**Federal Programs Planning Timeline 2015 - 2016**

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| **August** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * LEA Title I Plan revised/updated
* Remind/advise principals and faculty leadership teams of all Title I procedures (e.g. Parents Right-to-Know Provisions)
* Update components in the LEA Title I Plan (e.g. Data, Enrollment Procedures for individuals such as Immigrant, Migrant, Homeless, EL)
* Complete & post other Annual Evaluations, (e.g. How the LEA used Title funds from the previous year in the e-GAP application in “Related Documents”
* Update the Highly Qualified/Equity Plan to reflect current teachers; Be prepared to post it and a scanned copy of the Superintendent Signature Page in the e-GAP Document Library later at the direction of the SDE
* Construct non-HQ teacher plans for getting them HQ; have in place before they begin work; Only HQT paid/or may be “allowable” with federal funds.
* Review information and begin the process to prepare for submitting comparability report in Dec. (Begin collaborating with people that prepare LEAPs Report.) Collaborate with CFSO, other program coordinators, and SDE Regional Specialists (if necessary) to develop a strong e-GAP application; Submission date has been first week of September
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Conduct Federal Programs Advisory Meeting as a follow-up to Spring meetings; assessment data & dollar figures are available
* Complete and post competitive McKinney-Vento grant application by the end of the month
* Complete relevant WORKSHEETS and post in e-GAP Document Library
* Complete non-public schools Equitability Services Implementation Plans if applicable and post in e-GAP Document Library
* Distribute and make available LEA Parent Involvement Policy
* Implement Parents Right-to-Know provisions
* Evaluate EL Core Language Acquisition Program; post in document library
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Distribute Title I Parents Right-to-Know letters
* Sign and post Principal Attestations re: HQT number/ percentages at the school and send copy to the Central Office
* Make sure teachers not highly qualified complete Individual HQ Teacher Plans; ensure non-HQ letters are distributed to parents (if applicable)
* Send ACIP Parent Involvement section home to parents
* Send LEA Parent Involvement Plan home to parents
* Ensure homeroom teachers retain copies of signed/dated School-Parent Compacts
* Conduct Annual Title I Parents’ meeting in August or September using the PowerPoint template. (This meeting cannot be combined with any other meeting).
* Incorporate any new assessment data into Action Steps in ACIPs\*
* Ensure all students have at least one completed Home Language Survey in their Permanent Record Folders.
* Ensure that all Employment Surveys returned to the school are bundled and ready to be given to the Central Office.

**\*All Title I schools must be operating under an approved Title I school plan. Plans should be revised/adjusted to reflect current year needs and actions.** |

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| **September** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Conduct the LEA Self-Assessment
* Return the LEA Assurance and Technical Assistance Forms to the ALSDE Compliance Monitoring Section
* Complete Equitable Services Plan for Non-Public Schools (if applicable)
* Ensure Individual HQ Teacher Plans have been completed at each school (if applicable and available)
* Complete comparability reports (and make adjustments in personnel as needed)
* Revise the EL Plan, determine related professional learning opportunities for all staff in district, and post updated plan in e-GAP Document Library
* Send AMAO parent notifications (if applicable)
* District and School Site File to DRC, September 8, 2015
* Revisit/revise/complete any program evaluations not previously posted
* Complete e-GAP application and submit in a timely fashion to the Regional Specialist at the SDE
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Notify schools of additional funding or allocation shifts as the information is made available
* Plan to attend the Federal Programs Fall Conference September 9-11,
* 2015 at the Renaissance Hotel, Montgomery
* Attend SAMUEL I Trainings sessions offered between September 15 - October 8, 2015
* Collect Employment Surveys from schools for pick-up by SDE contract staff
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Remind staff to check on any unaccounted for signed copies of School-Parent Compacts.
* Revise/complete ACIP revision process
* Ensure Individual HQ Teacher Plans have been completed and are being implemented
* Conduct Annual Title I Parents’ meeting in August or September using the PowerPoint template. (This meeting cannot be combined with any other meeting).
* Attend SAMUEL I Trainings sessions offered between September 15 - October 8, 2015
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| **October** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budgets and expenditures match budget pages in ACIPs
* Watch for notices of any SDE Federal Programs Webinars and/or meetings
* Advise/remind schools to use Title funds expeditiously and effectively
* Notify schools of additional funding or allocation shifts as the information is made available
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Attend SAMUEL I Trainings sessions offered between September 15 - October 8, 2015
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Confirm school allocation amounts with Central Office reports to verify that budgets and expenditures match
* Plan to use school level Title I allocation and other funds expeditiously and effectively
* Attend SAMUEL I Trainings sessions offered between September 15 - October 8, 2015
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| **November** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Complete and post Highly Qualified/Equity Plan in e-GAP Document Library
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Suggestion: Attend the Alabama Association of Federal Education Program Administrators (AAFEPA) Conference Nov. 4-6, 2015 at the Shoals Marriott Resort.
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Attend SAMUEL II Trainings sessions offered between November 3 – December 9, 2015
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Use school level Title I allocation and other funds so that funds are spent expeditiously and effectively
* Attend SAMUEL II Trainings sessions offered between November 3 – December 9, 2015
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| **December** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Respond to CSPR Data Collection of N/D, Schoolwide, and Targeted Assistance.
* Respond to SDE requests for reports: (e.g. Submit Comparability Reports (if applicable)
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Attend SAMUEL II Trainings sessions offered between November 3 – December 9, 2015
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Use school level Title I allocation and other funds so that funds are spent expeditiously and effectively
* Attend SAMUEL II Trainings sessions offered between November 3 – December 9, 2015
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| **January** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Check monthly for Budget Revisions (making sure e-GAP matches electronic media reporting required by SDE LEA Accounting)
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Complete midyear update of ACIPs
* Use school level Title I allocation and other funds expeditiously and effectively

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| **February** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Complete and submit Non –Public School surveys to SDE
* Confirm school allocation amounts match with the Report Manager Cost Center Reports to verify budget and expenditures match
* Verify STI/INOW Data for all portions relevant to Federal Programs
* Facilitate any discussions in the Central Office regarding Budget Revisions
* Plan and hold Federal Programs Advisory Meeting
* ACCESS for ELLs 2.0® testing window is February 1, - April 1, 2016
* Alternate ACCESS for ELLs® is February 1 – April 1, 2016
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Mail “Intent to Participate” letters to Non-Public schools (NCLB Section 1120)
* Attend SAMUEL III Trainings sessions offered between February 9 – March 1, 2016
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Use school level Title I allocation and other funds expeditiously and effectively
* Attend SAMUEL III Trainings sessions offered between February 9 – March 1, 2016
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| **March** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Collaborative planning meeting for e-GAP with appropriate LEA personnel for planning for coming year
* School allocation amounts confirmed with the Report Manager Cost Center Reports to verify budget and expenditures match
* Mail “Intent to Participate” letters to Non-Public schools (NCLB Section 1120)
* Set a date to meet in consultation with interested Non-Public schools
* Attend SAMUEL III Trainings sessions between February 9 – March 1, 2016
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Collaboratively review components for school ACIPs
* Meet with faculties and parent committees to discuss any updates/changes to next year’s School-Parent Compacts
* Use school Title I allocation and other funds expeditiously and effectively
* Attend SAMUEL III Trainings sessions offered between February 9 – March 1, 2016
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| April | LEA Plans, Reports, Meetings, Requirements | School Plans, Reports, Meetings, Requirements |
| * Provide timely and meaningful consultation to Non-Public Schools wishing to participate; keep copies of responses /certified letter documentation and notes/sign in sheets of meetings
* Hold Fed. Programs (Title I) Advisory Committee meeting and document
* Revise the current year LEA Parent Involvement Plan based on required Annual Evaluation from previous year
* Facilitate revisions to the LEA Parent Involvement Policy/Plan after meeting with LEA Parent Advisory Committee
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Conduct Non-Public School Consultation meetings.
* Collect Employment Surveys from schools - pick-up by SDE contract staff
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Involve faculties in revising/updating ACIP based on data collections in order to begin the new school year
* Use school Title I allocation and other funds expeditiously and effectively
* In conjunction with parents, revise the Parent Involvement Plan (district policy/plan) and include dated copy in the school’s student handbook.
* Jointly develop the School-Parent Compact with school, parents, and students for the upcoming school year.
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| **May** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Refresh relevant staff with updated e-GAP Training, if necessary
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Conduct Non-Public School Consultation meetings
* Verify and update STI/INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, and Homeless)
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Finalize any changes to the 2015 – 2016 School-Parent Compact.
* Be aware of any unspent Title I or other federal funds previously allocated to the school. Unspent school level funds are not available to the school after a certain point in time. Check with the Central Office
* Assemble notes from “look-to” results from ACIP Action Steps/Activities; evaluate/summarize effectiveness of different strategies in narrative form for stakeholders; propose new strategies for the coming year
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| June | LEA Plans, Reports, Meetings, Requirements | School Plans, Reports, Meetings, Requirements |
| * Begin evaluations of all federal programs (revisit after state assessment data received – be prepared to post in “Related Documents” in e-GAP when next year’s application becomes available)
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Plan for summer professional learning opportunities for staff including CLAS Conference, MEGA, etc.
* Complete 21st CCLC Revisions in eGAP by June 30, 2016.
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
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| **July** | **LEA Plans, Reports, Meetings, Requirements** | **School Plans, Reports, Meetings, Requirements** |
| * Report non-HQ hires to the SDE according to the SDE procedures (Follow the procedure throughout the year when non-HQ teachers are employed)
* Attend the SDE MEGA Conference.
* Confirm school allocation amounts with the Report Manager Cost Center Reports to verify budget and expenditures match
* Participate in LEA review of data
* Receive preliminary allocations and begin preparation for the e-GAP application; collaborate with CSFO and other program coordinators to ensure coordination of budget
* Be aware that, while any electronic media budgets are usually submitted to SDE LEA Accounting by mid-July date (e.g.the Report Manager), both the electronic media budgets and e-GAP should coalesce.
* Check ACCESS for ELLs 2.0® dates on ACCESS 2.0® Chart on the last page
 | * Attend SDE MEGA Conference
* Facilitate planning for required Annual Meeting of Title I Parents using State Guidance released Spring 2009 (Meetings to be held at the beginning of the school year).
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| **On-Going Periodic Oversight** |
| **Central Office** | **School Level** |
| * Review and monitor ACIP budget expenditures
* Guide building principals to keep up with progress checks of Individual HQ Teacher Plans
* Report Non-HQ hires according to SDE procedures when non-HQ teachers need to be hired
* Verify Web Portal for EL, Immigrant, Homeless, and Migrant data in INOW
 | * Remind staff to secure signed/dated School-Parents Compacts for entering students throughout the year.
* Verify time and effort documentation is

correct and up-to-date* Verify inventory of Title I equipment,

and report any irregularities to the Central Office  |

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| **ACCESS 2.0 Administration Dates (2015-2016) (**DRC – Data Recognition Corporation) |
| **Description** | **Start Date** | **End Date** |
| District and School Site File to DRC | 9/8/2015 | 9/8/2015 |
| Test Materials Ordering | 11/16/2015 | 12/11/2015 |
| Pre-ID Files to DRC | 12/11/2015 | 12/11/2015 |
| Online Test Setup | 1/18/2016 | 4/1/2016 |
| Districts Receive Test Material (On or Before) | 1/18/2016 | 1/18/2016 |
| Test Window | 2/1/2016 | 4/1/2016 |
| Additional Test Material Window | 1/20/2016 | 3/25/2016 |
| Districts Pack Completed Test Material | 2/3/2016 | 4/8/2016 |
| Districts Ship Completed Test Material to DRC | 2/3/2016 | 4/8/2016 |
| All Test Material Received at DRC | 4/15/2016 | 4/15/2016 |
| Pre-Reporting Data Validation Window | 4/25/2016 | 5/13/2016 |
| Districts Receive Reports - Printed and Online (On or Before) | 5/27/2016 | 5/27/2016 |
| Post-Reporting Data Validation Window | 5/30/2016 | 6/17/2016 |
| Final Data Available to State | 6/24/2016 | 6/24/2016 |
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