

Title I Coordinator Checklist

Item/Activity	When	Documentation	LearnMore
Family Engagement and Communications			
Hold Annual Title I Meetings in each Title I building	SeptOct	Minutes, agendaspresentation materials, and sign-in sheets for Annual Title I Meetings	Contact conappta@nysed.gov
Share LEA Level Written Parent and Family Engagement Policies with Title I parents	SeptOct	Evidence of disseminating Parent and Family Engagement Policy in a parent handbook or on a parent website or Title I parent page	

Item/Activity	When	Documentation	LearnMore
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Develop written contracts for third parties providing Federally funded services, including a provision for monitoring of services

March-Aug
or as
needed

Copies of third-party contracts

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Follow written procurement and tracking policies and procedures which detail the purchasing, requisitioning, receiving, distribution, tracking, and disposal of supplies/materials, purchased with Federal funds, including high risk of loss items

Ongoing

Written procurement and Inventory Tracking Policy, written procedures which describe the receiving, labeling, distribution, tracking, and disposal of supplies/materials, including

