# Title I School Leader To Do List SY19-20

<table>
<thead>
<tr>
<th>ACTIVITY/TOPIC</th>
<th>DESCRIPTION</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>
| **Parent School Compact**, Annual Parent meeting agenda and sign-in sheets must be submitted to ESSA Title Programs [FederalProgramsCompliance@dpsk12.org](mailto:FederalProgramsCompliance@dpsk12.org), by November 29, 2019. | • Agreement between parent and school to raise academic achievement of students.  
• Schools must update and share the compact with parents on a yearly basis.  
• Sample Parent Compacts are available on The Commons. | **November 29, 2019** - submit a copy of the compact. |
| School Parent Compact | | |
| Annual Parent Meeting | • PowerPoint presentation in multiple languages, and sign-in sheet are available on The Commons.  
• Some slides require customization with school specific information. | **Meeting held within First Trimester.**  
**November 29, 2019**-Submit the agenda (TI as an agenda item) and sign-in sheet. |
| **Title I UIP Schoolwide Program Requirements:** | | |
| Unified Improvement Plan (UIP) | Revisions of:  
• Major Improvement Strategies  
• Action Plans  
• Add and/or revise Budget Resources annually and match to the budget  
• A TI schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program to improve the achievement of the lowest-achieving students. | **June 2019 UIP due for current year.**  
**Revise budget to match.**  
**Add TI schoolwide program requirements to UIP, [UIP TI Plan Components](#) provides information about TI schoolwide program requirements.** |
| Parent Engagement Plan | Title I funds are given to schools on top of their Title I allocation to directly work with parents. The plan will be part of the UIP and aligned to the budget. | If not already included in your UIP June submission, please add during Fall UIP revisions. |

---

**Have questions, need additional assistance please contact the ESSA Title Programs team:**

**Lilian Pacheco**  
ESSA Title Program Manager  
[Lilian_pacheco@dpsk12.org](mailto:Lilian_pacheco@dpsk12.org)  
720-423-1931

**Veronica Bradsby**  
ESSA Title Programs Director  
[veronica_bradsby@dpsk12.org](mailto:veronica_bradsby@dpsk12.org)  
720-423-1830