

## Timeline for FY2013 Perkins Compliance Review Process

<b>Timeframe</b>	<b>Person(s) Responsible</b>	<b>Required Action</b>
May-August	CTAE Director/Supervisor	Provide local professional learning opportunities by meeting with CTAE teachers and planning/preparing for visit to include self-study document completion
3 Weeks Before Visit	CTAE Director/Supervisor	Submit Self-Study to regional coordinator via email.
1 Week Before Visit	CTAE Division Staff	Email Self-Study to team members.
6-8 Weeks After Visit	CTAE Division Staff	Finalize and mail system Perkins Compliance Review Summary Report.
January-May	CTAE Director/Supervisor	Prepare/submit Plan of Improvement based on recommendations in Perkins Compliance Review Summary Report.
Ongoing	CTAE Division Staff	Monitor Plan of Improvement based on recommendations in Perkins Compliance Review Summary Report.