

Title III Program Administration: 2015-2016 Year at a Glance



Title III Program administrators may use the following table throughout the year as a quick reference to required activities that must occur as a recipient of Title III funding.

Area	Action	Timeframe	Completed
Identification	Identification for EL services including Home Language Survey, W-APT™, and a BOE to confirm language proficiency.	Identification must be made within 30 days of the beginning of the school year; after Oct.1, within 15 days of enrollment.	
Parent Notification	If the student is identified as an EL, a notification letter must be mailed home or given to the parent.	Must be completed within 30 days of the beginning of the school year; after Oct.1, within 15 days of enrollment.	
	Title III grantees, district and/or consortium lead, must ensure that parents are notified of failure to meet AMAOs.	Must be completed within 30 days of public notice; October - December.	
Student October Count Window	LEAs submit and certify student level data through data pipeline.	October 1 – January 1	
ACCESS Assessment Window	All students designated as NEP/LEP, including students with parent refusals for services, must be assessed on ACCESS for ELLs.	January – February	
Improvement Plan Submission	TBD	Per CDE approval.	
Redesignation	Students meeting or exceeding CDE guidance are considered for redesignation.	Per State guidance, and release of State summative assessments, including CMAS and ACCESS for ELLs, districts follow local process to make redesignation decisions to inform the following school year placement.	
Program Evaluation	Evaluation strategies should be directed by the District and should be reflected in the annual consolidated application.	Should be ongoing throughout the school year.	
Consolidated Application	Title III grantees plan for use of Title III funds throughout the school year. CDE will facilitate trainings throughout the spring. For more information, visit: http://www.cde.state.co.us/fedprograms/consapp/trainctr	Completed applications must be submitted no later than June 30, 2016.	
Post-award Revision Window	Revisions to consolidated application may be completed.	Revision windows: November 30, 2015 – January 15, 2016 February 15, 2016 – March 11, 2016	

¹ Subject to Data Services Timeline

² LEAs have 27 months in which to request allocated Title III funds beginning July 1 of the fiscal year for which the funds are allocated. For example, SY 14-15 funds begin the 27 month countdown on July 1, 2014.

Where can I learn more?

- Title III Overview:
- For more detailed information, please visit: <http://www.cde.state.co.us/fedprograms/tiii/index>