

**South Carolina Department of Education (SCDE)
Title III Coordinators Suggested Timeline for Implementation of
District Title III Programs**

New Title III Coordinators should take the time to read the Title III Law/Guidance documents, that can be found on our Title III Web Page at <http://ed.sc.gov/agency/programs-services/90/TitleIIILawandGuidance.cfm>.

Also, refer closely to the Before Completing the Application section during both initial preparation of the application, and while making any required changes to the application. A timeline of activities for implementing the Title III program follows:

Suggested Timeline

General Activities:

- Parent Notification letters must be sent to all ESOL parents notifying them of their child's participation in ESOL programs prior to placement in English Language Instruction Educational Programs within thirty (30) days after the beginning of the school year. Parents of English Learners (ELs) that arrive later in the school year must also be notified within two weeks of enrollment. Refer to the English Language Learner (ELL) Handbook for more information about parent notification and involvement located on our Title III Web Page at <http://ed.sc.gov/agency/programs-services/90/documents/ELLHandbook.pdf>

- Districts should evaluate the effectiveness of their ESOL programs and services to their ELs. This should be an on-going process that involves a comprehensive review of Title III activities and programs, student performance on statewide and other assessments, and many other facets of their ESOL programs; including, parent involvement and regular and ESOL teachers', and others that work with ELs, effectiveness in meeting the academic, social, and emotional needs of ELs. For more information about evaluating ESOL programs, please review the Title III LEA Application and PowerPoint, District Title III Improvement Template, ELPA, Title III requirements PowerPoint, and several other resources that can be found on our Title III Web Page at <http://ed.sc.gov/agency/programs-services/90/>

- Provide a waiver form to any parent that elects to waive ESOL services. Waived students must still receive appropriate accommodations and must still take ELDA each year until they exit ESOL programs in accordance with our SC Exit Criteria that can be found in section 5.4 of the SC Accountability Workbook (SCAW) located at <http://ed.sc.gov/agency/programs-services/77/documents/SCAccountabilityPlanJune92010.pdf>

- A Home Language Survey (HLS) must be completed for each student registering for enrollment in a SC public school. The completed survey becomes part of the student's permanent record and should be available for review during compliance monitoring. Refer to the English Language Learner (ELL) Handbook for more information about the identification and placement of ELs.

- Based on identification of a potential EL through the Home Language Survey, new ELs must be tested within thirty days of enrollment at the beginning of the school year, and within two weeks thereafter within the school year. ELDA scores, even from other ELDA states, from last year's administration can be used for placement and parent notification in lieu of a screener if the child enrolls in school in the first 30 days of the start of school and the current ELDA scores are available before that time limit is exceeded. Refer to our ELL Handbook for additional information about identification and placement of ELs.
- Districts should be tracking and updating Title III equipment inventories, as appropriate.
- Districts are responsible for appropriately inputting ESOL data into PowerSchool each year based on the SCDE's data collection cycle. For more information about data collection dates and requirements, please refer to the SCDE's PowerSchool Information web page at <http://ed.sc.gov/agency/cio/it-support/district-technical-services/PowerSchoolManualsforS.C.Pages.cfm>
- Technical assistance, training, and information are provided to districts as needed and as requested throughout each year.

July

- Title III grant applications are due to our Title III office by July 1st of each year. Use the previous school year's grant allocation amounts for planning purposes.
- SCDE receives state Title III allocation from the U.S. Department of Education (USED).
- The SCDE's Title III staff divides Title III funds among districts using a per-pupil calculation.
- Check periodically with private schools within your geographic area served and within a 25 mile radius, if students are to be served, to be certain the planned Title III program continues to be appropriate. Refer to the Private Schools Participation in Title III Programs document and the Private School Participation section of our Title III Monitoring instrument located on our Title III Web Page for additional information.
<http://ed.sc.gov/agency/programs-services/90/documents/PrivateSchoolParticipationinTitleIIIPrograms.pdf>

<http://ed.sc.gov/agency/programs-services/90/documents/MonitoringInstrumentTitleIandIIIServicesrev2-17-12.pdf>

July/August

- Surveys sent to districts to be completed and submitted to the SCDE's Title III staff by September to be included in the Consolidated State Performance Report (CSPR) and EDFacts reporting to the USED. It is recommended that districts begin compiling this information (professional development activities and ESOL teacher numbers) at the end of each school year as it is requested each year.

August

- **All final expenditure reports should be submitted to the SCDE's finance office by no later than the specified mid-August deadline including amounts to expend the 2010-11 carryover money that was added to the 2011-12 school year grant. This carryover will expire if not expended by September 30, 2012, and the school district will lose these funds.** Beginning **2012-13** carryover will no longer be added to your district's new award allocation amount. Remaining balances from the previous school year will remain open and expenditure claims for old and new money must include an appropriate project number. Remember to spend old money first.

August/September

- Send Parent Notification letters to all ESOL parents notifying them of their child's participation in ESOL programs prior to placement in English Language Instruction Educational Programs within thirty (30) days after the beginning of the school year. Parents of new English Learners (ELs) that arrive later in the school year must also be notified in accordance with Title III Law. Refer to the English Language Learner (ELL) Handbook for more information about parent notification and involvement located on our Title III Web Page at <http://ed.sc.gov/agency/programs-services/90/documents/ELLHandbook.pdf>
- Remaining balances from the previous school year disseminated to districts.

July/August/September

- Districts submit final budget reports for their new allocation and carryover using 2 separate budget reports and narratives, along with any changes to their Title III application that are requested by the SCDE's Title III staff. Beginning **2012-13** carryover will no longer be added to your district's new award allocation amount. Balances from the previous year will remain open and expenditure claims for old and new money must include an appropriate project number. Remember to spend old money first.
 - Indirect Costs including administrative costs cannot exceed 2% in accordance with Title III Law and OMB Circular A-87 that can be located at http://ed.sc.gov/agency/programs-services/77/documents/Circular_A_87.pdf
- Surveys completed and submitted to the SCDE's Title III staff to be included in the Consolidated State Performance Report (CSPR) and EDFacts reporting to the USED.

September/October

- Attend the New District ESOL Coordinators' Training and/or Webinar (Optional). Training for new District ESOL Coordinators is provided each year if it is determined by the SCDE's Title III Staff that there is a need based on the number of new coordinators and other factors.

October/November

- Attend the District ESOL Coordinators' Fall Conference (Optional but recommended).
- Annual Measurable Achievement Objectives (AMAO) calculations completed by the SCDE.
- Title III Districts that did not meet all three AMAOs are notified of their Title III District Improvement status and requirements. Refer to our Title III AMAO web page for more information on AMAOs and improving ESOL programs at <http://ed.sc.gov/agency/programs-services/90/AnnualMeasurableAchievementObjectivesAMAO.cfm>

November

- Review the district's Title III application and submit an amendment, including changes, to the SCDE's Title III staff, if necessary. (Amendments can only be made once applications are approved. An amendment can be submitted at any time during the school year, but it is preferred they be submitted no later than mid-June. Please note if changes are needed prior to the project's approval. The district may submit changes to the original application; this does not require an amendment.) Beginning **2012-13** carryover will no longer be added to your district's new award allocation amount. Balances from the previous school year will remain open and expenditure claims for old and new money must include an appropriate project number. Amendments must specify the appropriate project number since there will no longer be carryover added to the new allocation and budgets will be separate. Remember to spend old money first.

December

- Consolidated State Performance Report and ED Facts reporting submitted to the USED.
- Verify that data and files are being maintained to agree with Title III monitoring requirements.
- Meet periodically with the district's financial officer for Title III to determine if the budget coding is appropriate, or if any problems need corrections.
- Continually review staff development needs at the school and district level.
- Continually visit classrooms and meet with school administrators, teachers, and other appropriate staff.
- Ensure all available Title III funds (Allocation and Carryover) have been budgeted in the application.

December-March

- Technical assistance to districts in improvement provided as needed to assist with writing Title III District Improvement Plans

January

- Continue meeting with schools as they begin planning for the new school year.

February/March

- Title III District Improvement Plans due to the SCDE's Title III staff.

March

- Send out private school letters to private schools, within your district's geographic area served and within a 25 mile radius, offering private schools participation in Title III programs. Refer to the Private Schools Participation in Title III Programs document and the Private School Participation section of our Title III Monitoring instrument located on our Title III Web Page.
<http://ed.sc.gov/agency/programs-services/90/documents/PrivateSchoolParticipationinTitleIIIPrograms.pdf>

April

- Begin compiling the new Title III application for submission to the SCDE's Title III staff.

April/May

- Attend the District ESOL Coordinators' Spring Conference (Optional but recommended).
- Begin planning with private schools for next year, if applicable.

May

- Begin reviewing and compiling data (professional development activities and ESOL teacher numbers) for the Consolidated State Performance Report (CSPR) and EDFacts reporting to the USED.

May/June

- Conduct end of year ESOL Program evaluations for more information about evaluating ESOL programs, please review the resources listed in the General Activities section of this document.

June

- Review Title III LEA plans and make corrections, as necessary.
- Funds should be spent by **June 30th**. All final expenditure reports should be submitted to the SCDE's finance office, including expenditure reports for **2010-11 carryover** money that was added to the 2011-12 school year's grant that will expire **September 30, 2012, by no later than the mid-August** deadline. Districts must submit an expenditure report that ends on June 30th, even if they are holding summer activities that extend beyond June 30th. Their subsequent expenditure report(s) should begin July 1st and end in August, for example. Beginning **2012-13** carryover will no longer be added to your district's new award allocation amount. Balances from the previous school year will remain open and expenditure claims for old and new money must include an appropriate project number. Expenditure reports must specify the appropriate project number since there will no longer be carryover added to the new allocation and budgets will be separate. Remember to spend old money first.
- Complete the Title III LEA application for submission to the SCDE.
- Begin close-out of Title III files for the current school year and establish a system to maintain the files for the required retention period. Districts conducting summer school programs may have to complete their close-out of Title III files after summer programs are completed.

Recommendations

- You can learn a great deal from other local Title III Coordinators.
- Closely read all Title III memos from the State Department. Many are sent by e-mail. Be certain your e-mail address and other contact information are current with our office.
- Periodically check our Title III Website for updated information and resources as our ELL Handbook and other important resources are updated as needed.
<http://ed.sc.gov/agency/programs-services/90/>
- Feel free to contact our Title III staff with questions or technical assistance needs. Jennifer Clytus, Title III ESOL State Coordinator can be reached at 803-734-8306 or jclytus@ed.sc.gov and Catherine Neff, Special Populations Team Leader, can be reached at 803-734-2880 or cneff@ed.sc.gov.