

New Director's Curriculum Q1 Checklist

1.1 Board Approval Form

- **July 1:** Upload to ePlan in the LEA Document Library.

1.2 Nonpublic School Agreements

- **May 1:** Upload to ePlan within the CFA the combined form.
- **Sept. 15:** Upload to ePlan in the LEA Document Library for those not utilizing combined form.
- Ensure that non-public Title I services begin at the same time as public Title I services.

1.3 Parent Right-to-Know Notifications

- **August:** Send out the first week of school (will vary by district).

1.4 Title I Annual Meeting

- All school-level Title I annual meetings should be held at the beginning of the school year.
- Collect and archive documentation of meetings (agendas, sign-in sheets, meeting advertisements and invites, presentation materials, etc.).

1.5 Constitutionally Protected Prayer

- **Oct. 1:** Complete Prayer Certification in ePlan under Data and Information.

The items listed below are provided as reminders of important procedures and timelines. These items do not have a supporting document.

1.6 FPO Updates

- Sign up electronically for FPO updates.
- FPO updates are also available in TDOE Resources – Federal Programs and Oversight – FPO Updates

1.7 Carryover & FER

- **July:** Start to work with district local finance to calculate carryover as of **July 1**
- Submit FER
- **Sept. 15:** Monitor Title I carryover
- **Sept. 30:** Work with district local finance to finalize Title I carryover.

1.8 FY25 Final Budgets

- Once final allocations received, budget in ePlan

1.9 Monitoring of non-public schools

- Continue consultation process with non-public schools on program implementation and evaluation of first quarter services.
- Document the consultation and archive.