Proposed Timeline of Activities

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

Suggested timeframe	Corresponding activity
Ongoing	• Communication between Title II District Coordinator, District Finance Officer, Principals, and those associated with Title IIA program (CSR, etc.) and private school officials, if applicable. • Seek technical assistance from Title II, Part A consultant assigned to your district. • Submit revisions to GMAP application, as needs change. • Time and Effort documentation must be maintained and current, if applicable.
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 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. • Time and Effort semi-annual certifications completed for those being paid with Title II, Part A funds. • KDE consolidated monitoring begins.
March – April	• Send participation letters to all non-public schools, including home schools, within the district boundaries. • Complete Intent to Participate in GMAP. • Conduct consultation with participating non-public school staff regarding their professional learning needs and the Title II, Part A allocation. Provide participating NPSs with district complaint and equipment retrieval procedures. • KDE consolidated monitoring continues.
May - June	• Survey teachers for feedback on the current PD plan on strengths/weaknesses/and upcoming school year needs. • Complete and submit the Title II, Part A budget within GMAP based on the tentative amounts. • Review/revise/communicate internal controls and districts' Title IIA funding procedures/policies/procurement handbooks. • KDE on-site consolidated monitoring is completed.
July	• Program Administration review guidance (Federal Law, Federal Regulation, Federal Non-Regulatory Guidance, State Title II, Part A Guidance). • 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. • Attend optional KDE training for upcoming Title IIA changes and refresher. • During summer break assess PD plan and modify/change based on feedback and data. • Time and Effort semi-annual certifications completed for those being paid with Title II, Part A funds.
	• 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.

Suggested timeframe	Corresponding activity
August - September	• 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. Monitoring of this should be ongoing; if at any time during the school year instruction is provided for four or more weeks by an emergency certified or out-of-field teacher, parents must be notified. • Begin Title II, Part A services to non-public schools. • Compile your CSR data comparing previous and current data for upload with GMAP application if using funds for CSR. • Obligate funds before last encumbered date for applicable project code.
October	• Final allocations are released by the federal government and districts are notified. A revised Title II, Part A budget is submitted to KDE for approval through GMAP. • Review KSA data for CSR once it is released.
November - December	• KDE Title II, Part A desk monitoring begins. • Consult with stakeholders and provide updates as well as gather input and feedback.
Periodically	• Reconcile and align GMAP and MUNIS. • If using MAP or STAR data for CSR, it should be maintained and reviewed 2-3 times per school year as it is administered.