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| **Parental Involvement Activities** |
| **Activity** | **Time** | **School Activity** | **LEA Activity** |
| Develop Title I Application *Meet with parents to discuss possible activities and use of funds; document attendees and input on the use of the parental involvement set-aside* | March-June |  | X |
| Evaluate PFEP – EOY Meeting*Meet with parents to collect input on the effectiveness of Plan and barriers to increase parental involvement for next year**Document attendees and discussion* | May/June | X | X |
| Annual Meeting*Meet with parents to discuss the Title I program requirements**Document attendees and discussion* | August-October | X |  |
| Develop PFEP*From prior evaluation with parents to discuss the plan with of parents for the upcoming school year and type of activities; discuss timing of future meetings. Document attendees and discussion* | June/July- DraftAug- Present  | X |  |
| Review School-Level PFEPs*Title I Administrator reviews school-level PIPs* | Aug-Oct |  | X |
| Develop School/Parent/Student Compact *Meet with parents to develop the commitments of students, parents, and school staff.**Document attendees and discussion* | June/July | X |  |
| Conduct Parent Surveys*Collect parent feedback on Title I activities that will assist in the development of required plans and the future planning of parental activities. (At least 4 surveys a year)* | ongoing | X |  |
| SPAR Notification to Parents*Send parents the required SPAR notification* | June-July | X |  |
| Right-to-Know Notification to Parents1. *RTK professional qualifications of instructional staff*
2. *RTK – 4 week notice*
3. *RTK individual student assessment report*
 | Aug-Sept | X |  |
| PFEP Notification*Distribute the school and LEA level PFEP to parents* | Aug-Oct | X |  |
| School/Parent/Student Compact *Distribute Compact to parents. For elementary students, conduct a parent meeting with each family to review the Compact.* | Aug | X |  |
| Complaint Notification*Notify parents of the state’s complaint procedures.* |  |  |  |
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| **Required Reports/Forms/Applications** |
| **Activity** | **Time** | **School Activity** | **LEA Activity** |
| Submit Title I Application*Begin developing preliminary budgets for the school and LEA-level activities. Collect and review student achievement data. Meet with principals to identify needs and design activities.* | May-July |  | X |
| Submit LEA PFEP |  |  | X |
| Collect and review FRPL Data*Review this data and prepare to identify eligible Title I schools for the upcoming school year* | March-June |  | X |
| Collaborate to Prepare School Improvement Plan*The Title I Schoolwide Plan is embedded in the School Improvement Plan* | June-Sept | X | X |
| Revise the LEA Plan within Application *Revisions are completed “as needed” and are aligned with the district’s strategic plan for increased academic achievement* | ongoing |  | X |
| Submit an Amendment to Roll Forward funds, if necessary*If 100% of Title I funds are not expended by the end of the fiscal year, an amendment must be submitted to FDOE to roll the unspent funds into the current year Title I project. If the roll forward funds are greater than 15% of the allocation, the LEA must receive a waiver to roll all of the funds into the project.* | February-May |  | X |
| Conduct Comparability and Submit Required Reports to FDOE*Utilize the FDOE’s online reporting system. Collect the number of instructional staff and the number of students at each school.* | Sept-Oct |  | X |
| Personal Activity Reports (PARs)*Complete and collect PARs for all federally funded positions* | Ongoing | X | X |
| Principal Attestations*Ensure principals complete the required attestations for highly qualified staff. The schools and LEA must maintain this documentation.* | Aug-Sept | X | X |
| Monitoring*Complete the self-evaluation of the Title I program. Submit the required certification and mail to the FDOE.**Workpapers – school binder documentation* | Aug-FebNov-Jan | X | XX |
| Data Reporting*Frequently review poverty data to project future funding trends. Submit FRPL data to the FDOE.**Survey 2 – October**Survey 9 – December**Survey 3 – February* *Survey 5 – August*  | Ongoing |  | X |