

Title I Checklist

<input checked="" type="checkbox"/>	Task	Timeframe
	1. Inform school staff and community about being a Title I school.	Spring-to plan for next year
	2. Review components of a Schoolwide Title I Program.	Spring
	3. Review Comprehensive Needs Assessment, Student Achievement, and Non- Academic Data.	Throughout the year
	4. Plan how to support student achievement using projected Title I allocation.	Spring-Summer
	5. Complete Title I Budget Projection, School Allocation and Accountability Forms.	Spring
	6. Obtain SBDM approval regarding the use of all Title I funds.	Spring
	7. Submit all Title I forms to the Title I office.	Spring
	8. Include how all Title I funds (instructional and parent involvement) will be used to support student achievement in the Comprehensive School Improvement Plan.	Spring-Throughout the year
	9. Hold the required annual parent meeting to inform parents about the school's Title I services and parent involvement initiatives. Documentation of the required parent meeting must be submitted to the Title I office. (<i>Open House Agenda, Parent Orientation Agenda, etc.</i>)	Fall
	10. Distribute a copy of the District Title I Parent Involvement Policy to all parents. (<i>Attach to parent newsletter, distribute at Open House, etc.</i>)	Fall
	11. Develop/review School-Parent Compact with the involvement of parents. Obtain SBDM approval. Copy must be submitted to the Title I Office.	Fall
	12. Develop/review existing Parent Involvement Policy with the involvement of parents. Obtain SBDM approval. Copy must be submitted to the Title I Office.	Annually in the Fall or Spring

	13. Include meaningful parent involvement initiatives in the Comprehensive School Improvement Plan and show how the Title I parent involvement allocation will be used to support the initiatives.	Fall
	14. Submit the name of one parent representative to serve on the district's Title I Parent Advisory Council for 2014-15 and 2015-16. <i>(You may seek the support of your FRYSC coordinator to help facilitate parent initiatives. Also, your FRYSC coordinators are invited and welcome to attend monthly PAC Meetings).</i>	Fall