

Title I, Part A Year at a Glance  
June 2024 - June 2025

Please use guide as a reference. Refer to handbooks for more detailed information.

June	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets).
	Collect second semester periodic certifications (semi-annual or annual, according to written procedures).
	Deadline for LEAs to submit edited/revised schoolwide plans for new schoolwide programs.
	Review and update internal controls and written procedures.
	Gather FTE and poverty data (CEP or FRM data) and any rezoning data to complete the attendance area worksheet to make rank order decisions for serving Title I schools.
	Communication between the HR/CPI person and Student Class person should be centered around the FY24 Student Class upload due September 1, 2023 with Charter Waiver Codes in Student Class.
	Summer Learning Series
	June 28 - Equitable Services for Private Schools Form A due.
	Work with stakeholders to update CLIP.
	June 30 - CLIP DEADLINE
July	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Title I allocations available for budget submission after SBOE approval.
	Annual review of LEA school plans (TA, SWP, SIP) and budgets, including parent and family engagement policies/plans/compact. Ensure schools have evaluated the effectiveness of the initiatives and goals from the prior year. Complete GaDOE checklists and file.
	Upload RAM/P to the General Attachments Tab in the Consolidated Application, if applicable. LEA is responsible for verifying RAM/P implementation annually.
	Provide Professional Learning for all LEA staff who work with the Title I Grant - principals, bookkeepers, etc.
	Ensure proper assignment of teachers based on Professional Qualifications in CLIP.
	July 1 - Dec 31 - CLIP Progress Monitoring Window
	July 31 - CLIP Submission Extension deadline- requires prior approval.

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August	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Deadline for LEAs to notify SEA of intent to become Schoolwide for next year.
	<b>LEA should have on file: Title I teachers' and paraprofessionals' daily schedules and a list of Title I-paid personnel, if applicable.</b>
	Complete and maintain the rank order process using multiple, educationally related, objective criteria to identify students to be served in Targeted Assistance Program.
	Collect DE1111 forms from private schools
	Services for participating private schools must begin at the same time as services to public schools.
	LEA must follow standardized statewide entrance and exit procedures for identifying English Learners, including assessing all students who may be English Learners within 30 days of enrollment.
	Ensure that stakeholders have In-Field access and Student Class is uploaded with Charter Waiver Codes by September 1, 2023.
	Parent "Right to Know" Notifications must occur within 30 calendar days from the start of school or upon enrollment.
	Begin disseminating 20-Day Parent Notifications, if applicable. Please note: Notifications should occur within 10 business days after the 20-Day period.
September	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Deadline for LEAs to meet the Title I, Part A 85-percent expenditure requirement for previous fiscal year.
	Verify information on the Public School Allocation tab of the Title I, Part A budget within the Consolidated Application: all schools listed, school type (elementary, middle, high, other), program type (SWP, TA) and grade span.
	Compare payroll report to the number of Title I funded personnel on the school allocation page and ensure accuracy.
	Collect DE1111 forms from private schools.
	Prepare equitable services invitations in ES4PS for next school year.
	Education for Homeless Children and Youth (EHCY) Annual Homeless Education Survey
	Parent "Right to Know" Notifications must occur within 30 calendar days from the start of school or upon enrollment..
	Disseminate 20-Day Parent Notifications, if applicable. Please note: Notifications should occur within 10 business days after the 20-Day period.

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	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in September.
	Not later than 30 days after the beginning of the school year or during the first 2 weeks of an English Learner (EL) being placed in a language instruction education program, notify parents of ELs participating in Title I or Title III funded supplemental English language support services.

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October	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Apply for carryover waiver, if needed.
	Completion Report due for each federal program - Review report and compare totals with Detailed Expenditure Report.
	Archive all previous fiscal year's program implementation documentation for record-keeping purposes (auditing and monitoring).
	Equitable Services for Private Schools Form A due October 1 - June 15. Begin consultation for services for the next school year.
	Check the ACCESS Participation rate from the prior year, when data is available.
	Prior to official CPI collection and Student Class, Professional Qualifications contact person should meet with data collection personnel to ensure correct reporting. Date for the collection can be found on the Data Collections webpage.
	FTE enrollment data submission (first Tuesday in October). Collect data to demonstrate comparability as of the first full-time equivalent (FTE) count day. Conduct a trial run of comparability using the worksheets provided on the webpage prior to official submission of CPI.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in October.
	Oct 1 - GEPA 427 form within the Consolidation Application due.
	Oct 1 - Superintendent Prayer Certification signoff due.
	Oct 1 - Title I, Part A budget and Title I assurances accepted by Superintendent due.
November	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Gather FTE and Free/Reduced info in preparation for next year's Consolidation Application/budget.
	Plan for Carryover including the 1% for Parent and Family Engagement.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in November.
	COF - Showcase presentation for interested LEAs.
	October 1 - December 15 - Equitable Services for Private Schools Form B due
	By November 1 - District and school parent and family engagement policies/plans and compacts.
	By November 1 - Title I Annual Meeting to inform parents about Title I (dissemination of information only).

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December	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	When comparability reports become available and LEAs have been notified, LEA will run the report and make corrections in the portal, as necessary.
	CLIP Progress Monitoring Window closes.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in December.
	December 15 - Equitable Services for Private Schools Form B due.
January	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director - review budgetary needs for the remainder of the year.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Collect first semester periodic certifications (semi-annual or annual, according to written procedures).
	Disseminate 20-Day Notifications as needed for 2nd semester. if applicable. Please note: Notifications should occur within 10 business days after the 20-Day period.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in January.
	CLIP Progress monitoring reporting window open during the month of January.
	Jan 1 - May 31 - CLIP Progress Monitoring Window opens.
February	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in February.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	National ESEA Conference
March	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in March.
	SLDS CLIP submission window opens. Begin work on upcoming FY CLIP (Comprehensive Needs Assessment, review and revise Professional Qualifications, if needed, and other required GaDOE attachments).

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	Prior to official CPI collections and Student Class, Professional Qualifications Contact person should meet with data collection personnel to ensure correct reporting. Date for collection can be found on the Data Collections webpage.
April	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Submit SWP plan/s for new Schoolwide Title I School/s.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in April.
	Deadline for all charter schools to provide written notification of significant growth and/or expansion to the LEA (if an LEA charter) to the Charter Commission for upcoming FY allocations.
	Deadline for submission of COF intent to participate for next year.
May	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
	Collect PARS - (monthly time logs, teacher work schedules, or time sheets)
	Complete Schoolwide, Targeted Assistance and private school program evaluations. Use information for planning and revisions purposes.
	Submit poverty waiver for upcoming fiscal year, if applicable.
	CLIP Progress Monitoring window closes.
	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in May.
June	
	Monthly LEA review of Federal Programs' budgets (along with drawdowns) with LEA financial director.
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	Upload Student Class with Charter Waiver Codes for all primary teachers who are not certified. Review the In-field Portal data as soon as it becomes available in June.

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	June 30 - Equitable Services for Private Schools Form A due.
	Work with stakeholders to update CLIP.
	June 30 - FY26 CLIP DEADLINE
Ongoing Throughout the School Year	
	Participate in meetings such as: district leadership, teaching and learning, and meetings with principals, assistant principals, and instructional coach.
	Meet with principals and other school leaders to measure progress and effectiveness on accomplishing the goals and action steps in the school improvement plans and develop short term action plans, as appropriate.
	Share new information with principals.
	Provide technical assistance to schools and program staff.
	Review and/or approve requisitions.
	Review and sign off on drawdown reports.
	Monitor to ensure that time logs are being maintained.
	Revise and update the LEAs written procedures, as needed.
	Maintain evidence and artifacts, according to the district's written procedures.
	Monitor that parents are being notified of EL supplemental services.
	Monitor stakeholder and parent and family engagement.
	Schedule and conduct consultation meetings and observations with participating private schools.