

Monthly Checklist to support Multilingual English Learners for 2026-27

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 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: • 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 ODE Federal Programs, parent letter page
Sept. 24 - Oct. 30	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.	Title III Data Web 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. 30	Budget Narrative Due	Budget Narrative Guidance
Nov. 5 – Dec. 11th	EL Data Collection – submit student records for: currently identified ELs, monitored, former, initially fluent, and others.	Title III Data Web Page
Nov. 20	Title III Carryover Budget opens	CIP Budget Narrative application
Jan. 12	ELPA opens (all versions)	
Jan 14 – 29	EL Data collection review window	Title III Data Web Page
Jan. 15	Title III Carryover Budget Due	CIP Budget Narrative application
Jan 30	2027-28 Title III Grant intent due - Smartsheet form submission	Title III Grant web page –
Feb. 1	Title III regular school year Budget – any application not approved will have funds put on hold	CIP Budget Narrative application
Apr. 15	Spring EL data collection opens	Title III Data Web Page
Apr 29	Dual Language data collection opens	Title III Data Web Page
May 28	Spring EL data collection closes - All student records must be reported	Title III Data Web Page
May 29	Title III Grant intent for next year due	Title III Grant web page
Jun. 1	Any Title III grants without an approved budget narrative will be liquidated	CIP Budget Narrative
Jun. 4	Dual language data collection close	Title III Data Web Page
Jun. 10 - 25	Spring EL data collection – review window – time to edit and finalize student records – after this closes the data cannot be changed	Title III Data Web Page