

**FLORIDA'S
TITLE I HANDBOOK
FOR DISTRICT COORDINATORS**

FEBRUARY 2008



INTRODUCTION

The Florida Department of Education is committed to supporting the efforts of its local educational agencies (LEAs) as they work to improve the academic achievement of all students. We are pleased to provide this 2008 Title I Handbook as a resource to assist in that work. It is organized around the annual application as a framework, so all information that is needed for that application appears first in the handbook.

This is the first time that the Department has produced such a handbook, and we are aware that it will expand, and change, to meet grantees' needs. The Department's intent is to make these changes online, and to make the handbook downloadable as it is updated. Please check www.fldoe.org/bsa regularly for updates.

We welcome your feedback and collaboration. If you have specific comments about the Handbook, please email them to bsa@fldoe.org, with Title I Handbook in the subject line.

Thank you for all that you do for Florida's children.

ACKNOWLEDGEMENTS

The Florida Department of Education would like to thank the following groups and individuals for their key roles in producing and reviewing this handbook, and for providing local examples:

Florida and the Islands Comprehensive Center
Sharyn Foster, Polk County (retired)
Doris Morgalo, Hamilton County
Ryan Gore, Okaloosa County
Don Rhoten, Florida School for the Deaf and the Blind
Maria Longa, Collier County
Frank Herrington, Duval County
Susan Blair, Brevard County
Rhonda Ashley, Polk County
Phyllis Porter, Leon County
Archie Gallon, Volusia County
Mary Bennett, Gilchrist County
Jeff Eakin, Hillsborough County
Bob Pugh, Putnam County (retired)

We also thank the dedicated Title I directors across the State of Florida for encouraging us to create this Handbook.

HOW TO USE THIS HANDBOOK

Each section is organized into the following parts:

1. **Title Page** (yellow background). This lists all the sub-sections as a finding aid.
2. **Overview** (blue background). This provides a brief overview of the topic, identifies the relevant timeline, the FDOE contact person, and lists other useful references. In especially complex sections, there are overviews of subtopics as well.
3. Relevant **Technical Assistance Papers** (white background).
4. Relevant section(s) of **No Child Left Behind Act of 2001**.
5. Relevant section(s) of the **regulations**.
6. **LEA examples** – where available, LEA examples have been included to showcase how compliance can be accomplished. These examples will be expanded over time.

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TITLE I CALENDAR OF STATEWIDE EVENTS*

Month	Fiscal Events	Program Events	Data Events	Meetings
June	Funding applications due June 30 Fiscal year closes on June 30	AYP data provided by FDOE Initial schools in need of improvement list produced (based on last year's Title I schools)		FDOE data conference – changes to reporting requirements announced for next school year
July	Fiscal Year begins on July 1 Application review & feedback (ongoing)		Survey 1 closes	K-12 Conference (includes Just Read! Florida Conference)
August	Application review & feedback (ongoing)	School Year begins School Improvement Plans due using online template Final Restructuring Plans due	Survey 5 closes	
September	District corrective action sanction applications due from selected districts	Survey 5 Data Quality Review produced by FDOE Work Papers and Monitoring TAP published Title I Distinguished Schools identified Notifications of	Survey 6 closes	FASFEP/ECTAC Fall Forum

		district needs improvement status must be sent to parents		
October	Federal fiscal year begins	Work Papers due Private school set-aside information due Private school affirmations due Any monitoring system improvement plans/ evidence of compliance with prior improvement plans due	Survey 2 – October FTE Week	
November	Comparability reports due Determinations of comparability made	Survey 2 Data Quality Review produced by FDOE Final SINI list produced – based on current Title I schools	Title I list locked – no deletions Survey 9 closes	
December	Comptroller's Office year-end activities		FDOE provides Migrant and N&D formula counts to USDE based on Survey 9 FDOE provides prior year data across NCLB programs to USDE	
January	Comptroller's Office provides Roll-Forward amounts	Title I Mid-Year Progress Reports due for school improvement		National Title I Conference (www.titlei.org)

	BSA notifies districts with more than 15% carryover if they are eligible for a waiver Begin processing roll amendments	Survey 9 Data Quality Review produced by FDOE		
February	Preliminary federal allocations generally available from USDE – FDOE calculates and provides	NCLB funding application launched Review checklists published	Survey 3 – February FTE Week	FDOE NCLB application technical assistance meeting FASFEP/ECTAC Spring Forum
March		Survey 3 Data Quality Review		
April	Final federal allocations generally available – FDOE calculates and provides		Title I list locked – no additions	
May				

***This calendar is a draft and is included for general information and planning only. Specific dates will be provided throughout the year.**

DATA TIMELINES are located at the following link: <http://www.fldoe.org/eias/eiaspubs/>

**TITLE I CALENDAR OF EVENTS
SCHOOL LEVEL AND DISTRICT CALENDAR*
FISCAL YEAR 2008**

WHAT DOES THE YEAR LOOK LIKE?

July 1, 2007

June 30, 2008

LEA submission of Title I Part A project applications for review

July/August

Notify parents of public school choice option no later than the first day of school

Notify parents of availability of supplemental educational services at the beginning of the year

Notify parents at the beginning of school that they have the “right to know” the professional qualifications of their child’s teachers and paraprofessionals

SES Workshops

August/September

Set up Audit Boxes to prepare for Monitoring

September

Round II of SES Providers

School Improvement Plans

October

Annual Survey for Neglected or Delinquent Services

Comparability Reports Due

January – May

Monitoring (Desktop and On-Site)

January

Private School Notification of Participation Option

February

Eligibility Survey for Identification of Eligible Title I schools

FCAT Writing Assessment

FCAT SSS/NRT Testing

March/April

Contact private schools for opportunity to participate

April – June

Preparation for Project Submission

May – June

SES Providers Meeting

* (Provided by Hillsborough County)

SURVEY DATES RELEVANT TO TITLE I:

- ✚ Survey 2 – Due date: **October**
- ✚ Survey 3 – Due date: **February**
- ✚ Survey 5 – Due date: **August**
- ✚ Survey 9 – Due date: **December**

December –

FDOE provides prior year Migrant counts to USDE based on Survey 5

January –

FDOE provides N&D formula counts to USDE based on Survey 9

December and February –

FDOE provides prior year data across NCLB programs to USDE on the Consolidated State Performance Report.