

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 17, 2012**
- Schools participating in the NDMILE must have school indicator work completed for the May 31 submission. **Due: May 31, 2012**

Summer

- Title I schoolwide programs using the paper process must submit the Revision to the Schoolwide Plan (SFN 52806). **Due: June 15, 2012**
- Title I schoolwide programs using NDMILE must document the Annual Review in the meeting agenda and minutes in the NDMILE tool. **Due: June 15, 2012**
- Submit Title I Final Financial Reports (SFN 7822) to the state Title I office. **Due: July 6, 2012**
- Disseminate the official 2011-2012 school and district Adequate Yearly Progress reports and written explanation to your parents and community members. **Due: May – August 2012**
- Submit the Consolidated Application for Federal Title Program Funding. (Document board minutes approving the consolidated application before submitting). **Due: August 31, 2012**

Fall

- Disseminate Parents’ Right to Know information to all parents. **Due: September 2012**

Winter

- Disseminate information on the school and district report cards (profiles) to parents and community members. **Due: December 2012 – January 2013**
- Submit Mid-Year Title I Financial Report (SFN 7822) documenting all expenditures through December 31. **Due: January 2013**

Ongoing

- Submit Request for Funds form (SFN 14600) to the state Title I office on a monthly or quarterly basis to receive reimbursement for Title I expenditures. **Due: Monthly or Quarterly**
- Schools participating in the NDMILE must meet requirements outlined in the timeline during the 2012-2013 school year. **Due: Ongoing**
- Monitor expenditures and submit a budget revision to allow for changes that arise during the school year. **Due: Ongoing**