Title I, Part A Year at a Glance
June 2022 - June 2023

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

June	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Collect second semester periodic certifications (semi-annual or annual, according to written procedures)
	Deadline for LEAs to submit edited/revised schoolwide plans for new schoolwide programs
	Review and update internal controls and written procedures
	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
	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
	Summer Learning Series
	June 15 - Equitable Services for Private Schools Form A due
	Work with stakeholders to update CLIP
	June 30 - CLIP DEADLINE
July	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Title I allocations available for budget submission after SBOE approval
	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
	Upload RAM/P to the General Attachments Tab in the Consolidated Application (If applicable). LEA is responsible for verifying RAM/P implementation annually
	Provide Professional Learning for all LEA staff who work with the Title I Grant - principals, bookkeepers, etc.
	Ensure proper assignment of teachers based on Professional Qualifications in CLIP
	July 1 - Dec 31 - CLIP Progress Monitoring Window
	July 31 - CLIP Submission Extension deadline- requires prior approval

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August	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Deadline for LEAs to notify SEA of intent to become Schoolwide for next year
	LEA should have on file: Title I teachers' and paraprofessionals' daily schedules and a list of Title I-paid personnel, if applicable
	Complete and maintain the rank order process using multiple, educationally related, objective criteria to identify students to be served in Targeted Assistance Program
	Collect DE1111 forms from private schools
	Services for participating private schools must begin at the same time as services to public schools
	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
	Opening of the In-field portal. Ensure that applicable LEA staff have appropriate access
	Parent "Right to Know" Notifications must occur within 30 calendar days from the start of school or upon enrollment
	Begin disseminating 20-Day Parent Notifications (if applicable). Please note: Notifications should occur within 10 business days after the 20-Day period
September	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Deadline for LEAs to meet the Title I, Part A 85-percent expenditure requirement for previous fiscal year
	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
	Compare payroll report to the number of Title I funded personnel on the school allocation page and ensure accuracy
	Prepare equitable services invitations in ES4PS for next school year
	Collect DE1111 forms from private schools
	Education for Homeless Children and Youth (EHCY) Annual Homeless Education Survey
	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

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October	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Apply for carryover waiver, if needed
	Completion Report due for each federal program - Review report and compare totals with Detailed Expenditure Report
	Archive all previous fiscal year's program implementation documentation for record-keeping purposes (auditing and monitoring)
	Equitable Services for Private Schools Form A due October 1 - June 15. Begin consultation for services for the next school year
	Check the ACCESS Participation rate from the prior year, *when data is available*
	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
	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
	Oct 1 - GEPA 427 form within the Consolidation Application due
	Oct 1 - Superintendent Prayer Certification signoff due
	Oct 1 - Title I, Part A budget and Title I assurances accepted by Superintendent due
November	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Gather FTE and Free/Reduced info in preparation for next year's Consolidation Application/budget
	Plan for Carryover including the 1% for Parent and Family Engagement
	COF - Showcase presentation for interested LEAs
	October 1 - December 15 - Equitable Services for Private Schools Form B due
	By November 1 - District and school parent and family engagement policies/plans and compacts
	By November 1 - Title I Annual Meeting to inform parents about Title I (dissemination of information only)
December	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)

	When comparability reports become available and LEAs have been notified, LEA will run the report and make corrections in the portal, as necessary
	CLIP Progress Monitoring Window closes
	December 15 - Equitable Services for Private Schools Form B due
	January
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director - review budgetary needs for the remainder of the year
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Collect first semester periodic certifications (semi-annual or annual, according to written procedures)
	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
	In-Field Portal opens for review
	CLIP Progress monitoring reporting window open during the month of January
	Jan 1 - May 31 - CLIP Progress Monitoring Window opens
	February
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	National ESEA Conference
	March
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	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
	April
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Submit SWP plan/s for new Schoolwide Title I School/s
	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 of COF intent to participate for next year
	May
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Complete Schoolwide, Targeted Assistance and private school program evaluations. Use information for planning and revisions purposes
	Submit poverty waiver for upcoming fiscal year if applicable
	CLIP Progress Monitoring window closes
	CLIP Progress Monitoring reporting window open during the month of May
	In-Field Portal opens for review
	June
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	June 15 - Equitable Services for Private Schools Form A due
	Work with stakeholders to update CLIP
	June 30 - FY24 CLIP DEADLINE
	Ongoing Throughout the School Year
	Participate in meetings such as: district leadership, teaching and learning, and meetings with principals, assistant principals, and instructional coach
	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
	Share new information with principals
	Provide technical assistance to schools and program staff

	Review and/or approve requisitions
	Review and sign off on drawdown reports
	Monitor to ensure that time logs are being maintained
	Revise and update the LEAs written procedures, as needed
	Maintain evidence and artifacts, according to the district's written procedures
	Monitor that parents are being notified of EL supplemental services
	Monitor stakeholder and parent and family engagement
	Schedule and conduct consultation meetings and observations with participating private schools