**Federal Programs Planning Timeline 2020-2021**

**August 2020**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * LEA Consolidated I Plan revised/updated (e.g. Data, Enrollment Procedures for individuals such as Immigrant, Migrant, Homeless, EL)
* Remind/advise principals and faculty leadership teams of all Title I procedures (e.g. Parents Right-to-Know Provisions; Title I Parents’ Meeting)
* 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”)
* Review information and begin the process to prepare for submitting comparability report in Dec. (Begin collaborating with people that prepare LEAPs Report.) Collaborate with CSFO, 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 INOW codes and information for all programs each month making sure all students are identified
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
* 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 beginning of the month
* Complete relevant WORKSHEETS and post in e-GAP Document Library
* Complete private schools Equitable 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
* Submit a copy of the Indian Education Grant to ALSDE
* Evaluate EL Core Language Acquisition Program; post in document library
* LEA Agreement between Head Start and Other Preschool Programs uploaded into eGAP document library before submitting consolidated application
 | * Distribute Title I Parents Right-to-Know letters
* Send ACIP Parent and Family Engagement 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 from new or kindergarten students returned to the school are (printed if electronic) 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.** |

**September 2020**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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 Private Schools (if applicable)
* Complete comparability reports (adjust personnel as needed)
* Revise the EL Plan, determine related professional learning opportunities for all staff in district, and post updated plan
* Send District and School Site File to DRC
* 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
* All portals should be available/open
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
* Notify schools of additional funding or allocation shifts as the information is made available
* Plan to attend the Federal Programs Fall Conference
* Attend EL trainings sessions as offered
* Collect Migrant Employment Surveys from schools for pick-up by SDE contract staff
* Select Annual Count Dates (must include one day in Oct.) – State Agencies and Systems with Neglected and Delinquent Grants.
* LEA Agreement between Head Start and Other Preschool Programs uploaded into eGAP document library before submitting consolidated application
 | * Remind staff to check on any unreturned signed copies of School-Parent Compacts.
* Revise/complete ACIP revision process
* Conduct Annual Title I Parents’ meeting in August or September using the PowerPoint template. Be sure to provide information to English as Second Language parents/caregivers in languages they understand. (This meeting cannot be combined with any other meeting).
* Attend EL Training sessions as offered
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**October 2020**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budgets and expenditures match budget pages in ACIPs\*
* LEA Agreement between Head Start and Other Preschool Programs uploaded into eGAP document library before submitting consolidated application
* 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 INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS)
* All portals should be available/certified
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
* Select Annual Count Dates (must include one day in Oct.) – State Agencies and Systems with Neglected and Delinquent Grants.
 | * 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
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**\*(Cross check ACIP Budgets to eGAP and Cost Center Reports)**

**November 2020**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * 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 (http://www.aafepa.org)
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA) on the Student Data Portal on AIMS)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal. Portals should be verified and submitted to ALSDE for approval (SW/TA, EL & Homeless) for previous school year’s data
* Submit Neglected and Delinquent Annual Counts to ALSDE
 | * Use school level Title I allocation and other funds so that funds are spent expeditiously and effectively
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**December 2020**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * Respond to CSPR Data Collection of EL, Migrant, Immigrant, Homeless, N & D, and SW/TA
* 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 INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
 | * Use school level Title I allocation and other funds so that funds are spent expeditiously and effectively
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**January 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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 INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
 | * Complete midyear update of ACIPs
* Use school level Title I allocation and other funds expeditiously and effectively

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**Begin making any corrections to students’ records in INOW for current school year. Check Student Data Portal for corrections after 24 hours**

**February 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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 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 - available to Testing Coordinators
* Alternate ACCESS for ELLs® dates - available to Testing Coordinators
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, SW/TA on the Student Data Portal on AIMS for current year.)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
* Mail “Intent to Participate” letter/form to Private schools
* Attend EL training sessions offered
* Use current year data to complete Private School Enrollment Survey.  Submit to ALSDE.
 | * Use school level Title I allocation and other funds expeditiously and effectively
* Attend EL trainings sessions offered
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**March 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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 Private schools
* Set a date to meet in consultation with interested Non-Public schools
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS for current year.)
* Verify student data for school year (especially 20 days after Labor Day) in the Student Data Portal.
 | * 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 EL trainings sessions offered  |

**Begin making any corrections to students’ records in INOW for current school year. Check Student Data Portal for corrections after 24 hours**

**April 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * Provide timely and meaningful consultation to Private Schools wishing to participate in equitable services; keep copies of responses /certified letter documentation and notes/sign in sheets of meetings
* Hold Federal Programs (Title I) Advisory Committee meeting and document
* Revise the current year LEA Parent and Family Engagement Plan based on required Annual Evaluation from previous year
* Facilitate revisions to the LEA Parent and Family Engagement 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
* Collect Employment Surveys from schools - pick-up by SDE contract staff (new students)
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS for current year.)
* Verify inaccuracies in the Student Data Portal have been corrected BEFORE school closes in May
 | * Involve faculties in revising/updating ACIP based on data collections to begin the new school year
* Use school Title I allocation and other funds expeditiously and effectively
* In conjunction with parents, revise the Parent and Family Engagement 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 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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 Private School Consultation meetings
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS for current year)
* Verify inaccuracies in the Student Data Portal have been corrected BEFORE school closes
* Homeless Coordinators required to attend City and County Liaison Training
 | * Finalize any changes to the 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 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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**Begin making any corrections to students’ records in INOW for current school year. Check Student Data Portal for corrections after 24 hours**

**June 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School 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
* Intent to participate in CEP is due by June 30 for eligible systems/schools
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**July 2021**

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| **LEA Plans, Reports, Meetings, Requirements** | **School Requirements** |
| * 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 match.
* Announcement for McKinney-Vento Grant Competition
* Complete 21st CCLC Revisions in eGAP
 | * Attend SDE MEGA Conference
* Facilitate planning for required Annual Meeting of Title I Parents using State Guidance

(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
* Verify and update INOW codes and information for all programs each month making sure all students are identified. (Review EL, Migrant, Immigrant, Homeless, N & D, and SW/TA on the Student Data Portal on AIMS)
* Support building principals with hiring certified staff
 | * 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  |