



CHARTER INSTITUTE AT ERSKINE

2022-2023 Title I Timeline for Schools

S - School
I - Institute

July	August	September	October	November	December	January	February	March	April	May	June
Collect: Lunch forms or income verification for non-CEP schools, and District of Residence verification		Institute - Run 5th Day Report		Submit: 20 Day Letters (Oct-Nov)		Submit: Principal Attestation Letter and Paraprofessionals List		Institute: Collect Parent Surveys		Prepare: Comprehensive Needs Assessment (2023-2024)	
		Submit: 20 Day Letters (Aug-Sept)		Hold Annual Meeting		Submit: 20 Day Letters (Dec-Jan)		Institute: Collect Teacher Surveys			
Ensure Non-Discrimination Statement is on School Website		Submit: Parent Involvement (Q1)		Institute - Audit: Lunch Forms and District of Residence		Submit: Parent Involvement (Q2)		Submit: 20 Day Letters (Feb-March)		Hold Planning Meeting where the Annual Evaluation, Comprehensive Needs Assessment, and plan for SY23-24 are discussed.	
		Hold Planning Meeting		Submit: Written Statement of Title I Distribution (<i>Time subject to change depending on SCDE approval of Title I Plan</i>)		School: Share Parent Surveys		Submit: Parent Involvement (Q3)			
Ensure Lunch Forms & District of Residence data is updated and accurate in PowerSchool		Submit Title I Plan				School: Share Teacher Surveys		Institute: Provide Parent Survey Results to Schools		Submit by May 26: DRAFT FY24 Title I Plan	
		Submit: Parent & Family Engagement Policy				Institute - Audit: Equipment Inventory		Institute: Provide Teacher Survey Results to Schools		Submit: Comprehensive Needs Assessment (2023-2024)	
Submit: Parent Right to Know Letter		Submit: School-Parent Compact						Complete: Annual Evaluation of the Title I school program		Submit: 20 Day Letters (Apr-June)	
		Institute - Send Final Allocations						Institute: Notify possible FY24 Title I Schools to begin planning (135th Day)		Submit: Parent Involvement (Q4)	

Year Round

- Maintain Accurate Equipment Inventory: An Audit will Occur
- File copies of invitations, agendas, sign-ins, and handouts from Professional Development, Parent Involvement Events, and any meeting in which supplies used were purchased with Title I Funds.
- Review the Title I plan and the implementation of its action steps (document meetings)
- Ensure that Title I expenditures are submitted at least quarterly to the Institute via Smart Fusion once the plan is approved. Monthly submissions are strongly encouraged.

Reimbursements

- All expenses will need prior-approval at the school level.
- Items must be delivered to recipient before reimbursement is sought.
- The school must show evidence of segregation of roles.

Note: This timeline is an overview of the year, but exact due dates are subject to change.