Federal Programs Planning Timeline 2024-2025

August 2024

LEA Plans, Reports, Meetings, Requirements	School Requirements
- LEA Consolidated Plan revised/updated (e.g., Data, Enrollment Procedures for individuals such as Immigrant, Migrant, Homeless, EL) - Remind/advise principals and faculty leadership teams of all Title I procedures (e.g., Parents Right-to-Know Provisions; Title I Parents' Meeting) - Complete & post other Annual Evaluations (e.g., How the LEA used Title funds from the previous year in the eGAP 2.0 application) in Related Documents - Review information and begin the process to submit the comparability report with the consolidated application. Collaborate with CSFO, other program coordinators, and SDE Regional Specialists - Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool - Verify student data for the current school year in the Student Data Portal - Conduct Federal Programs Advisory Meeting as a follow-up to Spring meetings; assessment data & dollar figures are available - Complete and post competitive McKinney-Vento grant application by the beginning of the month, if applicable - Complete relevant WORKSHEETS for preschool, private schools, and parent and family engagement and post in Related Documents under each corresponding fund source, if applicable - Complete private schools *Consolidated Equitable Services Plan* if applicable and post in Related Documents under each corresponding fund source - Distribute and make available LEA Parent Involvement Policy - Implement Parents Right-to-Know provisions - Submit a copy of the Indian Education Grant to ALSDE, if applicable - Evaluate EL Core Language Acquisition Program, post in Related Documents - Evaluate the previous year's LEA Parent Involvement Policy, post in Related Documents - LEA Agreement between Head Start and other preschool programs should be uploaded in Related Documents before submitting the consolidated application, if applicable - Submit Title I-C and Title III Intent to Apply, if applicable - Submit Title I-D Intent to Apply, if applicable - Facilitate foster care meetings between POCs from LEA and DHR, if applicable - Start training district and school staff on McKinney-Vento (Homeless Education) - EZ Report previous month's attendance on the 15th of the month (21st CCLC) - Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	- Distribute Title I Parents Right-to-Know letters - Send ACIP Parent and Family Engagement section home to parents - Send LEA Parent Involvement Plan home to parents - Ensure homeroom teachers retain copies of signed/dated School-Parent Compacts - Conduct annual Title I Parents' meeting in August or September. Be sure to provide information to English as a Second Language (ESL) parents/caregivers in a language they understand (This meeting should not be combined with any other meeting) - Incorporate any new assessment data into Action Steps in ACIPs* - Ensure all students have at least one completed Home Language Survey in their permanent record folders. - Ensure that all Parent/Employment Surveys from new or kindergarten students returned to the school are printed, bundled, and ready to be given to the Central Office ***All Title I schools must be operating under an approved Title I school plan. Plans should be revised/adjusted to reflect current year needs and actions.**

September 2024

LEA Plans, Reports, Meetings, Requirements	School Requirements
- Conduct the LEA Self-Assessment - Return the LEA Assurance and Technical Assistance Forms to the ALSDE Compliance Monitoring Section - Complete private schools *Consolidated Equitable Services Plan* if applicable and post in Related Documents under each corresponding fund source - Revise the EL Plan, determine related professional learning opportunities for all staff in the district, and update the plan in eGAP 2.0 - Send District and School Site File to DRC - Revisit/revise/complete any program evaluations not previously posted - Watch for notices of any SDE Federal Programs webinars and/or meetings - Complete and submit the consolidated application to eGAP 2.0 in a timely fashion - Complete the comparability report and post to Related Documents before submitting the consolidated application - Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool - Verify student data for the current school year in the Student Data Portal - Notify schools of additional funding or allocation shifts as the information is available - Attend EL training sessions as offered - Collect Migrant Employment Surveys from schools for pick-up by SDE contract staff - Select Annual Count Dates (must include one day in Oct.) (State agencies and systems with Neglected or Delinquent grants) - LEA Agreement between Head Start and other preschool programs should be uploaded into Related Documents before submitting the consolidated application, if applicable - Verify Migrant District Verification Report (Funded LEAs only) - Ensure all district and school staff are trained on McKinney-Vento (Homeless Education) by September 30, 2024 - McKinney-Vento subgrant awardees notified by September 30, if applicable - EZ Report previous month's attendance on the 15th of the month (21st CCLC) - Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC) - External Evaluator final report due September 30 (21st CCLC)	- Remind staff to check on any unreturned signed copies of School-Parent Compacts - Revise/complete ACIP revision process - Conduct annual Title I Parents' meeting in August or September. Be sure to provide information to English as a Second Language (ESL) parents/caregivers in a language they understand (This meeting should not be combined with any other meeting) - Attend EL Training sessions as offered

October 2024

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budgets and expenditures match budget pages in ACIPs* • LEA Agreement between Head Start and other preschool programs should be uploaded into Related Documents before submitting the consolidated application, if applicable • Watch for notices of any SDE Federal Programs webinars and/or meetings • Advise/remind schools to use Title funds expeditiously and effectively • Notify schools of additional funding or allocation shifts as the information is available • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Verify student data for the current school year in the Student Data Portal • Select Annual Count Dates (must include one day in Oct.) (State agencies and systems with Neglected or Delinquent grants) • Verify Migrant District Verification Report (Funded LEAs only) • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	• Confirm school allocation amounts with Central Office reports to verify that budgets and expenditures match • Plan to use school-level Title I allocation and other funds expeditiously and effectively • Submit ACIPs no later than October 15, 2024

*(Cross check ACIP Budgets to eGAP 2.0 and Cost Center Reports)

November 2024

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Suggestion: Attend the Alabama Association of Federal Education Program Administrators (AAFEPA) Conference (http://www.aafepa.org) • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Verify student data for the school year in the Student Data Portal • Submit Neglected or Delinquent Annual Counts to ALSDE, if applicable • Verify Migrant District Verification Report (Funded LEAs only) • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	• Use school-level Title I allocation and other funds expeditiously and effectively

December 2024

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Verify student data for the school year in the Student Data Portal • Verify Migrant District Verification Report (Funded LEAs only) • Submit Neglected or Delinquent Annual Counts to ALSDE • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC) • Submit External Evaluator Evaluation Plan by December 15 (21st CCLC)	• Use school-level Title I allocation and other funds expeditiously and effectively

January 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Check for budget revisions monthly, making sure eGAP 2.0 matches electronic media reporting required by SDE LEA Accounting • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Verify student data for the school year in the Student Data Portal • Verify Migrant District Verification Report (Funded LEAs only) • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC) • Submit Mid-Year Report by January 30 (21st CCLC)	• Complete midyear update of ACIPs • Use school-level Title I allocation and other funds expeditiously and effectively

Begin making corrections to students' records in Power School for the current school year. Check the Student Data Portal for corrections after 24 hours.

February 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Facilitate any discussions in the Central Office regarding budget revisions • Plan and hold Federal Programs Advisory Meeting • Alternate ACCESS for ELLs (English Language Learners) dates and make available to Testing Coordinators • Mail Equitable Services Intent to Participate letters/forms to private schools, if applicable • Attend EL training sessions offered • Use current-year data to complete and submit the Private School Enrollment Survey • Verify Migrant District Verification Report (Funded LEAs only) • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	• Use school-level Title I allocation and other funds expeditiously and effectively • Attend EL training sessions as offered • Migrant Recruiters and Home-School Liaisons attend annual training

March 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Facilitate collaborative planning meetings for e-GAP 2.0 with appropriate LEA personnel to plan for the coming year • Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Mail Equitable Services Intent to Participate letters/forms to private schools, if applicable • Set dates for "meaningful consultation" with interested private schools • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	• Collaboratively review components for school ACIPs • Meet with faculty and parent committees to discuss any updates/changes to next year's School-Parent Compacts • Use school Title I allocation and other funds expeditiously and effectively • Attend EL trainings sessions as offered

Make corrections to students' records in Power School for the current school year. Check the Student Data Portal for corrections after 24 hours.

April 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
- Provide timely and meaningful consultation to Private Schools wishing to participate in equitable services; complete the Meaningful Consultation Checklist and keep on file - Hold Federal Programs (Title I) Advisory Committee meeting and document - Attend Federal Programs Spring Conference April 22-24, 2025 in Montgomery - Revise the current year LEA Parent and Family Engagement Plan based on the required Annual Evaluation from the previous year - Facilitate any further revisions to the LEA Parent and Family Engagement Policy/Plan after meeting with the LEA Parent Advisory Committee - Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match - Collect Parent/Employment Surveys from schools - pick-up by SDE contract staff (new students) - Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool - Verify Migrant District Verification Report (Funded LEAs only) - EZ Report previous month's attendance on the 15th of the month (21st CCLC) - Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	- Involve faculty in revising/updating the ACIP based on data collections to plan for the new school year - Use school Title I allocation and other funds expeditiously and effectively - In conjunction with parents, revise the Parent and Family Engagement Plan (district policy/plan) and include a dated copy in the school's student handbook. - Jointly develop the School-Parent Compact with faculty, parents, and students for the upcoming school year

May 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
- Refresh relevant staff with updated eGAP 2.0 training, if necessary - Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match - Provide timely and meaningful consultation to Private Schools wishing to participate in equitable services; complete the Meaningful Consultation Checklist and keep on file - After meaningful consultation has occurred, begin creating Equitable Services Consolidated Implementation Plans for participating private schools, if applicable - Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool - Verify Migrant District Verification Report (Funded LEAs only) - Homeless Coordinators are required to attend City and County Liaison Training - EZ Report previous month's attendance on the 15th of the month (21st CCLC) - Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	- Finalize any changes to the School-Parent Compact. - Be aware of any unspent Title I or other federal funds previously allocated to the school. Unspent school-level funds are not available to the school after a certain time. Check with the Central Office - Assemble notes from ACIP Action Steps/Activities; evaluate/summarize effectiveness of different strategies in narrative form for stakeholders; propose new strategies for the coming year

Make **corrections to students' records in Power School for the current school year. Check the Student Data Portal for corrections after 24 hours**

June 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Begin evaluations of all federal programs and revisit after state assessment data is received. Be prepared to post completed evaluations in Related Documents under each applicable fund source as part of next year's consolidated application • Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • After meaningful consultation has occurred, create Equitable Services Consolidated Implementation Plans for participating private schools, if applicable • Certify Federal Programs student data for the school year in the AIM portal (i.e. SWTA, EL, Homeless, N or D, Foster, and Immigrant tiles) and reach out to the Federal Programs Section for assistance if discrepancies are found • Plan for summer professional learning opportunities for staff including CLAS Conference, MEGA, etc. • Intent to participate in CEP is due by June 30 for eligible systems/schools • Complete 21st CCLC Revisions in eGAP 2.0, if applicable • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	

July 2025

LEA Plans, Reports, Meetings, Requirements	School Requirements
• Attend the SDE MEGA Conference July 14-18, 2025, in Mobile • Confirm school allocation amounts with the Report Manager Cost Center Reports to verify that budget and expenditures match • Receive preliminary allocations and begin preparation for the eGAP 2.0 application; collaborate with CSFO and other program coordinators to ensure coordination of budget • After meaningful consultation has occurred, create Equitable Services Consolidated Implementation Plans for participating private schools, if applicable • Be aware that, while any electronic media budgets are usually submitted to SDE LEA Accounting by the mid-July date (e.g., the Report Manager), both the electronic media budgets and eGAP 2.0 should match • Watch for the announcement of the McKinney-Vento Grant Competition Awards • Complete 21st CCLC Revisions in eGAP 2.0, if applicable • EZ Report previous month's attendance on the 15th of the month (21st CCLC) • Report staff-student ratios from the previous month to TA on the 15th of each month (21st CCLC)	• Attend SDE MEGA Conference July 14-18, 2025, in Mobile • Facilitate planning for the required annual Title I Parents meeting using state guidance (Meetings are required to be held at the beginning of the school year)

On-Going Periodic Oversight	
Central Office	**School Level**
• Review and monitor ACIP budget expenditures • Verify student data for the current school year in the Student Data tile in AIM (under the "Federal Programs" tab) and make any necessary changes in PowerSchool • Support building principals in hiring certified staff, as needed	• Remind staff to secure signed/dated School-Parents Compacts for newly entering students throughout the year • Verify that time and effort documentation is correct and up to date • Verify inventory of Title I equipment, if applicable, and report any irregularities to the Central Office