

# Title I Coordinator Checklist

| Item/Activity  | When     | Documentation   | Learn More   |
|--|----------|---|--|
| <b>Family Engagement and Communications</b>  |          |   |  |
| <input type="checkbox"/> Hold Annual Title I Meetings in each Title I building   | Sept-Oct | <i>Minutes, agendas, presentation materials, and sign-in sheets for Annual Title I Meetings</i>   | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>   |
| <input type="checkbox"/> Share LEA Level Written Parent and Family Engagement Policies with Title I parents                          | Sept-Oct | <i>Evidence of disseminating Parent and Family Engagement Policy in a parent handbook or on a parent website or Title I parent page</i>                       | <a href="#">District Level Parent and Family Engagement Policy Checklist</a>                               |
| <input type="checkbox"/> Share School Level Written Parent and Family Engagement Policies with Title I parents                       | Sept-Oct | <i>Evidence of disseminating Parent and Family Engagement Policy a parent handbook or on a parent website at the building level</i>                           | <a href="#">School Level Parent and Family Engagement Policy Checklist</a>                                 |
| <input type="checkbox"/> Annually review and approve LEA Level Written Parent and Family Engagement Policies with Title I parents    | Nov-Dec  | <i>Invites, minutes, agendas, sign-in sheets, tracked revisions, BOE vote</i>   | <a href="#">NYSED Parent and Family Engagement Guidance</a>  |
| <input type="checkbox"/> Annually review and approve School Level Written Parent and Family Engagement Policies with Title I parents | Nov-Dec  | <i>Invites, minutes, agendas, sign-in sheets, tracked revisions, BOE vote</i>   | <a href="#">NYSED Parent and Family Engagement Guidance</a>  |
| <input type="checkbox"/> Share School-Parent Compact at Title I schools  | Sept-Oct | <i>Evidence of disseminating compact, such as sharing in a parent handbook or on a parent website at the building level</i>                                   | <a href="#">NYSED Parent and Family Engagement Guidance</a>  |
| <input type="checkbox"/> Update Schoolwide Program plans (SWP) with parental input   | Nov-Dec  | <i>Minutes, agendas, presentation materials, and sign-in sheets for Schoolwide Plan discussions; dated revised plans posted to website</i>                    | <a href="#">Title I Schoolwide Program Plan Checklist</a>  |
| <input type="checkbox"/> Hold school improvement or SWP planning, implementation, and evaluation meetings throughout the year        | Ongoing  | <i>Building leadership team or school improvement planning team meeting agendas and minutes, data reviewed, surveys administered, tracked revisions, etc.</i> | <a href="#">USDE Guidance Supporting School Reform by Leveraging Federal Funds in a Schoolwide Program</a> |

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| <input type="checkbox"/> Inform families of their right to request and receive information on the qualifications of their children’s teachers and paraprofessionals (Right to Know)                | Sept-Oct    | <i>Right to Know Notification must be disseminated to Title I parents (on school website or in parent handbook)</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a> |
| <input type="checkbox"/> Inform families if their child has been taught for 4 or more weeks by a teacher who does not meet certification requirements at the assigned grade level and subject area | Ongoing     | <i>Four-Week Notice Letter (LEA should have a draft on letterhead on hand even if there are no current cases)</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a> |
| <input type="checkbox"/> Maintain records of all Federally-funded parent engagement meetings/initiatives that occur throughout the year  | Ongoing     | <i>Meeting notifications, agendas, calendars, presentation materials, sign-up sheets, Zoom attendance lists, formal Parent and Family Engagement plans, etc.</i>   | <a href="#">NYSed Parent and Family Engagement Guidance</a>        |
| <h2>Program Implementation and Evaluation</h2>   |             |  |  |
| <input type="checkbox"/> Keep records of program services to students, including monitoring of implementation  | Ongoing     | <i>Relevant purchase orders and invoices, curricular materials, employee payroll or timesheets, student performance results, leadership meeting agendas and minutes, parent communications</i>                                   | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a> |
| <input type="checkbox"/> Keep records of all Federally-funded professional development (ongoing throughout the year)   | Ongoing     | <i>Relevant purchase orders and invoices, professional development materials, agendas, presentation materials, sign-in sheets</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a> |
| <input type="checkbox"/> Evaluate effectiveness of Title I funded programs and activities to determine needs and goals for the following year  | March-April | <i>Evaluation summaries, observation notes, leadership meeting agendas and minutes, survey results, etc.</i>   | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a> |
| <input type="checkbox"/> Perform consultation with stakeholders required for the Consolidated Application for ESSA-Funded Programs   | April-June  | <i>Meeting notifications, minutes, sign in sheets with stakeholder groups identified, agendas, presentations, email exchanges which show discussion of program, as applicable and completed Consultation Collaboration forms</i> | <a href="#">Consultation/Collaboration Documentation Form</a>      |

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| <input type="checkbox"/> <b>Develop written contracts for third parties providing Federally-funded services, including a provision for monitoring of services</b> | March-Aug or as needed | <i>Copies of third-party contracts</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>  |
| <h3>Application and Reporting Deadlines</h3>  |                        |   |   |
| <input type="checkbox"/> <b>Complete and submit Application for ESSA-Funded Programs</b>  | May-Aug                | <i>Submitted annually through online business portal by 8/31</i>  | <a href="#">Consolidated Application for ESSA-Funded Program Website</a>  |
| <input type="checkbox"/> <b>Complete and submit Title I Comparability survey</b>  | Nov                    | <i>Submitted annually through online business portal</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>  |
| <input type="checkbox"/> <b>Complete and submit Title I Supplement Not Supplant survey</b>  | Nov                    | <i>Submitted annually through online business portal</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>  |
| <input type="checkbox"/> <b>Complete assigned monitoring survey, as applicable</b>  | Jan-Aug                | <i>Submitted annually through online business portal</i>  | <a href="#">Compliance Monitoring and Technical Assistance</a>  |
| <h3>Fiscal Reminders</h3>   |                        |   |   |
| <input type="checkbox"/> <b>File previous year's Title I FS-10F (deadline is 90 days after close of project period)</b>   | Sept-Nov               | <i>Copy of FS-10F maintained on file at LEA</i>   | <a href="#">Grants Finance Budget Forms</a>   |
| <input type="checkbox"/> <b>Check for adjusted Title I allocation and check Grants Finance Report for available carryover</b>                                     | Jan-Feb                | <i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>  | <a href="#">ESSA Funded Programs Allocations, Poverty Data and Student Counts</a><br><br><a href="#">Grants Finance Reports</a> |
| <input type="checkbox"/> <b>Submit FS-10A, if applicable (ongoing until end of project period 8/31)</b>   | Jan-Aug                | <i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>  | <a href="#">Grants Finance Budget Forms</a>   |
| <input type="checkbox"/> <b>Begin preparing FS-10 budget and budget narrative for the following year</b>  | March-Aug              | <i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>  | <a href="#">Grants Finance Budget Forms</a>   |
| <input type="checkbox"/> <b>Ensure appropriate records are maintained for staff who are paid with Federal funds</b>   | Ongoing                | <i>Periodic documentation of work performed with employee and/or supervisor sign off OR Employee Payroll Certifications (EPC)/Personal Activity Reports (PAR)</i> | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>  |

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| <input type="checkbox"/> <b>Follow written procurement and tracking policies and procedures which detail the purchasing, requisitioning, receiving, distribution, tracking, and disposal of supplies/materials, purchased with Federal funds, including high-risk of loss items</b> | Ongoing     | <i>Written procurement and Inventory Tracking Policy, written procedures which describe the receiving, labeling, distribution, tracking, and disposal of supplies/materials, including high risk of loss items, and purchase orders, invoices, item tracking labels, and spreadsheets demonstrating current use of these procedures</i> | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>   |
| <b>Equitable Services</b>   |             |   |  |
| <input type="checkbox"/> <b>Begin program services at private schools</b>   | Sept-Oct    | <i>Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, and sign-in sheets</i>   | USDE Guidance <a href="#">Providing Equitable Services to Eligible Private School Children, Teachers, and Families</a><br><br>NYSED Guidance <a href="#">Equitable Services to Non-Public Schools Consultation</a> |
| <input type="checkbox"/> <b>Engage in ongoing consultation and communication regarding the delivery of equitable services at private school</b>   | Ongoing     | <i>Communication with private schools, such as emails, phone logs, meeting agendas or notes, visit notes</i>  | USDE Guidance <a href="#">Providing Equitable Services to Eligible Private School Children, Teachers, and Families</a><br><br>NYSED Guidance <a href="#">Equitable Services to Non-Public Schools Consultation</a> |
| <input type="checkbox"/> <b>Maintain documentation of services provided at private schools</b>  | Ongoing     | <i>Relevant purchase orders and invoices, professional development materials, agendas, presentation materials, sign-in sheets, employee time-sheets</i>   | USDE Guidance <a href="#">Providing Equitable Services to Eligible Private School Children, Teachers, and Families</a><br><br>NYSED Guidance <a href="#">Equitable Services to Non-Public Schools Consultation</a> |
| <input type="checkbox"/> <b>Evaluate services at private schools for each program</b>   | March-April | <i>Surveys, visit notes, records of conversations, student performance data, completed evaluation forms (if available)</i>  | Contact <a href="mailto:conappta@nysed.gov">conappta@nysed.gov</a>   |

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| <input type="checkbox"/> <b>Begin consultation with private schools regarding equitable sharing for the following year</b> | March-April | <i>Communication with private schools, such as letters, emails, phone logs, meeting agendas or notes</i>       | USDE Guidance <a href="#">Providing Equitable Services to Eligible Private School Children, Teachers, and Families</a><br><br>NYSED Guidance <a href="#">Equitable Services to Non-Public Schools Consultation</a> |
| <input type="checkbox"/> <b>Inform participating private schools of deadline to obligate funds</b>                         | May-June    | <i>Written communication with private schools, such as letter or email with consequences clearly explained</i> | USDE Guidance <a href="#">Providing Equitable Services to Eligible Private School Children, Teachers, and Families</a><br><br>NYSED Guidance <a href="#">Equitable Services to Non-Public Schools Consultation</a> |
| <input type="checkbox"/> <b>Send out Letter of Intent to Participate in ESSA Programs to private schools</b>               | April-May   | <i>Certified letter or Read Receipt emailed Letter of Intent to private schools</i>                            | <a href="#">Out of District Private School Letter of Intent - Sample</a><br><br><a href="#">Within District Private School Letter of Intent - Sample</a>   |
| <input type="checkbox"/> <b>Collect completed Written Affirmation Forms for all participating private schools</b>          | May-Aug     | <i>Written Affirmation Form</i>  | <a href="#">Written Affirmation of LEA Consultation with Private School Officials Form</a>   |