

## What Needs to be Done – A Title I Targeted Assistance Timeline

### September

- Complete student selection process or update records to include transfers or any new students within the district into the final selection. Refer to the Title I website at [www.dpi.state.nd.us/title1/targeted/require/student/index.shtm](http://www.dpi.state.nd.us/title1/targeted/require/student/index.shtm) for more information.
- Establish a final caseload of students to be served based on time availability, staff, and number of at-risk students.
  - *Maximum caseload is 45 students for 1.0 FTE*
- Send permission for service letters to parents/guardians of eligible students.
- In conjunction with the parent/guardian permission slips, distribute the District and School Parent Involvement Policy, School-Parent Compact, and optional welcome to Title I services letter.
- Establish a fixed schedule for Title I services.
  - *Services may take place in class, pullout, extended day, or a combination.*
- Create a file for each Title I student to keep track of testing information, classroom communication, strategies performed, parent permission, progress information/reports, and any other pertinent information. **ONGOING**
- Establish a process to communicate with the classroom teacher in regard to the subject matter covered; keep written documentation of this step. Continue communication throughout the year. **ONGOING**
- Determine strategies based on research proven techniques to be covered with Title I students that coincide with the regular classroom subject matter covered that pre-teach or re-teach skills; keep written documentation of techniques based on research. Continue throughout the school year. **ONGOING**
- Begin to provide Title I services to students. **ONGOING**
- Provide opportunities to train parents on at least a monthly basis. **ONGOING**
  - *Can include resources, newsletters, backpack home kits, training sessions, and other ideas.*
- Maintain inventory of Title I equipment and supplies. **ONGOING**
- Find a date/time, distribute information, and conduct the Title I Annual Parent Meeting.
  - *A formal meeting for Title I parents must be held, even if the event is in conjunction with a back-to-school night event. This meeting is to inform parents about Title I services.*

### January (or, if preferred, quarterly)

- Assess students to determine if any are making enough progress to be released from Title I services.
- Send parents of Title I students a formal progress report.
  - *Reports include a minimum of three assessments per subject.*
- Review and sign a bi-annual time and effort assurance.

### April

- Assemble and conduct the annual assessment of parental involvement through a formal survey or other method.

### May

- Conduct the Title I annual review meeting.
  - *Must be a formal process, but can be included as part of an all staff meeting.*
  - *Results of annual parent survey should be used as input for changes and discussion at the annual meeting.*
- Distribute results of the Title I annual review meeting to parents of Title I students through written notification.
- Send parents of Title I students a final progress report.
  - *Reports include a minimum of three assessments per subject.*
- Review and sign second bi-annual time and effort assurance.
- Submit the Title I Personnel Report (SFN 7357).
- Gather information for next year's student selection.
- Title I Teachers need to indicate to building principal a need for any supplies, equipment, and requests to change program in preparation for next year's annual budget.
- Submit changes and information to administration to complete the next year's Federal Programs Consolidated Application online within the STARS.