

# Title I Program Checklist SY 2015-2016

## Multiple School LEAs

The following requirements apply to All multiple school LEAs:

- \_\_\_\_\_ **Submit Title I Distribution of funds spreadsheet with Consolidated Grant.** *Spreadsheet Instruction Manual available [here](#).*
- \_\_\_\_\_ **Prepare consolidated application for July or August submission.** *Grant checklist available [here](#).*
- \_\_\_\_\_ **Send letters to parents on right to request teacher and paraeducator qualifications.** *Template letter is available [here](#).*
- \_\_\_\_\_ **Distribute the State's official complaint policy to parents.** *English version of State policy is available [here](#). Spanish version of State policy available [here](#).*
- \_\_\_\_\_ **Distribute to parents of students identified as ELL, information on how parents can be involved in their child's education and active participants in their child's education and opportunities for and holding regular meetings and information on their participation in language instructions programs.** *Sample letter available [here](#).*
- \_\_\_\_\_ **Revise/update LEA Parent Involvement Policy and distribute it to parents annually.** *LEA policy checklist available [here](#). Sample LEA Parent Involvement Policy is available [here](#).*
- \_\_\_\_\_ **Ensure each Title I school revises/updates its Parent Involvement Policy and compact and distributes to parents annually.** *School Policy and compact checklist available [here](#). Sample School-Parent Compact is available [here](#).*
- \_\_\_\_\_ **Ensure Title I Schools send letter to parents of children taught for four or more weeks by a non-highly qualified teacher (if applicable).** *Template letter is available [here](#).*
- \_\_\_\_\_ **Distribute, then collect and file, signed principal attestations for each Title I school.** *Principal Attestation template is available [here](#).*
- \_\_\_\_\_ **Collect monthly time and effort reports for all staff funded in part by Title I and working on multiple cost objectives. Collect semi-annual certifications for all staff fully funded by Title I or split funded by working on a single cost objective.** *Monthly time and effort template is available [here](#). Sample semi-annual certification is available [here](#).*
- \_\_\_\_\_ **Ensure each Title I school holds an annual meeting to inform parents of Title I Program components and their right to be involved.**

- \_\_\_\_\_ **Ensure Title I schools revise/update their Success Plans regularly and ensure 10 components of schoolwide programs (if applicable) are included.** *10 required components are available [here](#).*
- \_\_\_\_\_ **Submit comparability calculations and LEA documented procedures (by November 30) if LEA has more than one school per grade span.** *Guidance on calculating comparability available [here](#). Excel template for calculating comparability available [here](#). Template for procedures available [here](#).*
- \_\_\_\_\_ **Obligate 85% of Title I allocation by September 30 (of second year of grant) or request a waiver.** *Waiver process is outlined [here](#).*
- \_\_\_\_\_ **Ensure non-highly qualified teachers have plans in DEEDS.** *Plans outline how teacher will become highly qualified ASAP.*
- \_\_\_\_\_ **Ensure all paraprofessionals working in Title I Schoolwide schools are highly qualified.**
- \_\_\_\_\_ **Submit desk audit documentation as requested by Title I Office.**
- \_\_\_\_\_ **Maintain up to date program records.**
- \_\_\_\_\_ **Maintain inventory records on equipment (\$5,000 or more and useful life of over a year) purchased with federal funds.** *Checklist of required components of Inventory Records available [here](#).*

**The following requirements only apply to geographic districts:**

- \_\_\_\_\_ **Contact officials from non-profit private schools that may have students attending from within District boundaries and invite them to participate in Title I, Part A.**
- \_\_\_\_\_ **Conduct timely and meaningful consultation with private school officials interested in participating in Title I, Part A to determine what funds are generated by students, program eligibility criteria based on need(s), what services will be offered and how, size and scope of equitable services for parental involvement and professional development activities for staff working directly with students who participate in the program.** *Basic building blocks guidance available [here](#). Comprehensive Equitable Services toolkit available [here](#).*
- \_\_\_\_\_ **Obtain written affirmations that consultation has taken place and submit to DDOE.** *Affirmation of Consultation template available [here](#).*
- \_\_\_\_\_ **Distribute State’s Official Complaint Procedure to private school officials.** *English version of State policy is available [here](#). Spanish version of State policy available [here](#).*
- \_\_\_\_\_ **Implement and monitor services to private school students.**
- \_\_\_\_\_ **Maintain control of funds, label materials and keep inventory of all LEA Title I property.**