

**Title I, Part A Year at a Glance  
June 2021 - June 2022**

Please use guide as a reference. Refer to handbooks for more detailed information

June	
	Gather FTE and poverty data (CEP or FRM data) and any rezoning data to complete the attendance area worksheet to make rank order decisions for serving Title I schools
	Review and update internal controls and written procedures
	Collect Time and Effort documents - (PARS-monthly time logs, teacher works schedules or time sheets and/or Periodic Certifications)
	Submit Form A - Equitable Services for Private Schools
	Work with stakeholders to update CLIP
July	
	DUE July 31 CLIP
	Ensure proper assignment of teachers based on Professional Qualifications in CLIP
	Upload RAM/P to the General Attachments Tab in the Consolidated Application (If applicable). LEA is responsible for verifying RAM/P implementation annually
	Federal Programs Summer Conference
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Annual review of LEA school plans (TA, SWP, SIP) and budgets, including parent and family engagement policies/plans/compact. Ensure schools have evaluated the effectiveness of the initiatives and goals from the prior year. Complete GaDOE checklists and file
	Provide Professional Learning for all LEA staff who work with the Title I Grant - principals, bookkeepers, etc.
	CLIP Progress Monitoring Window July 1 - Dec 31
	Title I allocations available for budget submission after SBOE approval
August	
	Opening of the In-field portal. Ensure that applicable LEA staff have appropriate access
	Deadline for LEAs to notify SEA of intent to become Schoolwide for next year
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Parent "Right to Know" Notifications must occur within 30 calendar days from the start of school or upon enrollment
	LEA must follow standardized statewide entrance and exit procedures for identifying English Learners, including assessing all students who may be English Learners within 30 days of enrollment
	Collect DE1111 forms from private schools

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	Services for participating private schools must begin at the same time as services to public schools
	Begin disseminating 20-Day Parent Notifications (if applicable). Please note: Notifications should occur within 10 business days after the 20-Day period
	Complete and maintain the rank order process using multiple, educationally related, objective criteria to identify students to be served in Targeted Assistance Program
	LEA should have on file: Title I teachers' and paraprofessionals' daily schedules and a list of Title I-paid personnel, if applicable
	CLIP Extension Submission August 30 - requires prior approval
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
<b>September</b>	
	Monthly LEA review of Title I, Part A budget (along with drawdowns) with LEA financial director
	Not later than 30 days after the beginning of the school year or during the first 2 weeks of an English Learner (EL) being placed in a language instruction education program, notify parents of ELs participating in Title I or Title III funded supplemental English language support services
	Verify information on the Public School Allocation tab of the Title I, Part A budget within the Consolidated Application: all schools listed, school type (elementary, middle, high, other), program type (SWP, TA) and grade span
	Prepare equitable services invitations in ES4PS for next school year
	Deadline for LEAs to meet the Title I, Part A 85-percent expenditure requirement for previous fiscal year
	Compare payroll report to the number of Title I funded personnel on the school allocation page and ensure accuracy
	Education for Homeless Children and Youth (EHCY) Annual Homeless Education Survey
	Collect PARS - (monthly time logs, teacher work schedules or time sheets)
<b>October</b>	
	Due October 1 - GEPA 427 form within the Consolidation Application
	Due October 1 - Superintendent Prayer Certification signoff
	Due October 1 - Title I, Part A budget and Title I assurances accepted by Superintendent
	FTE enrollment data submission (first Tuesday in October). Collect data to demonstrate comparability as of the first full-time equivalent (FTE) count day. Conduct a trial run of comparability using the worksheets provided on the webpage prior to official submission of CPI
	Equitable Services for Private Schools Form A due October 1 - June 15. Begin consultation for services for the next school year

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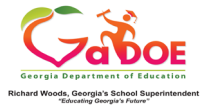
	Check the ACCESS Participation rate from the prior year, <i>when data is available</i>
	Prior to official CPI collection and Student Class, Professional Qualifications contact person should meet with data collection personnel to ensure correct reporting. Date for the collection can be found on the Data Collections webpage
	Completion Report due for each federal program - Review report and compare totals with Detailed Expenditure Report
	Gather FTE and Free/Reduced info in preparation for next year's Consolidation Application/budget
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
	Archive all previous fiscal year's program implementation documentation for record-keeping purposes (auditing and monitoring)
	Apply for carryover waiver if needed
<b>November</b>	
	COF - Showcase presentation for interested LEAs
	By November 1 - Title I Annual Meeting to inform parents about Title I (dissemination of information only)
	By November 1 - District and school parent and family engagement policies/plans and compacts
	Equitable Services for Private Schools Form B due <b>October 1 - December 15</b>
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Plan for Carryover including the 1% for Parent and Family Engagement
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
<b>December</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	When comparability reports become available and LEAs have been notified, LEA will run the report and make corrections in the portal, as necessary
	Equitable Services for Private Schools Form B due December 15
<b>January</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director - review budgetary needs for the remainder of the year

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	Disseminate 20-Day Notifications as needed for 2nd semester (if applicable). Please note: Notifications should occur within 10 business days after the 20-Day period
	CLIP Progress Monitoring Reporting Cycle 1 Window Opens
	In-Field Portal opens for review
	Collect first Semester Periodic Certifications if the LEA's written procedures require semi-annual periodic certifications
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
	CLIP Progress Monitoring Window January 1- May 31
<b>February</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	National ESEA Conference
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
<b>March</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	SLDS CLIP submission window opens. Begin work on upcoming FY CLIP (Comprehensive Needs Assessment, review and revise Professional Qualifications if needed, and other required GaDOE attachments)
	Prior to official CPI collections and Student Class, Professional Qualifications Contact person should meet with data collection personnel to ensure correct reporting. Date for collection can be found on the Data Collections webpage
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
<b>April</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director - review budgetary needs for the remainder of the year
	Deadline for all charter schools to provide written notification of significant growth and/or expansion to the LEA (if an LEA charter) to the Charter Commission for upcoming FY allocations
	Deadline for submission on COF intent to participate for next year
	Submit SWP plan/s for new Schoolwide Title I School/s
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
<b>May</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director

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	Complete Schoolwide, Targeted Assistance and private school program evaluations. Use information for planning and revisions purposes
	Collect second semester periodic certifications if the LEA's written procedures require a semi-annual and/or annual periodic certifications
	CLIP Progress monitoring cycle 2 window opens
	In-Field Portal opens for review
	Collect PARS - (monthly time logs, teacher works schedules or time sheets)
	Submit poverty waiver for upcoming fiscal year if applicable
<b>June</b>	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Prior to official CPI collections and Student Class, Professional Qualifications contact person should meet with data collection personnel to ensure correct reporting. More information found on the Data Collections webpage
	Deadline for LEAs to submit edited/revised schoolwide plans for new schoolwide programs
	Collect Time and Effort documents - (PARS - monthly time logs, teacher works schedules or time sheets and/or Periodic Certifications)
	Equitable Services for Private Schools Form A due <b>October 1 - June 15</b>
<b>Ongoing Throughout the School Year</b>	
	Share new information with principals
	Participate in meetings such as: district leadership, teaching and learning, and meetings with principals, assistant principals, and instructional coach
	Review and/or approve requisitions
	Review and sign off on drawdown reports
	Meet with principals and other school leaders to measure progress and effectiveness on accomplishing the goals and action steps in the school improvement plans and develop short term action plans as appropriate
	Schedule and conduct consultation meetings and observations with participating private schools
	Monitor to ensure that time logs are being maintained
	Monitor that parents are being notified of EL supplemental services
	Provide technical assistance to schools and program staff
	Monitor stakeholder and parent and family engagement
	Maintain evidence and artifacts, according to the district's written procedures



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Revise and update the LEAs written procedures as needed