

# Schoolwide Title I Program Guidance Checklist

## Maintain All Documentation in One Location

Timeline	Status	Checkpoint Task
<b>August to September</b>		
	<input type="checkbox"/>	Participate in Title I and other training sessions offered by NDDPI/NDCEL/NDREA/NDSBA relevant to schoolwide goals.
	<input type="checkbox"/>	Establish a school improvement team and schedule meetings.
	<input type="checkbox"/>	Schedule and communicate professional development, data study groups, and parent engagement activities for the school year.
	<input type="checkbox"/>	Conduct ongoing professional training for staff re: Title I expectations, evidence-based strategies, etc.
	<input type="checkbox"/>	Conduct Homeless education professional development re: rights, services, strategies, and identification.
	<input type="checkbox"/>	Conduct Foster Care education professional development re: notification, rights, services, and strategies.
	<input type="checkbox"/>	Document staff schedules and qualifications on Title I template; share with stakeholders.
	<input type="checkbox"/>	Report personnel on MIS01, MIS02, MIS03, and PER02. Ensure time and effort logs/schedules align.
	<input type="checkbox"/>	Coordinate with Head Start/Early Childhood programs; share relevant information with stakeholders.
	<input type="checkbox"/>	Coordinate with service providers and community partners for services for homeless youth, students experiencing poverty, and engagement activities.
	<input type="checkbox"/>	Participate in any relevant tribal consultation.
	<input type="checkbox"/>	Collect poverty data based on current enrollment.
	<input type="checkbox"/>	Ensure EL policies are being met, especially if an EL student enrolls.
	<input type="checkbox"/>	Hang "Public Notice of Rights" in areas around the schools, district, and community for the Homeless requirement.
	<input type="checkbox"/>	Schedule parent and family engagement meetings, events, and training opportunities.
	<input type="checkbox"/>	Send a back-to-school letter to parents with all required Title I information and other relevant updates:
		<input type="checkbox"/> Notification of important policies (i.e., dispute resolution, homeless, parent/family engagement, etc.)
		<input type="checkbox"/> Insights Dashboard notification

Timeline	Status	Checkpoint Task
		<input type="checkbox"/> Staff qualifications
		<input type="checkbox"/> Relevant resources, including website/social media platform information.
		<input type="checkbox"/> Important “save the dates”
	<input type="checkbox"/>	Required Board Actions:
		<input type="checkbox"/> Parental and Family Engagement Policy
		<input type="checkbox"/> Approve/name Homeless Liaison.
	<input type="checkbox"/> Approve/name Foster Care Liaison.	
<input type="checkbox"/>	Complete Continuous Improvement Plans/Strategy Map in Cognia platform.	
<b>September to October</b>		
	<input type="checkbox"/>	Request reimbursements in WebGrants for allowable expenditures and ensure inventory is accurate.
	<input type="checkbox"/>	Host Annual Parent Meeting (ensure all required Schoolwide components are included).
	<input type="checkbox"/>	Update School-Family Compact for the Title I Schoolwide Program.
	<input type="checkbox"/>	Send school accountability letter, using the NDDPI-provided template.
	<input type="checkbox"/>	Begin Comprehensive Needs Assessment, using a variety of resources such as demographic data, student achievement data, perception data, and program information.
	<input type="checkbox"/>	Participate in Title I training sessions offered by NDDPI/NDCEL/NDREA relevant to schoolwide goals and review tools and resources, as necessary.
	<input type="checkbox"/>	Complete Fall Enrollment Reports for NDDPI in STARS.
	<input type="checkbox"/>	Conduct ongoing professional training for staff re: Title I expectations, evidence-based strategies, etc.
	<input type="checkbox"/>	Implement Title I Schoolwide strategies, programs, and interventions in all classrooms.
	<input type="checkbox"/>	Document team meetings and professional development through agendas and minutes.
	<input type="checkbox"/>	Document parent and family engagement meetings, events, and training opportunities.
<b>October to January</b>		
	<input type="checkbox"/>	Participate in Title I and other training sessions offered by NDDPI/NDCEL/NDREA/NDSBA relevant to schoolwide goals and review tools and resources, as necessary.
	<input type="checkbox"/>	Request reimbursements in WebGrants for allowable expenditures and ensure inventory is accurate.

Timeline	Status	Checkpoint Task
	<input type="checkbox"/>	Complete rubrics in Cognia's Self-Assessment Workbook for Schoolwide Title I Reporting document.
	<input type="checkbox"/>	Complete the analysis of data for the Comprehensive Needs Assessment, using a variety of resources such as demographic data, student achievement data, perception data, and program information.
	<input type="checkbox"/>	Conduct ongoing professional training for staff re: Title I expectations, evidence-based strategies, etc.
	<input type="checkbox"/>	Implement Title I Schoolwide strategies, programs, and interventions in all classrooms.
	<input type="checkbox"/>	Document team meetings and professional development through agendas and minutes.
	<input type="checkbox"/>	Document parent and family engagement meetings, events, and training opportunities.
	<input type="checkbox"/>	Review schoolwide plan, as necessary.
<b>February to March</b>		
	<input type="checkbox"/>	Participate in Title I and other training sessions offered by NDDPI/NDCEL/NDREA/NDSBA/Cognia relevant to schoolwide goals and review tools and resources, as necessary.
	<input type="checkbox"/>	Request reimbursements in WebGrants for allowable expenditures and ensure inventory is accurate.
	<input type="checkbox"/>	Conduct ongoing professional training for staff re: Title I expectations, evidence-based strategies, etc.
	<input type="checkbox"/>	Complete narratives for rubrics in Schoolwide Title I Reporting document.
	<input type="checkbox"/>	Finalize Schoolwide Plan to meet the required schoolwide components with attachments.
	<input type="checkbox"/>	Finalize Comprehensive Needs Assessment.
	<input type="checkbox"/>	Implement Title I Schoolwide strategies, programs, and interventions in all classrooms.
	<input type="checkbox"/>	Document team meetings and professional development through agendas and minutes.
	<input type="checkbox"/>	Document parent and family engagement meetings, events, and training opportunities.
	<input type="checkbox"/>	Review schoolwide plan, as necessary.

<b>April to May</b>		
<input type="checkbox"/>		Participate in Title I and other training sessions offered by NDDPI/NDCEL/NDREA/NDSBA/Cognia relevant to schoolwide goals and review tools and resources, as necessary.
<input type="checkbox"/>		Conduct ongoing professional training for staff re: Title I expectations, evidence-based strategies, etc.
<input type="checkbox"/>		Complete assessment of Parent and Family Engagement Survey and document the results.
<input type="checkbox"/>		Complete the Spring Enrollment Reports for NDDPI in STARS.
<input type="checkbox"/>		Conduct Schoolwide Annual Review (ensure all required schoolwide components are included per guidance).
<input type="checkbox"/>		Host and document the Schoolwide Annual Review Meeting.
<input type="checkbox"/>		Complete Executive Summary and rubrics in Schoolwide Title I Reporting document. (The information from the self-assessment workbook)
<input type="checkbox"/>		Share the results of the Schoolwide Annual Review meeting and relevant survey results with parents and stakeholders.
<input type="checkbox"/>		Upload Title I Schoolwide Components and supporting documentation as attachments in the Cognia platform.
<input type="checkbox"/>		Implement Title I Schoolwide strategies, programs, and interventions in all classrooms.
<input type="checkbox"/>		Document team meetings and professional development through agendas and minutes.
<input type="checkbox"/>		Document parent and family engagement meetings, events, and training opportunities.
<input type="checkbox"/>		Plan for summer school opportunities and learning experiences.
<b>June to July</b>		
<input type="checkbox"/>		Participate in Title I and other training sessions offered by NDDPI/NDCEL/NDREA/NDSBA relevant to schoolwide goals and review tools and resources, as necessary.
<input type="checkbox"/>		Request reimbursements in WebGrants for allowable expenditures and ensure inventory is accurate.
<input type="checkbox"/>		Board action: approve the Consolidated Application.
<input type="checkbox"/>		Begin planning professional development for personnel, aligned to strategic planning and school goals.
<input type="checkbox"/>		Submit Title I Schoolwide Reporting-Diagnostics in the Cognia Platform by June 15.
		<input type="checkbox"/> Comprehensive Needs Assessment/Data

		<input type="checkbox"/> Complete the Schoolwide Title I Reporting document. (The information from the Self-Assessment Workbook.)
		<input type="checkbox"/> Coordination and integration of programs (in Schoolwide Title I Reporting or separately).
		<input type="checkbox"/> Annual executive summary/evaluation (in Schoolwide Title I Reporting).
		<input type="checkbox"/> Results of Annual Spring Review Meeting
		<input type="checkbox"/> Comingle-optional fiscal flexibility for schools operating a schoolwide program. (Indicate in the Intent to Apply-Consolidated Application.)
	<input type="checkbox"/>	Share Schoolwide Plan Notification with families, staff, and the school board.
	<input type="checkbox"/>	Make a Title I claim in WebGrants to determine remaining funds and ensure no more than 15% is carried forward into the next fiscal year by September 30.
	<input type="checkbox"/>	Federal programs year-end processes: make claims, submit detailed ledgers, and any applicable status reports due upon payment of all expenditures.
	<input type="checkbox"/>	Required Board Actions:
		<input type="checkbox"/> Approve Consolidated Application Budget
	<input type="checkbox"/> Approve/name Federal Title Programs Authorized Representative.	
<input type="checkbox"/>	Attend summer PD relevant to programming needs. (North Dakota Indian Education Summit, NDCEL, NDMTSS, etc.)	