

## Title I Program Improvement Requirements – What Do I Need to Do?

- Determine Adequate Yearly Progress status (school and district) once the 2010-2011 AYP Reports are officially released. **May 2011**
- Submit application for additional program improvement funds for the 2011-2012 school year. **Due May 18, 2011 for Tier I and Tier II Schools**
- Submit application for additional program improvement funds for the 2011-2012 school year. **Due June 9, 2011 for Tier III Schools**
- Submit Program Improvement Annual Report (SFN 52820). **Due June 30, 2011**
- Submit additional reports for supplemental services (if applicable). **Due June 30, 2011**
  - ✓ Supplemental Services Provider Annual Report (SFN 54254)
  - ✓ Addendum to the Title I Final Financial Report for Supplemental Services
- Program improvement schools participating in the NDMILE must have assessed planned and developed tasks for 20 KEY indicators as outlined in the Crosswalk of NCLB Components and NDMILE Key Indicator document. In addition, NDMILE program improvement schools must submit their supplemental report on the NDMILE dashboard. **Due July 1, 2011**
- If the district is also identified for improvement, paper versions of the plan/addendum, corrective action, and alternative governance must be submitted. The district level requirements CANNOT be fulfilled through NDMILE at this time. – **Due July 1, 2011**
- Submit 2011-2012 Program Improvement Plan to the state Title I office. **Due July 1, 2011**
- Submit Corrective Action Notification to the state Title I office (if applicable). **Due July 1, 2011**
- Submit Alternate Governance Notification to the state Title I office (if applicable). **Due July 1, 2011**
- Submit Request for Funds (SFN 14660) and Follow-up Report for Additional Program Improvement Funds (SFN 52822) to obtain reimbursement for additional program improvement funding for 2010-2011 school year. (if applicable). **Due July 10, 2011**
- Make arrangements for school choice (if applicable). **Summer 2011**
- Make arrangements for supplemental educational services (if applicable). **Summer 2011**
- Ensure that the district prominently displays on its website required information on school choice and supplemental educational services. **August 1, 2011**
- Develop letter to parents providing them with the required information regarding Adequate Yearly Progress and the school/district status. Sample letters are available in the AYP toolkits. **Email your Title I contact person for review –Title I approval must occur before dissemination to parents. August 1, 2011**
- Submit Consolidated Application for Federal Title Programs. **Final Due Date August 26, 2011**
  - ✓ Set aside funds for school choice/supplemental services (if applicable)
  - ✓ Complete information on 10% set aside for professional development (if applicable)
  - ✓ Complete information on corrective action/alternate governance (if applicable)
- Program improvement schools that are participating in the NDMILE must meet requirements outlined in timeline during the 2011-2012 school year. **Ongoing**
- Keep accurate documentation of additional program improvement fund expenditures during the 2011-2012 school year. This is needed when you submit the request for funds and follow-up report pertaining to additional program improvement funds. **Ongoing**
- After your school has issued the required notices for parents to participate in school choice or supplemental services, review the funds that are set aside for these requirements. In order to avoid excess carryover, you must reallocate unused set aside funds to another activity by submitting a budget revision on the STARS. **Ongoing**