

2024-25 Year-at-a-Glance Title I, Part A

Item/Action	Timeline	Responsibility		
		School	LEA	SEA
Parent & Family Engagement Activities	Ongoing	√	√	
Collect and analyze data to inform decision making and Title I plan	Ongoing	√	√	
Ensure paraprofessionals are highly qualified (refer to paraprofessionals tab)	Prior to hiring	√	√	
Parent & Family Notifications and Requirements				
Notify Parents of the Rights to Request: <ul style="list-style-type: none"> ❖ Teacher and paraprofessional qualifications ❖ Information regarding the policy on mandated assessments including any policies and/or procedure to opt out ❖ Other parents' rights as outlined in LEA and school protocols 	Annually at beginning of school year (BOY) Refer to DMI Cycle 2 responses	√	√	
LEA Report Card posted to website – for URL to LEA report card search here	Annually upon release of data		√	
Annual School Title I Meeting Required Topics and Meeting Tips	Annually at BOY	√		
Parent and Family Engagement Policy (also posted on school and LEA websites) <ul style="list-style-type: none"> ❖ LEA-Level Policy Checklist ❖ School-Level Policy Framework ❖ Small District/Charter Framework 	Review and Distribute Annually	√ or √	√ or √	
School-Parent/Family Compact Checklist (also posted on school websites)	Annually at BOY (PTC for elementary)	√		
Timely notice to parents of unqualified teacher assigned for 4 or more weeks	When teacher assignment made	√		
Annual evaluation of content and effectiveness of LEA Parent and Family Engagement Policy	Spring or per LEA Engagement Policy		√	
Title I Meetings, Trainings, and Conferences				
New Title I Directors Meeting (All Title I Directors invited to attend)	August 9		√	√
Desktop Monitoring Instrument (DMI) Recorded training posted to YouTube	By September 1 each year		√	√
Title I Directors Meeting	September 27		√	√
Title I Directors Meeting	November 19		√	√
Title I Directors Meeting	March 27		√	√

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National ESEA Conference (hybrid event) Austin, TX and online http://www.eseanetwork.org/conference	February 19-21	√	√	√
Important Application/Compliance Due Dates				
Title I Application due in Utah Grants UT Grants Application	November 1		√	
DMI Annual Core & Cycle 1 due Desktop Monitoring Instrument	December 1		√	
Private School Consultation (District LEAs)				
Send invitation to consult re: equitable services to private nonpublic schools Sample Invitation to Consult on Title I Sample Invite for Multiple ESEA Programs	February - April		√	
Consult with private/non-public schools re: equitable services Affirmation of Consultation on Title I Affirmation of Consultation on Multiple ESEA Programs	Initially in spring/early summer; ongoing during school year as needed		√	
New Title I Directors' Cohort* Meetings (via Zoom) Sessions are optional, most will be offered twice (AM/PM) on the day indicated. More details will be provided to those on list.				
Session 1 – Common Oversights; Title I Mtg	August 21		√	√
Session 2 – Utah Grants Title I App. Or Completing the DMI (if TI app not open)	September 11		√	√
Session 3 – Completing the DMI Or Comp Utah Grants Title I App. (if app wasn't open)	October 22		√	√
Session 4 – Title I Monitoring Prep	November 14		√	√
Session 5 – Assorted topics based on survey results	January 15		√	√
Session 6 – Assorted topics based on survey results	February 27		√	√

*By invitation only (contact val.murdock@schools.utah.gov for more information)

Please visit the ESEA Programs and Related State Initiatives page on the USBE and U.S. Department of Education websites
[Title I, Part A: Monitoring and Compliance](#)
[Title I, Part A: Improving Basic Programs Operated by LEAs](#)
[USBE Title I Part A Handbook](#)
[Elementary and Secondary Education Act \(ESEA\)](#)