

Title I Coordinator Checklist

| Item/Activity | When | Documentation | LearnMore |
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| 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 | |

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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

