The intent of Title I, Part A is to provide supplemental instruction to help children have the opportunity to obtain a high-quality education and to reach proficiency on the state’s challenging standards. This checklist is to be referred to as a guide for monitoring and compliance throughout the year. Updated information will be provided as made available by FDOE and in accordance with timelines established by the district.

| **DUE** | **Activity** |
| --- | --- |
| **~~September 10~~~~th~~**  **October 1st** | □ Title I Faculty Presentation – Presentation used with families can be used for faculty.  □ Annual Title I Parent Meeting – Evidence must reflect flexible times and days available for families to attend.  □ School-Parent Compact – Evidence of parent input and dissemination to families. Elementary compacts discussed during parent-  teacher conferences.  □ School Improvement Plan – Evidence of parent input  □ Parents’ Right to Know (RTK) – This includes certification status of teachers, school grades, Title I support available, etc.  □ Attestation Form – Completed and original hard copy sent to Title I Office  □ Paraprofessional Schedule – Must reflect para under direct supervision of a Highly Certified Teacher  □ HCT/P Letter distributed if applicable.  □ Dissemination of SPAR, school grade, district grade and/or other student assessment information  □ Dissemination tools in effect – Title I Binder, Title I information on school website, Title I information in newsletters, etc.  □ Parent and Family Engagement Plan – Final revision to include input from families of current school year.  **Special Reminders:**  □ Evidence for events and meetings include the following: flyer, sign-in sheet(s), agenda, presentation materials, minutes (if applicable), and Event Feedback Form.  □ Dissemination of Title I information to families can be satisfied using the following: newsletters, student handbook, student agendas, phone call-outs, social media, school marquee, etc (include translated documents if applicable). Please highlight Title I information located within evidence. Dissemination cannot only be done electronically. |
| **Monthly**  **1st Friday of each month\*** | □ Evidence of Family Engagement Events  □ Professional Development Evidence  □ SAC Meeting Evidence  □ Evidence of dissemination of Title I Information – school newsletter, website, or other communication tools. |
| **Looking Ahead** | □ Evidence of the monitoring of Assessment and Student Data – i.e. MTSS schedules, data chats, student study evidence.  □ Evidence of lesson plans, focus calendars, data, and other evidence that classroom instruction meets the needs of low-achieving  students.  □ Instructional Coach schedules that indicate data reviews, working with student groups, modeling in classrooms, grade level  planning meetings, or PD.  □ Ensure completion of Semi-Annual Certifications.  □ Ensure completion of Personnel Activity Reports. |
|  | *Acronyms to know:*  *RTK – Right-to-Know*  *HQT – Highly Qualified Teacher*  *PFEP – Parent and Family Engagement Plan*  *SIP – School Improvement Plan*  *ESSA – Every Student Succeeds Act* |