

## Title I, Part A Year at-a-Glance— By Month

There will be monthly items that Title I, Part A Directors will need to plan, implement, and monitor to administer a successful program. There are many areas to focus on in Title I, Part A program including but not limited to, programming (instructional and non-academic), fiscal, monitoring and evaluation. This Year-at-a-Glance is a monthly overview optional resource and guidance of Title I, A grant responsibilities that Title I, Part A Directors may be responsible for throughout the school year. LAP appears in a minimal capacity.

Activity	Ongoing
<b>Program Design</b>	<ul style="list-style-type: none"> <li>Collect, analyze, and synthesize comprehensive needs assessment data.</li> <li>Plan, implement, and monitor the Title I Part A program.</li> <li>Communicate program requirements and expectations.</li> <li>Attend network meetings and virtual office hours.</li> </ul>
<b>Parent and Family Engagement</b>	<ul style="list-style-type: none"> <li><i>The Why and What:</i> Review with staff the <a href="#">Dual Capacity Framework</a> to enhance family-school partnerships.</li> <li><i>The How:</i> Utilize the <a href="#">Family and Community Engagement Modules</a> from the Whole Child Initiative to develop strategies for engaging parents/guardians and maintain documentation of these activities.</li> <li>Provide essential information, benefits, and required notifications about the Title I, Part A program to students and families as they enter the program.</li> </ul>
<b>Early Learning</b>	<ul style="list-style-type: none"> <li>Coordinate with Head Start programs and other early learning programs.</li> <li>Develop agreements (MOUs/MOAs) with Head Start programs and early learning providers.</li> </ul>
<b>Private Schools</b>	<ul style="list-style-type: none"> <li>Conduct consultations with private schools to ensure services are provided. <i>ESEA programs include Title I, Part A; Title I, Part C (Migrant); Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B, and Carl D. Perkins.</i></li> </ul>
<b>Fiscal Procedures</b>	<ul style="list-style-type: none"> <li>Submit budget redirections as needed in EGMS.</li> <li>Ensure monthly claims in EGMS are submitted by the 15th of each month to avoid reimbursement delays.</li> <li>Verify the financial status of Title I, Part A programs with the fiscal department.</li> <li>Collect signed Time and Effort records monthly or semi-monthly for the staff that requires it and reconcile personnel activity report data quarterly.</li> </ul>
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>Collect, track, and submit applicable TAS data to CEDARS.</li> <li>Complete End of Year Report Private School Student Count Survey.</li> </ul>

Status Key	Activity Color Key
Not Started ( <b>NS</b> ) - Indicates that the task has not yet begun.	Program Design
	Parent and Family Engagement
In Progress ( <b>IP</b> ) - Indicates that work on the task is currently underway.	Early Learning
	Private Schools
Completed ( <b>C</b> ) - Indicates that the task has been finished.	Fiscal Procedures
	Data Collection

July			
	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Begin program planning including staffing, materials, and professional development.</li> </ul>		
	<ul style="list-style-type: none"> <li>Set up Title IA compliance and program files.</li> </ul>		
	<ul style="list-style-type: none"> <li>Update EGMS information and roles.</li> </ul>		
	<ul style="list-style-type: none"> <li>Maintain current staff contact information.</li> </ul>		
	<ul style="list-style-type: none"> <li>Plan district parent engagement activities.</li> </ul>		
	<ul style="list-style-type: none"> <li>Begin planning parent engagement activities for Title IA schools.</li> </ul>		
	<ul style="list-style-type: none"> <li>Familiarize with Extended Learning Summer programming and Summer Professional Development sessions.</li> </ul>		
	<ul style="list-style-type: none"> <li>Complete equitable services pages in CGA.</li> </ul>		
	<ul style="list-style-type: none"> <li>Order Title IA materials.</li> </ul>		
	<ul style="list-style-type: none"> <li>Collect semi-annual certification for Title I, Part A personnel.</li> </ul>		

August			
	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Meet with district and building administration to review assessment data and finalize plans.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review/Revise district and building budgets.</li> </ul>		
	<ul style="list-style-type: none"> <li>Update contact information with OSPI if needed.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review district testing notices to parents.</li> </ul>		
	<ul style="list-style-type: none"> <li>Meet with McKinney-Vento liaison to review annual staff training activities and compliance requirements.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review/update student selection criteria for TAS programs.</li> </ul>		
	<ul style="list-style-type: none"> <li>Update parent engagement policies.</li> </ul>		
	<ul style="list-style-type: none"> <li>Schedule parent-teacher conferences.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ensure development and distribution of school-parent compacts.</li> </ul>		
	<ul style="list-style-type: none"> <li>Upload Affirmation of Consultation and Record of Agreed Upon Services.</li> </ul>		
	<ul style="list-style-type: none"> <li>Complete a physical inventory of equipment.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review/update parent/guardian notification materials.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ensure Title I, Part A staff has proper licensure, keep records.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review/update student selection criteria for TAS programs.</li> </ul>		

October			
	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Regularly coordinate the Title I, Part A program at both the building and district levels.</li> </ul>		
	<ul style="list-style-type: none"> <li>Collect any Time and Effort documentation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize required parent engagement policies.</li> </ul>		
	<ul style="list-style-type: none"> <li>Attend and document parent engagement activities.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Upload Affirmation of Consultation and Record of Agreed Upon Services.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Submit previous year budget revisions.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor monthly fiscal reports.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Archive prior year documentation.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Prepare comparability data and calculations.</li> </ul>		

<b>November</b>			
	<b>Description</b>	<b>Status</b>	<b>Notes</b>
	<ul style="list-style-type: none"> <li>• Revise/update TAS rank order lists based on benchmark data.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Assist new schoolwide schools with planning.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Ensure parent-teacher conferences are held.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Make district/school plans available to parents.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Review Title IA Part A fiscal reports.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Submit final claims for previous year expenditures (November 15).</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor fiscal reports to monitor spending. Share report with district and building administration.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Finalize comparability planning and documentation.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Address comparability issues and maintain documentation.</li> </ul>		

<b>December</b>			
	<b>Description</b>	<b>Status</b>	<b>Notes</b>
	<ul style="list-style-type: none"> <li>• Continue monitoring district and school plans.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor completion/impact of PFE strategies and action steps.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor private school services and budgets.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Complete Semi-Annual Certification Report.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Continue collecting Time and Effort documentation.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor fiscal reports to monitor spending. Share report with district and building administration.</li> </ul>		

<b>January</b>			
	<b>Description</b>	<b>Status</b>	<b>Notes</b>
	<ul style="list-style-type: none"> <li>• Continue monitoring district and school plans.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Conduct mid-year evaluation of Title I, Part A programs.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Plan for extended summer learning.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor completion/impact of PFE strategies and action steps.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Monitor private school services and budgets.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Coordinate with Head Start and early learning providers.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Complete Carryover Funds, budget amendments.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Collect midyear documentation for Title I, Part A files.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Engage in budget discussions for comparability.</li> </ul>		

	<ul style="list-style-type: none"> <li>Continue to collect, track, and submit applicable TAS data to CEDARS.</li> </ul>		
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## February

	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Plan for summer extended learning.</li> </ul>		
	<ul style="list-style-type: none"> <li>Consult with LEA staff on comparability requirements, determine roles, and create a timeline for the next school year.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue collecting Time and Effort (PARs) documentation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Based on district benchmark data, revise and update any TAS rank order lists for service.</li> </ul>		
	<ul style="list-style-type: none"> <li>Attend the OSPI Ombudsman's webinar on private school participation in federal programs.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review Title I, Part A fiscal reports with the business manager.</li> </ul>		
	<ul style="list-style-type: none"> <li>Carryover process closes—<i>February or March</i>.</li> </ul>		
	<ul style="list-style-type: none"> <li>Discuss LEA budgets, staff assignments, and equipment distribution from <i>January to April</i> to ensure Title I, Part A comparability compliance.</li> </ul>		
	<ul style="list-style-type: none"> <li>Begin checking and correcting poverty LAP percentages on <a href="#">School Apportionment</a>.</li> </ul>		

## March

	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Extended summer learning planning.</li> </ul>		
	<ul style="list-style-type: none"> <li>Reallocation Application (select LEAs only)   <i>EGMS Amendment</i></li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to collect Title I, Part A documentation from district and schools.</li> </ul>		
	<ul style="list-style-type: none"> <li>Plan for end-of-year parent surveys to gather data on parent engagement and identify barriers.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue parent engagement activities at district and school levels.</li> </ul>		
	<ul style="list-style-type: none"> <li>Start contacting all private schools in the district's boundaries to let them know of the opportunity to participate in federal programs.</li> </ul>		
	<ul style="list-style-type: none"> <li>Prepare for the new fiscal year and plan. Verify methodology used within district with district fiscal office.</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize poverty LAP poverty percentages on <a href="#">School Apportionment</a>.</li> </ul>		

## April

	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Gather final evaluation data for all Title I, Part A funded programs, including professional development.</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize extended summer learning plans, order materials, and handle hiring.</li> </ul>		

	<ul style="list-style-type: none"> <li>Conduct parent survey(s), gather results, and include them with final evaluation data.</li> </ul>		
	<ul style="list-style-type: none"> <li>Contact private schools that haven't completed the application and document contacts.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review Title I, Part A fiscal reports with the business manager and share with administration.</li> </ul>		
	<ul style="list-style-type: none"> <li>Monitor any open purchase orders to prepare for end of the year budgets. (Including private schools spending.)</li> </ul>		
	<ul style="list-style-type: none"> <li>Collect Time and Effort (PARs) documentation and remind other federal grant managers.</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize discussions about LEA budgets, staff assignments, and equipment distribution to ensure Title I, Part A comparability compliance.</li> </ul>		

May			
	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Pre-application opens, complete other grant funding applications in CGA by June 30 for a July 1 approval date.</li> </ul>		
	<ul style="list-style-type: none"> <li>Meet with LEA representatives to discuss annual comparability calculations, establish roles, responsibilities, and timelines, and decide on methodology.</li> </ul>		
	<ul style="list-style-type: none"> <li>Register students and finalize programming and hiring for extended summer learning.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to meet with district and buildings to finalize district and school plans.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review Title I, Part A staffing needs for upcoming year.</li> </ul>		
	<ul style="list-style-type: none"> <li>Update the LEA PFE policy and school-parent compact based on data from evaluations, surveys, and parent feedback.</li> </ul>		
	<ul style="list-style-type: none"> <li>Coordinate with local Head Start and early learning providers for transitions.</li> </ul>		
	<ul style="list-style-type: none"> <li>After application closes, contact private schools about federal program participation for the next year.</li> </ul>		
	<ul style="list-style-type: none"> <li>Collect Time and Effort documentation and remind other federal grant managers.</li> </ul>		
	<ul style="list-style-type: none"> <li>Collect LAP student data in SIS, submit to CEDARS, and finalize in EDS.</li> </ul>		
	<ul style="list-style-type: none"> <li>Complete LAP Acceptance of Funds and Assurances for 2024-25 in EDS.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to do reports to review TAS data is accurate in CEDARS.</li> </ul>		

June			
	Description	Status	Notes
	<ul style="list-style-type: none"> <li>Complete Pre-application opens, complete other grant funding applications in CGA by June 30 for a July 1 approval date.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to meet with district and buildings to</li> </ul>		

	finalize district and school plans.		
	<ul style="list-style-type: none"> <li>Register students for extended summer learning and finalize programming and hiring.</li> </ul>		
	<ul style="list-style-type: none"> <li>May to July—Meet with LEA representatives to discuss annual comparability calculations, establish roles, timelines, and choose a calculation method.</li> </ul>		
	<ul style="list-style-type: none"> <li>Review Title I, Part A staffing needs for upcoming year.</li> </ul>		
	<ul style="list-style-type: none"> <li>Update the LEA PFE policy and school-parent compact based on data from evaluations, surveys, and parent feedback.</li> </ul>		
	<ul style="list-style-type: none"> <li>Coordinate transitions from PreK to kindergarten. Meet with local Head Start and/or preschools in the district area.</li> </ul>		
	<ul style="list-style-type: none"> <li>School district in collaboration with the private school, begins to plan for the upcoming year.</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize Title I, Part A fiscal reports with the business manager and share with administration to close the year.</li> </ul>		

## Finding Help with Title I, Part A and LAP

- Familiarize Yourself with Our Websites**
  - Find guidance and tools: [Closing Educational Achievement Gaps \(Title I, Part A\) \(ospi.k12.wa.us\)](https://ospi.k12.wa.us/closing-educational-achievement-gaps) | [Learning Assistance Program \(LAP\) \(ospi.k12.wa.us\)](https://ospi.k12.wa.us/learning-assistance-program).
- Subscribe for Updates:**
  - Subscribe to GovDelivery for newsletters and topics of interest [here](#).
- Email Us:**
  - Title I, Part A: [title1a@k12.wa.us](mailto:title1a@k12.wa.us)
  - LAP: [LAP@k12.wa.us](mailto:LAP@k12.wa.us)
- Call Us:** 360-725-6100
- Access Zoom Support:**
  - Zoom meetings for support beyond office hours and network meetings are available. Contact the program supervisor [assigned to your district](#) to set up a time to meet.
- Participate in our Network Meetings and Virtual Office Hours:**
  - Check out the schedule [here](#).
- Contact our Team Members:**
  - [Alyssa Ibanez](#), Title IA, Consolidated Grant Application (CGA) Team Lead
  - [Annie Pennell](#), LAP Team Lead
  - [Ellen Hopkins](#), Title IA Program Supervisor
  - [Emily Statler](#), Title IA Program Supervisor
  - [Julie Chace](#), Equitable Services Ombudsman
  - [Penelope Mena](#), Title IA Team Lead
  - [Sheila Gerrish](#), Title IA, LAP, Equitable Services Ombudsman
- Get Office Hours Support for EGMS and CGA Questions:**
  - OSPI provides office hours on Tuesdays (10–11am) and Thursdays (1–2pm). Find the office hours Zoom link, resources and guides [here](#).