

School Administrator Title I Responsibilities “What Do I Need To Do”?

Spring

- Work with your Title I teacher(s) to ensure that the Title I Personnel Report (SFN 7357) is submitted to the state Title I office. – **Due: May – June**
- Submit Title I ARRA Application. – **Due: May – July**
- Disseminate the official 2008-2009 school and district adequate yearly progress reports and written explanation to your parents and community members. Sample letters are available at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm on the Title I website. – **Due: May – August**

Summer

- Submit the Title I Final Financial Report (SFN 7822) to the state Title I office. – **Due: July**
- Submit the Consolidated Application for federal Title programs. (document board approval before submitting). – **Due: August**

Fall

- Disseminate Parents’ Right to Know information to all parents. – **Due: August – September**
- Submit Request for Funds form (SFN 14660) to the state Title I office on a monthly or quarterly basis to receive reimbursement for Title I expenditures. – **Due: Monthly or Quarterly**

Winter

- Disseminate information on the school and district report cards (profiles) to parents and community members. – **Due: December – January**
- Submit Mid-Year Title I Financial Report (SFN 7822) documenting all expenditures through December 31. – **Due: January**
- Monitor expenditures and submit a budget revision to allow for changes that arise during the school year. – **Due: As Title I budget changes are needed**