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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- Draft  Aug- 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 Parents   1. *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-Feb  Nov-Jan | | X | X  X |
| 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 |