Business Manager and Federal Programs Director meet to review program expenditures and to make final revisions to the current year CFSGA based on actual program and budget expenditures. • Business Manager and Federal Programs Director continue planning the next school year’s Consolidated Federal and State Grant Application (CFSGA). Submit by the due date. Spending authority effective July 1 of each year for those LEAs which have submitted an approvable plan.
May-September	LEA	<ul style="list-style-type: none"> • Review Title I-A Annual Performance Report (APR) data. Complete a corrective ISEE upload if necessary to correct data. Input data for data not pre-populated. Complete the Assurance section and submit no later than September 15 of each year.

For Questions Contact

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