

New Directors Curriculum

1.1 Board Approval Form

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

1.2 Nonpublic School Agreements

- ☐ Aug. 1: Upload to ePlan in the LEA Document Library
- ☐ Ensure that non-public Title I services begin at the same time as public Title I services

1.3 Parent Right-to-Know notifications

- ☐ Aug.: 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
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- ☐ Sept. 30: Work with district local finance finalize Title I carryover

1.8 FY23 Final budgets

- ☐ Sept. 30: Finalize FY23 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
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