

ESSA Funded Programs Calendar of Reminders

Item/Activity	When	Documentation	Learn More
Family Engagement and Communications			
<input type="checkbox"/> Hold Annual Title I Meetings in each Title I building	Sept-Oct	<i>Minutes, agendas, presentation materials, and sign-in sheets for Annual Title I Meetings</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Share LEA Level and Building Level Written Parent and Family Engagement Policies with Title I parents <input type="checkbox"/> Annually review and approve LEA Level and Building Level Written Parent and Family Engagement Policies with Title I parents	Sept-Oct Nov-Dec	<i>Evidence of disseminating Parent and Family Engagement Policy as sharing in a parent handbook or on a parent website</i> <i>Invites, minutes, agendas, sign-in sheets, BOE vote</i>	NYSED Parent and Family Engagement Guidance District Level Parent and Family Engagement Policy Checklist School Level Parent and Family Engagement Policy Checklist
<input type="checkbox"/> Share School-Parent Compact at Title I schools	Sept-Oct	<i>Evidence of disseminating compact, such as sharing in a parent handbook or on a parent website</i>	NYSED Parent and Family Engagement Guidance
<input type="checkbox"/> Update Schoolwide plans with parental input	Nov-Dec	<i>Minutes, agendas, presentation materials, and sign-in sheets for Annual Title I Meetings Schoolwide Plan discussions; dated revised plans posted to website</i>	USDE Guidance Supporting School Reform by Leveraging Federal Funds in a Schoolwide Program Title I Schoolwide Program Plan Checklist

<input type="checkbox"/> Inform families of their right to request and receive information on the qualifications of their children’s teachers and paraprofessionals (Right to Know)	Sept-Oct	<i>Right to Know Notification (on website or in parent handbook)</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Inform families if their child has been taught for 4 or more weeks by a teacher who does not meet certification requirements at the assigned grade level and subject area	Ongoing	<i>Four-Week Notice Letter (LEA should have a draft on letterhead on hand even if there are no current cases)</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Maintain records of all Federally-funded parent engagement meetings/initiatives that occur throughout the year	Ongoing	<i>Meeting notifications, agendas, calendars, presentation materials, sign-up sheets, Zoom attendance lists, formal Parent and Family Engagement plans, etc.</i>	NYSED Parent and Family Engagement Guidance

Equitable Services

<input type="checkbox"/> Begin program services at private schools	Sept-Oct	<i>Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, and sign-in sheets</i>	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers, and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation
<input type="checkbox"/> Engage in ongoing consultation and communication regarding the delivery of equitable services at private school	Ongoing	<i>Communication with private schools, such as emails, phone logs, meeting agendas or notes, visit notes</i>	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers, and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation

<input type="checkbox"/> Maintain documentation of services provided at private schools	Ongoing	<i>Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, and sign-in sheets</i>	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers, and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation
<input type="checkbox"/> Evaluate services at private schools for each program	March-April	<i>Surveys, visit notes, records of conversations, completed evaluation forms (if available)</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Begin consultation with private schools regarding equitable sharing for the following year	March-April	<i>Communication with private schools, such as letters, emails, phone logs, meeting agendas or notes</i>	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers, and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation
<input type="checkbox"/> Inform participating private schools of deadline to obligate funds	May-June	<i>Written communication with private schools, such as letter or email with consequences clearly explained</i>	USDE Guidance Providing Equitable Services to Eligible Private School Children, Teachers, and Families NYSED Guidance Equitable Services to Non-Public Schools Consultation
<input type="checkbox"/> Send out Letter of Intent to Participate in ESSA Programs to private schools	April-May	<i>Certified letter or Read Receipt emailed Letter of Intent to private schools</i>	Out of District Private School Letter of Intent - Sample Within District Private School Letter of Intent - Sample
<input type="checkbox"/> Collect completed Written Affirmation Forms for all participating private schools	May-Aug	<i>Written Affirmation Form</i>	Written Affirmation of LEA Consultation with Private School Officials Form

Program Implementation and Evaluation

<input type="checkbox"/> Keep records of program services to students	Ongoing	<i>Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, sign-in sheets, student performance results, parent communications</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Keep records of all Federally-funded professional development (ongoing throughout the year)	Ongoing	<i>Relevant purchase orders and invoices; professional development materials, agendas, presentation materials, sign-in sheets</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Ensure McKinney-Vento training has occurred or is planned	Sept-Oct	<i>Evidence of McKinney-Vento trainings such as registration or certificates of completion</i>	McKinney Vento Program Information
<input type="checkbox"/> Ensure the LEA has engaged the local METS program centers to share data and coordinate services for eligible migrant students, including Free and Reduced Price Lunch (FRPL), McKinney-Vento Homeless Education, etc.	Sept-Oct and as needed	<i>Letter(s) or email(s) from METS directors with list(s) of current migrant-eligible children and youth</i>	Migrant Education Program Information
<input type="checkbox"/> Engage with the NYS-MEP, through the local METS program centers, to verify that <u>migrant-eligible</u> students are correctly coded in LEAs' student data management systems.	March-June	<i>Memo from Deputy Commissioner Jason Harmon with request for action</i> <i>Follow-up letters from METS directors with instructions, along with list(s) of current migrant-eligible children and youth</i>	Migrant Education Program information
<input type="checkbox"/> Evaluate effectiveness of Federally-funded programs and activities to determine needs and goals in each program area for the following year	March-April	<i>Evaluation summaries, observation notes, leadership meeting minutes, survey results, etc.</i>	Contact conappta@nysed.gov

<input type="checkbox"/> Perform consultation with stakeholders required for the Consolidated Application for ESSA-Funded Programs	April-June	<i>Meeting notifications, minutes, sign in sheets with stakeholder groups identified, agendas, presentations, email exchanges which show discussion of program, as applicable and completed Consultation Collaboration forms</i>	Consultation/Collaboration Documentation Form
<input type="checkbox"/> Consult with Neglected and Delinquent facilities on program for following year; ensure written contract is created or updated	March-Aug	<i>Communication with facilities, such as letters, emails, phone logs, visit notes, meeting agendas or notes</i>	Neglected and Delinquent Affirmation of Consultation Form
<input type="checkbox"/> Develop written contracts for third parties providing Federally-funded services, including a provision for monitoring of services	March-Aug or as needed	<i>Copies of third-party contracts</i>	Contact conappta@nysed.gov

Application and Reporting Deadlines

<input type="checkbox"/> Complete and submit Application for ESSA-Funded Programs	May-Aug	<i>Submitted annually through online business portal by 8/31</i>	2023-2024 Consolidated Application for ESSA-Funded Program Website
<input type="checkbox"/> Complete and submit Title IA Comparability survey	Nov	<i>Submitted annually through online business portal</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Complete and submit Title IA Supplement Not Supplant survey	Nov	<i>Submitted annually through online business portal</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Complete and submit Title IVA Consolidated State Performance Report (CSPR) Survey	Nov-Dec	<i>Submitted annually through online business portal</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Complete assigned monitoring survey, as applicable	Jan-Aug	<i>Submitted annually through online business portal</i>	Compliance Monitoring and Technical Assistance

Fiscal Reminders

<input type="checkbox"/> File previous year's FS-10F for each program area budget (deadline is 90 days after close of project period)	Sept-Nov	<i>Copy of FS-10F maintained on file at LEA</i>	Grants Finance Budget Forms
<input type="checkbox"/> Check for adjusted Title IA, Title ID, Title IIA, and Title IVA allocations and check Grants Finance Report for available carryover status in all Titles	Jan-Feb	<i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>	ESSA Funded Programs Allocations, Poverty Data and Student Counts Grants Finance Reports
<input type="checkbox"/> Submit FS-10A, if applicable (ongoing until end of project period 8/31)	Jan-Aug	<i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>	Grants Finance Budget Forms
<input type="checkbox"/> Begin preparing FS-10 budgets and budget narratives for each program area for the following year	March-Aug	<i>Copies of program budgets, narratives, and amendments should be maintained on file at LEA</i>	Grants Finance Budget Forms
<input type="checkbox"/> Ensure appropriate records are maintained for staff who are paid with federal funds	Ongoing	<i>Periodic documentation of work performed with employee and/or supervisor sign off OR Employee Payroll Certifications (EPC)/Personal Activity Reports (PAR)</i>	Contact conappta@nysed.gov
<input type="checkbox"/> Follow written procurement and tracking policies and procedures which detail the purchasing, requisitioning, receiving, distribution, tracking, and disposal of supplies/materials, purchased with Federal funds, including high-risk of loss items	Ongoing	<i>Written procurement and Inventory Tracking Policy, written procedures which describe the receiving, labeling, distribution, tracking, and disposal of supplies/materials, including high risk of loss items, and purchase orders, invoices, item tracking labels, and spreadsheets demonstrating current use of these procedures</i>	Contact conappta@nysed.gov