

Suggested Title I Targeted Assistance Timeline

August



- ◆ Determine maximum student caseload.
- ◆ Determine how instruction will be administered (pull-out, in-class, before-school, after-school, combination of these, etc.)
- ◆ Conduct student selection process. If this was done in the spring of the previous year, add new students that may not have been present.
- ◆ Notify parents of student eligibility.
- ◆ Create a welcome letter for parents informing them of the Title I components. Include the parent involvement policy and parent-school compact with this correspondence.
- ◆ Prepare portfolios for all Title I students.
- ◆ Prepare and distribute information to classroom teachers explaining the purpose of Title I, the regulations pertinent to Title I, and the importance of collaboration and cooperation with the Title I program.
- ◆ Document that the instruction and programs used within Title I are based on research and meet the definition of scientifically-based research.

September

- ◆ Create a fixed schedule of the times in which Title I students will be served.
- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Serve students who are eligible for Title I and whose parents did not decline services.
- ◆ Conduct Annual Parent Meeting.
- ◆ Send meeting minutes to those parents who could not attend.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.



October



- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Assess Title I students, using at least three assessments in each subject area served.
- ◆ Report assessment results to parents using a Title I Progress Report.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.

November

- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.



December



- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.

January



- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Assess Title I students, using at least three assessments in each subject area served.
- ◆ Report assessment results to parents using a Title I Progress Report.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.

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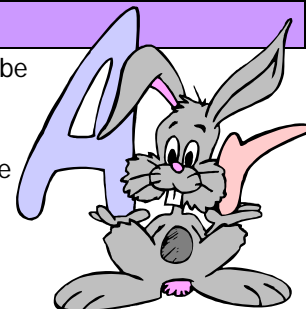
March



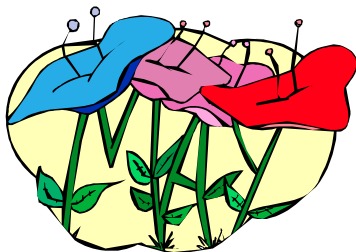
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- ◆ Maintain portfolios for all Title I students.
- ◆ Assess Title I students, using at least three assessments in each subject area served.
- ◆ Report assessment results to parents using a Title I Progress Report.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.

April

- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Send home information to Title I parents as to how they can support their child's education at home and at school.
- ◆ Conduct the Annual Assessment of Parent Involvement and Title I.
- ◆ Survey classroom teachers to gather input for your annual review meeting.
- ◆ In middle school or secondary school Title I programs, consider surveying your Title I students to gather their thoughts and opinions on the Title I program.



May



- ◆ Communicate with the classroom teachers to determine what form of supplemental instruction will be provided to each student to support what is happening in the classroom.
- ◆ Maintain portfolios for all Title I students.
- ◆ Conduct Annual Review Meeting.
- ◆ Notify parents of the results of the Annual Review Meeting through a newsletter, sending minutes, etc.
- ◆ Send home information to Title I parents as to how they can support their child's education at home, at school, and over the summer.
- ◆ Prepare final progress reports on the achievement of your Title I students. Distribute these progress reports to Title I parents.
- ◆ Conduct student selection process for the following school year (if applicable).
- ◆ Complete and submit *Title I Personnel Report* (SFN 7357) to the State Title I office.