

Monthly Checklist to support Multilingual English Learners for 2025-26

The purpose of this list is to highlight items that the district either needs to:

- Communicate with parent/guardians or
- Submit something to ODE

This list is subject to change and may not be all inclusive. It is provided as a support for districts, for additional support contact [Kim Miller](#)

Month/Timeline	Activity	Resources
30 calendar days after the start of your school year	Parent notification letters for: <ul style="list-style-type: none"> • All students continuing EL status from the prior school year • All students identified in the current school year (must send within 30 calendar days of enrollment) 	ESSA Sec. 1112 Parent Right To Know - Parent Notification ODE Federal Programs, parent letter page
By Oct. 1	Budget Narrative Prerequisites (contacts, consolidated spending, private schools) – statement of assurances and school prayer (if not previously submitted)	Budget Narrative Guidance
Oct. 16 – Dec. 5th	EL Data Collection – submit student records for: currently identified ELs, monitored, former, initially fluent, and others.	TIII Data Web Page
Oct. 30	District ML/EL Plan sections 1, 6, and assurances due	District plan web page
Nov. 6 – Dec. 12	Recent Arrivers Data Collection Submit student level records for any student who (1) was born outside of the US or Puerto Rico and (2) has been educated in the US Education fewer than 3 cumulative years.	TIII Data Web Page
Nov. 7	Title III Regular School year Budget Due	CIP Budget Narrative application
Nov. 20	Title III Carryover Budget opens	CIP Budget Narrative application
Jan. 13	ELPA Summative and Alt ELPA opens	
Jan. 15	Title III Carryover Budget Due	CIP Budget Narrative application
Jan. 23	District ML/EL Plan sections 2 and 7 due	District plan web page
Feb. 2	Title III regular school year Budget – any application not approved will have funds put on hold	CIP Budget Narrative application
Feb. 9	Title III Immigrant Budget opens	CIP Budget Narrative application
Feb. 27	District ML/EL Plan sections 3 & 4 due	District plan web page
Mar. 3	Remote ELPA opens	
Mar. 31	Title III Immigrant Grant Budget Narrative due	CIP Budget Narrative application
Apr. 1	Title III Immigrant Budget - any application not approved will have funds put on hold	CIP Budget Narrative application
Apr. 3	All not submitted Immigrant Budget narratives put on hold in EGMS	CIP Budget Narrative application
Apr. 16	Spring EL data collection opens	TIII Data Web Page
Apr. 30	District ML/EL Plan section 5 due	District plan web page
May 29	Spring EL data collection closes - All student records must be reported	TIII Data Web Page
May 29	Title III Grant intent for next year due	Title III Grant web page
Jun. 1	All revised District ML/EL plans due	District plan web page
Jun. 3	Any TIII grants without an approved budget narrative will be liquidated	CIP Budget Narrative
Jun. 11 - 22	Spring EL data collection – review window – time to edit and finalize student records – after this closes the data cannot be changed	TIII Data Web Page