

TITLE 1-A TIMELINE AND CHECKLIST

SEPTEMBER

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
Title-I Staff Schedules	Each full and part-time person paid out of Title funds must complete (must be done whenever there is a schedule change or new employee).	_____
Principal's Assurance	Statement to be completed and signed annually by building principal.	_____
Fall Academic Progress Reports	STAR reports due for Fall submission.	_____

OCTOBER

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
Right to Request Letter	Parents' rights to request teacher qualifications sent out annually.	_____
Annual Parent Meeting	<u>Student/Teacher/Parent Compact</u> (signed by each individual and dated – white out or cross out with black marker parent and student names) <u>Parent Survey</u> (used to determine the types of parent activities needed) <u>Committee Review of Parent Involvement Policy</u> <u>Meeting documents</u> (announcements-must include paper form, agenda, sign-in sheet, minutes)	_____ _____ _____ _____

NOVEMBER

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
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DECEMBER

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
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JANUARY

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
Semi-Annual Certification	Staff paid 100% out of Title I-A funds	_____
Mid-Year Academic Progress Reports	STAR reports due for Mid-year submission.	_____

FEBRUARY

Time and Effort Forms	Any individual who is <u>split-funded</u> must complete and sign each month.	_____
Committee Meeting	<u>Revision of School-Wide Title Plan</u> <u>Review of school and district Title policies</u> <u>Review SWP and Action Plan</u> <u>Data Collection, Analysis and Prioritization of SWP</u> <u>Meeting documents</u> (announcements, agenda, sign-in sheet, minutes)	_____ _____ _____ _____ _____

MARCH

Time and Effort Forms Any individual who is split-funded must complete and sign each month. _____

APRIL

Time and Effort Forms Any individual who is split-funded must complete and sign each month. _____

MAY

Time and Effort Forms Any individual who is split-funded must complete and sign each month. _____

JUNE

Time and Effort Forms Any individual who is split-funded must complete and sign each month. _____

Semi-Annual Certification Staff paid 100% out of Title I-A funds _____

Spring Academic Progress Reports STAR reports due for end-of-year submission. _____