

ESSA Funded Programs Calendar of Reminders

Item/Activity	When	Documentation	LearnMore
<p>Share LEA Level and Building Level Written Parent and Family Engagement Policies with Title I parents</p> <p>Annually review and approve LEA Level and Building Level Written Parent and Family Engagement Policies with Title I parents</p>	<p>Sept-Oct</p> <p>Nov-Dec</p>	<p>Evidence of disseminating Parent and Family Engagement Policies sharing in a parent handbook or on a parent website</p>	<p>Contact conappta@nysed.gov</p>
<p>Share School Parent Compact at Title I schools</p>	<p>Sept-Oct</p>	<p>Evidence of disseminating compact, such as sharing in a parent handbook or on a parent website</p>	<p>NYSESED Parent and Family Engagement Guidance</p>
<p>Update Schoolwide plans with parental input</p>	<p>Nov-Dec</p>	<p>Minutes, agendas, presentation materials, and sign-in sheets for Annual Title I Meetings Schoolwide Plan discussions; dated revised plans posted to website</p>	<p>USDE Guidance Supporting School Reform by Leveraging Federal Funds in a Schoolwide Program</p> <p>Title I Schoolwide Program Plan Checklist</p>

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	Right to Know Notification (on website or in parent handbook)	Contact conappta@nysed.gov
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	Four-Week Notice Letter (LEA should have a draft on letterhead on hand even if there are no current cases)	Contact conappta@nysed.gov
Maintain records of all Federally-funded parent engagement meetings/initiatives that occur throughout the year	Ongoing	Meeting notifications, agendas, calendars, presentation materials, sign-up sheets, Zoom attendance lists, formal Parent and Family Engagement plans, etc.	NYSED Parent and Family Engagement Guidance

Equitable Services

Begin program services at private schools	Sept/Oct	Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, and sign-up sheets	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation
Engage in ongoing consultation and communication regarding the delivery of equitable services at private school	Ongoing	Communication with private schools, such as emails, phone logs, meeting agendas or notes, visit notes	

Maintain documentation of services provided at private schools

Ongoing

Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, and sign-sheets

USDE Guidance [Providing Equitable Services to](#)

Program Implementation and Evaluation

Keep records of program services to students	Ongoing	Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, sign-sheets, student performance results, parent communications	Contact conappta@nysed.gov
Keep records of all Federally-funded professional development (ongoing throughout the year)	Ongoing	Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, sign-sheets	Contact conappta@nysed.gov
Ensure McKinney-Vento training has occurred or is planned	Sept-Oct	Evidence of McKinney-Vento trainings such as registration or certificates of completion	McKinney Vento Program Information

Ensure the LEA has engaged the local METS program centers to share data and coordinate services for eligible migrant students, including Free and Reduced Price Lunch (FRPL), McKinney-Vento Homeless Education, etc.

Sept-Oct and
as needed

<p>Perform consultation with stakeholders required for the Consolidated Application for ESSA Funded Programs</p>	<p>April-June</p>	<p>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</p>	<p>Consultation/Collaboration Documentation Form</p>
<p>Consult with Neglected and Delinquent facilities on program for following year; ensure written contract is created or updated</p>	<p>March-</p>		

Fiscal Reminders

File previous year's F30F for each program area budget (deadline is 90 days after close of project period)	Sept-Nov	Copy of F30F maintained on file at LEA	Grants Finance Budget Forms
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Check for adjusted TitleA