



Checklist of Title I Programmatic Requirements

Handout 2

Activity	Timeframe
✓ Use the CEP to assess parent involvement activities	Ongoing
✓ Hand out the Title I Parent Involvement Policy (PIP) and School Parent Compact (SPC)	By September 30
✓ Give out the Parent Right to Know Form	By September 30
✓ Backpack the Principal Attestation Letter (Highly Qualified Teacher) and 4 week Principal letter	September-October
✓ Send home the Teacher Qualification Letter	September-October
✓ Backpack home Beginning Academic Intervention Services (AIS) Letter	September-October
✓ Backpack home end of Academic Intervention Services (AIS) Letter	May-June
✓ Send home the NYSED Accountability Notification Letter	October-November
✓ Principal's Attestation Letter	September-October
✓ Public School Choice Letter	By September 30
✓ Display the Student in Temporary Housing Poster	September
✓ Schedule of Required Conferences/Parent Meetings	By September 30
✓ Calendar the Annual Title I Parent Meeting by October 30 to inform parents of their right to be involved.	By October 30
✓ Keep on file at the school records related to:	
▪ Time and Effort Requirements (TA School)	Ongoing
▪ Records of required parent meetings, student services	Ongoing
▪ Required parent notifications for all Title I schools and schools identified for improvement	Ongoing
▪ CEP (official record of programmatic implementation)	Ongoing
▪ Fiscal record-keeping	Ongoing
▪ Meeting agendas, minutes and sign-in sheets	Ongoing
▪ List of students receiving services	Ongoing
▪ List of teachers servicing students	Ongoing
▪ Resources	Ongoing