Due Dates for 2019-2020

Please ensure copies of all documentation submitted to the federal and state program office are also placed inside notebooks. Agenda, minutes and sign in sheets should be submitted with any meetings held at your campus. It must also have a copy of what was distributed to parents in both multiple languages. All documentation provided to the federal and state program office will be uploaded in OneNote. Please be aware that due dates are subject to change throughout the year due to circumstances beyond our control. Our office will work diligently to keep all administrators updated on all federal and state due dates.

September 13, 2019

**Parent Utility Training**
PowerPoint training is in Moodle under the Federal and State Program Office. All Title I staff should complete the training individually or in one meeting held by the administrator. Agenda, minutes, and sign in sheets will need to be submitted to the Fed/State Office and a copy should be kept in Title I Notebook.

**Parent Utility Attestation**
Attestation can be found in OneNote, under The content library. Attestation will need to be submitted to the Fed/State Office after Utility Training has been held. Blank hard copy of attestation will also be provided in Title I notebook.

**Principal Attestation**
Attestation can be found in OneNote, under The content library. Attestation will need to be submitted to the Fed/State Office. Blank hard copy of attestation will also be provided in Title I notebook.

**Parent Engagement Attestation**
Attestation can be found in OneNote, under The content library. Attestation will need to be submitted to the Fed/State Office. Blank hard copy of attestation will also be provided in Title I notebook.

October 4-25, 2019

**Title I Annual Meeting**
It will be required for meetings to be held at a convenient time for parents. A flexible number of meetings should be offered for parents to attend (morning and afternoon). All information distributed to parents must be offered in multiple languages. Agenda, minutes, sign in sheet, and information distributed at meeting must be sent to the Fed/State office. Copies of forms must be placed in Title I notebook.

**Parent Engagement Policy Meeting**
It will be required for meetings to be held at a convenient time for parents. A flexible number of meetings should be offered for parents to attend (morning and afternoon). All information distributed to parents must be offered in multiple languages. Agenda, minutes, sign in sheet, policy agreed upon by parents and information distributed at
meeting must be sent to the Fed/State office. Copies of forms must be placed in Title I notebook.

**Parent Compact Meeting**

It will be required for meetings to be held at a convenient time for parents. A flexible number of meetings should be offered for parents to attend (morning and afternoon). All information distributed to parents must be offered in multiple languages. Agenda, minutes, sign in sheet, compact agreed upon by parents and information distributed at meeting must be sent to the Fed/State office. Copies of forms must be placed in Title I notebook.

**Parent Teacher Conference (Elementary Campuses Only)**

It will be required to discuss the parent compact and review the progress of the student with parents. Agenda, minutes, and sign in sheets will need to be submitted to the Fed/State office. Copies of forms must be placed in Title I notebook.

**November 4, 2019**

**Progress Report Notification**

Notification of how you are communicating student progress reports with parents must be submitted to the Fed/State Office. Please ensure a sample is submitted with a date stamp on document. Sample must be sent to the Fed/State office and copies must be placed in Title I notebook.

**December 16, 2019**

**Parent Engagement Policy Posting**

Updated Parent Policy must be distributed to parents. Do not have to hold a meeting with parents to discuss the policy. Please send a date stamped parent policy and how it distributed to parents. Ensure a copy is placed inside the Title I notebook and original is sent to the Fed/State Office.

**Parent Engagement Compact Posting**

Updated Parent Compact must be distributed to parents. Do not have to hold a meeting with parents to discuss the parent compact. Please send a date stamped parent compact and how it was distributed to parents. Ensure a copy is placed inside the Title I notebook and original is sent to the Fed/State Office.

**February 8-28, 2020**

**Parent Engagement Policy Meeting**

It will be required for meetings to be held at a convenient time for parents. A flexible number of meetings should be offered for parents to attend (morning and afternoon). All information distributed to parents must be offered in multiple languages. Agenda, minutes, sign in sheet, policy agreed upon by parents and information distributed at meeting must be sent to the Fed/State office. Copies of forms must be placed in Title I notebook.

**Parent Compact Meeting**
It will be required for meetings to be held at a convenient time for parents. A flexible number of meetings should be offered for parents to attend (morning and afternoon). All information distributed to parents must be offered in multiple languages. Agenda, minutes, sign in sheet, compact agreed upon by parents and information distributed at meeting must be sent to the Fed/State office. Copies of forms must be placed in Title I notebook.

February 28, 2020

**Building Capacity Event**
Campuses will utilized Title I Parent Engagement funds to have an academic related event at their campus to engage parents. Agenda, minutes, sign in sheets, and lesson plan will need to be submitted to the Fed/State office. Copies of all documents distributed to parents must be placed in Title I notebook with agenda, minutes, sign in sheets, and lesson plan attached.

April 6, 2020

**Progress Report Notification**
Notification of how you are communicating student progress reports with parents must be submitted to the Fed/State Office. Please ensure a sample is submitted with a date stamp on document. Sample must be sent to the Fed/State office and copies must be placed in Title I notebook.

**Parent Engagement Policy Posting**
Updated Parent Policy must be distributed to parents. Do not have to hold a meeting with parents to discuss the policy. Please send a date stamped parent policy and how it distributed to parents. Ensure a copy is placed inside the Title I notebook and original is sent to the Fed/State Office.

**Parent Engagement Compact Posting**
Updated Parent Compact must be distributed to parents. Do not have to hold a meeting with parents to discuss the parent compact. Please send a date stamped parent compact and how it was distributed to parents. Ensure a copy is placed inside the Title I notebook and original is sent to the Fed/State Office.

April 27, 2020

**Annual Survey & Evaluation**
Annual Survey & Evaluation needs to be anonymous and returned within 48 hours. The survey should record change and set priorities and share results with parents. Ensure a copy is placed inside the Title I notebook and original is sent to the Fed/State Office.