

## NDMILE Title I Schoolwide Plan Checklist

Due Date	Status	Task
August thru September	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Participate in <i>Introduction to Schoolwide Planning Training, as needed</i> Update NDMILE school information and team. Establish a team and schedule meetings. Host a data review. Document all staff meets highly-qualified status. Update Parental Involvement Policy and School-Parent Compact for Title I schoolwide program. Schedule professional development and study groups. Schedule parental involvement meetings, events, and opportunities for training parents. Submit Consolidated Application for Federal Title I Funds on STARS.
September thru October	<input type="checkbox"/> <input type="checkbox"/>	Host Annual Parent Meeting (ensure all required schoolwide components are included). Complete comprehensive needs assessment. Complete SMART Goals. Assess <b>KEY</b> indicators, as needed. Plan for <b>KEY</b> Indicators ( <i>Crosswalk of Schoolwide Plan Components and NDMILE KEY Indicators</i> ). Update <i>Title I Schoolwide Supplemental Report – Comprehensive Needs Assessment</i> . Update SMART Goals. Document team meeting agendas and minutes. Document professional development and study groups. Document parental involvement meetings, events, and opportunities for training parents. October Submission of NDMILE School Indicators.
October thru January	<input type="checkbox"/> <input type="checkbox"/>	Participate in trainings, as available, and review tools and resources, as necessary. Assess <b>KEY</b> indicators, as needed. Plan for <b>KEY</b> Indicators ( <i>Crosswalk of Schoolwide Plan Components and NDMILE KEY Indicators</i> ). Develop tasks and monitor completion dates. Document the required components of schoolwide programs. Continue completing <i>Title I Schoolwide Supplemental Report</i> . Keep supporting documentation to meet schoolwide requirements on file. Document team meeting agendas and minutes. Document professional development and study groups. Document parental involvement meetings, events, and opportunities for training parents. January Submission of NDMILE School Indicators.
February thru March	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Participate in trainings, as available, and review tools and resources, as necessary Plan for <b>KEY</b> Indicators ( <i>Crosswalk of Schoolwide Plan Components and NDMILE KEY Indicators</i> ). Monitor plan and tasks for completion. Finalize <i>Title I Schoolwide Supplemental Report</i> (complete <i>co-mingling funds</i> if applicable). Document team meeting agendas and minutes. Document parental involvement meetings, events, and opportunities for training parents. Request a review of schoolwide plan to the Office of Federal Title Programs, as necessary.
April thru May	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Monitor plan and tasks for completion. Complete Assessment of Parental Involvement (survey) and document the results. Conduct Schoolwide Annual Review (ensure all required schoolwide components are included). Complete and document the Schoolwide Annual Review (meeting agenda and minutes). Share the results of Schoolwide Annual Review with parents and stakeholders. May Submission of NDMILE School Indicators. Submit <i>Title I Schoolwide Supplemental Report</i> . Submit SMART Goals