

ESEA Federal Programs: Year-at-a-Glance

Month	Key Items	Key Practices
June	<ul style="list-style-type: none"> Schoolwide Plan/Comprehensive Needs Assessment ESEA Consolidated Application 	<ul style="list-style-type: none"> Begin planning for upcoming fiscal year: ESEA Consolidated Application Review/Update Schoolwide Plan/Comprehensive Needs Assessment Provide time for public comment for upcoming fiscal year ESEA Consolidated Application <i>Optional:</i> Submit application for Title I Schoolwide program (if applying for new status) Send Maine DOE ESEA staff notice of any school changes for the upcoming year
July	<ul style="list-style-type: none"> ESEA Consolidated Application ESEA Dashboard Family Engagement Planning and review of data 	<ul style="list-style-type: none"> July 1 (Optional): Submit Schoolwide Plans for NEW Title I Schoolwide program Review public comments and amend ESEA application where needed Update ESEA Dashboard information on SAU webpage(s) Receive Final ESEA allocations for current fiscal year Review annual SAU and school plans for family engagement ESEA Coordinator and SAU leadership meet and review school and SAU-level data and goals for new school year (if applicable) Private School staff attend Title I Proportional Share General Data training
August	<ul style="list-style-type: none"> ESEA Consolidated Application Parent's Right to Know 	<ul style="list-style-type: none"> August 1: Submit new fiscal year's ESEA Consolidated Application Send home a copy of Parent's Right to Know notification (teacher and para-professional qualifications) and assessment policy
September	<ul style="list-style-type: none"> School and SAU level data Performance Report Title I Family meeting 	<ul style="list-style-type: none"> Conduct annual Title I Family meeting (within 30 days of school start date) Distribute SAU and School Data Dashboard information (if applicable) Private School staff and ESEA Coordinator attend Title I Proportional Share Targeted Data training <p>FISCAL</p> <ul style="list-style-type: none"> September 30: Funds from any expiring fiscal year(s) must be obligated by September 30
October	<ul style="list-style-type: none"> Planning and alignment Fiscal reimbursements Non-public consultation 	<ul style="list-style-type: none"> October 1: (if applicable) Private School Title I Low Income Student Counts due into State Reporting System Ensure alignment between approved application, project budgets and schoolwide plans Prepare to submit Performance Report from prior fiscal year, including reconciliation forms with non-public schools (when applicable)

		<ul style="list-style-type: none"> Prepare close-out of prior fiscal year(s) that are expiring
November	<ul style="list-style-type: none"> Performance Report Closeout Report Monitoring 	<ul style="list-style-type: none"> November 1: Submit Performance Report for July 1—September 30 of prior fiscal year grant Submit Closeout Report(s) Save evidence of professional development and family engagement activities November 1: ESEA Monitoring Collection Window Opens
December	<ul style="list-style-type: none"> Liquidation Deadline 	FISCAL <ul style="list-style-type: none"> December 15: End of liquidation period for expiring funds
January	<ul style="list-style-type: none"> Title V Title I Schoolwide Monitoring 	<ul style="list-style-type: none"> Review and verify Title V data (poverty, ADA, etc.) New Title I Schoolwide applicants begin meeting with the local planning team ESEA Monitoring Submission
February	<ul style="list-style-type: none"> Planning and alignment 	<ul style="list-style-type: none"> Review and ensure alignment between approved applications, project budgets, and schoolwide plans
March	<ul style="list-style-type: none"> Carryover expenditures Non-public schools 	<ul style="list-style-type: none"> Private school staff complete equitable services enrollment and student count survey Meet with non-public schools to discuss the needs of students and teachers, current year's projects, and upcoming year's ESEA Consolidated application FISCAL <ul style="list-style-type: none"> Quarterly check-in with Program staff
April	<ul style="list-style-type: none"> ESEA Consolidated Application Schoolwide Plan Title V Funding Application Monitoring 	<ul style="list-style-type: none"> Receive preliminary allocations for the upcoming fiscal year Submit requests to amend budgets, applications, and schoolwide plans for the current fiscal year as needed Begin development of upcoming fiscal year ESEA Consolidated Application Current schoolwide schools review and update schoolwide plan Title V (SRSA) funding applications due to U.S. Department of Education (if applicable) ESEA Monitoring On-site Visits
May	<ul style="list-style-type: none"> Schoolwide Plan and/or Comprehensive Needs Assessment Non-public school consultation 	<ul style="list-style-type: none"> Review and update the Schoolwide Plan and/or conduct a Comprehensive Needs Assessment Non-public school consultation for current and upcoming fiscal year



Throughout the year, school administrative units (SAUs) should expect to do the following:

- Collect and save evidence of parent and family engagement activities throughout the year
- Submit fiscal reimbursement invoices every 3-month interval or less (ideally, each month)
- Updates to applications and plans when relevant
- Quarterly meetings between the ESEA coordinator and business manager
- Consult with non-public schools regularly to ensure alignment between approved application and project budgets

Throughout the year, SAUs should expect the following from the ESEA team:

- [Monthly office hours recordings](#)
- [Monthly updates](#)
- Ongoing communication, [trainings](#), [resources](#), and [guidance](#) related to ESEA federal programs and grants