



## Deadlines for 2021-22 Title I Accountabilities/Expenditures

(As of August 27, 2021)



Item	Resource	Due Date	Destination
Mail ESSA Parent Notices / ESSA Principal's Certification	REF-097901	Sept. 20-27, 2021	Principal's Portal
SSC and ELAC Certification	BUL - 6745.4 PACE Team	Sept. 24, 2021	Principal's Portal
Meal Applications	Mercedes Velasquez Desdra Butler	Oct. 29, 2021	
2020-21 SPSA Evaluation	Title I Coordinators	Oct. 31, 2021	Tab in 2021-22 Online SPSA
<b>Title I Technology &amp; Equipment</b> Order Budget Adjustments/Modifications (7S046, 7E046, 7T691)	Title I Coordinators (7S046 & 7T691) PACE Team (7E046)	Dec. 17, 2021	Fiscal & Title I Coordinator (7S046/7T691) PACE Administrator (7E046)
Annual Title I Meeting (Held Aug.-Sept.)	MEM-6750.4 REF Guide 6749.4 Title I Coordinators	Jan. 28, 2022	Principal's Portal
LAUSD Title I Parent & Family Engagement Policy (Distribute) School's Title I Parent & Family Engagement Policy and School - Parent Compact (Develop, Approve, Distribute)	MEM-6750.4 REF Guide 6749.4 PACE Team	Jan. 28, 2022	Principal's Portal
Staff Training on Parent Engagement (2 workshops - specifics will be provided by PACE)	REF Guide - 6749.4 PACE Team	Jan. 28, 2022	Principal's Portal
Parent Training (ELAC workshops, Goals & Budget Consultation Meeting, Monthly Family Engagement Activities - specifics will be provided by PACE)	REF Guide - 6749.4 PACE Team	June 24, 2022	Principal's Portal
<b>ALL Title I Technology &amp; Equipment</b> Orders (7S046,7E046,7T691)	Title I Coordinators	Jan. 30, 2022	SAP (by 5:00pm)
Time & Effort Reporting (Fall) - Admin. Assurances Form	BUL-2643.10 Title I Coordinators	Jan. 31, 2022	LD South Operations
Budget Adjustment/Modification Clearing Pending Distribution (7S046, 7E046, 7T691)	Title I Coordinators	Feb. 2, 2022	Fiscal & Title I Coordinator (7S046/7T691) Fiscal & PACE Administrator (7E046)
2022-2023 SPSA	Title I Coordinators PACE Team EL Coordinators	Prior to BD Appt. (Late Feb./Early March)	2022-2023 Online SPSA



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Item	Resource	Due Date	Destination
2022-2023 Budget Development Documents	Title I Coordinators Fiscal Specialists	Prior to BD Appt. (Late Feb./early March)	Fiscal, EL & Title I Coordinators, PACE Administrator
Title I <b>Technology &amp; Equipment</b> Received by School	Title I Coordinators	May 5, 2022	School Site
Title I P-Card Orders (7S046, 7E046, 7T691)	Title I Coordinators (7S046/7T691) PACE Administrator (7E046)	May 5, 2022	(by 5:00pm)
Title I Shopping Carts/LRPs in SAP (7S046, 7E046, 7T691)	Title I Coordinators (7S046/7T691) PACE Administrator (7E046)	May 5, 2022	SAP (by 5:00pm)
Title I P-Card Reconciliation (7S046, 7E046, 7T691)	Title I Coordinators (7S046/7T691) PACE Administrator (7E046)	June 11, 2022	SAP (by 5:00pm)
Title I Imprest Fund Claim Reimbursement Requests (7S046, 7E046, 7T691)	Title I Coordinators (7S046/7T691) PACE Administrator (7E046)	May 5, 2022	SAP (by 5:00pm)
Submission of final Title I Budget Adjustments (7S046, 7E046, 7T691)	Title I Coordinators (7S046/7T691) PACE Administrator (7E046)	June 4, 2022	Fiscal, Title I Coordinator, PACE Administrator (by 5:00pm)
Final Certificated Payroll Cut-Off (Reported & Principal Certification Obtained for Title I X-Time)	School SAA	June 24, 2022	
Goods Receipts for Title I Orders	Title I Coordinators School SAA	June 30, 2022	SAP (by 5:00pm)
2021-2022 Categorical Equipment Inventory (CEI)	New Bulletin Coming Title I Coordinators	June 30, 2022	fsep@lausd.net
Time & Effort Reporting (Spring) – Admin. Assurances Form	BUL-2643.10 Title I Coordinators	June 30, 2022	LD South Operations



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