Proposed Timeline of Activities

This timeline serves as an example of activities that must occur through the year. It may be revised to meet your district's needs.

Suggested timeframe	Corresponding activity
January -February	• Begin to develop a **district needs assessment** based on review of CSIPs/CDIP, consultation with shareholders (educators, parents and community members), and review of other data sources in order to identify professional learning, class size reduction, and recruiting/retention needs. • Review the Census population estimates to determine the potential effects on allocations. These are usually released through the Commissioner's Monday email. • KDE on-site consolidated monitoring begins.
March – April	• Send participation letters to all non-public schools, including home schools, within the district boundaries. • Conduct consultation with participating non-public school staff regarding their professional learning needs and the Title II allocation. • KDE on-site consolidated monitoring continues.
May - June	• Complete and submit the Title II, Part A budget within GMAP based on the tentative amounts.
July	• Districts with approved consolidated applications may begin spending new fiscal year funds on July 1. Funds allocated for the new fiscal year may not be spent for activities that occur prior to July 1, even if the district's application is approved. This spending requirement cannot be waived.
August	• Send a letter to all parents about their right to request and receive information on the qualifications of their children's teachers. This may be included in the student handbook. This is also a requirement for Title I and the information for both programs may be sent jointly. • If applicable, send a letter to all parents whose child has received instruction for four or more weeks by an emergency or out-of-field certified teacher. • Begin Title II services to non-public schools.
October	• Final allocations are released by the federal government and districts are notified. A revised Title II budget is submitted to KDE for approval through GMAP.
November - December	• KDE desk monitoring begins