

Appendix A: Planning Guide (Or Checklist) For Title I Directors

An NCLB timeline is also included in the Appendix B

Annual Compliance Requirements

- ✓ Provide a needs survey to parents, students, and teachers to determine needs and drive school improvement planning.
- ✓ Meet with building principals to determine school needs based on surveys and to plan budgets.
- ✓ Plan parental involvement activities
- ✓ Set up private school Title I programs based on consultation and grant budget allotments.
- ✓ Test and identify students for non- public instruction.
- ✓ Keep time/effort logs for all staff members that are paid from federal funds.
- ✓ Keep an accurate inventory of capital outlay purchases.
- ✓ Plan/provide professional development activities based on grant budget and goals.
- ✓ Research scientifically research based programs to be implemented to meet the grant's goals and school improvement plan.
- ✓ Collect, organize, and file necessary information for audit purposes. Prepare schools with a list of necessary audit items: inventories, parent sign-in sheets, Title I meeting agendas, school improvement plans and revisions, parental involvement plans, and the criteria used to identify Title I students if the school has a targeted assistance program.

Necessary Forms To Be Completed And Distributed

- ✓ Highly qualified teachers – the “right to know letters” should be sent out the beginning of the school year – September
- ✓ Attestation letter – these should be kept on file in the district office -September
- ✓ Affidavit – the school time certification form should be filled out and kept on file in the district office – September
- ✓ Home language survey – These are to be completed by all new students at the beginning of the school year and filed in student records – September

Meetings Orchestrated By Title I Director

- ✓ Private school planning meetings – The public school should have a consultation meeting with private schools in early spring to begin discussions for program planning and additional meetings should take place throughout the school year as necessary to determine needs and plan budget distribution.
- ✓ Title I school wide meetings should take place monthly and may be combined with teacher's meetings.
- ✓ A parental involvement meeting should take place for planning at the beginning of the school year and also follow-up meetings should be held periodically during the school year.
- ✓ A Title I planning meeting should be held at the beginning of the school year with follow-up meetings held periodically during the school year.

- ✓ Title I directors or grant writers should sign up for the yearly Spring webinar put on by the ISBE regarding the NCLB grant process.
- ✓ Transition meeting with Early Childhood to prepare students for entering kindergarten.

Required Reports To Be Submitted By Title I Director

- ✓ NCLB Monitoring report – Due – November
- ✓ NCLB Performance report – Due - November
- ✓ Comparability report – Due – November

NCLB Grant Writing Schedule

- ✓ Planning should begin after the district receives their projected allocation amounts. (These usually come in late February)
- ✓ The grant should be written and submitted online via the EGMS system by June 15.
- ✓ Once the final allocation is received in early Fall the district may amend the grant the grant to budget for the entire allotment.
- ✓ The grant may be amended as needed (as often as needed) throughout the year. Note: Amendments must be submitted 30 days prior to the project end date.
- ✓ Don't forget private school meetings and the necessary sign-off sheets that must be mailed or faxed to the ISBE office in Springfield when the NCLB grant is submitted.