

Monthly Checklist to support Multilingual English Learners for 2024-25

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

- Communicate with parent/guardians or
- Submit 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 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 days of enrollment) 	ESSA Sec. 1112 Parent Right To Know - Parent Notification ODE Federal Programs, parent letter page
Mid-Sept to End of Oct	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
By Oct 1 st annually	Budget Narrative Prerequisites (contacts, consolidated spending, private schools) – statement of assurances and school prayer (if not previously submitted)	Budget Narrative Guidance
Mid Oct to Early Dec.	EL Data Collection – submit student records for: currently identified ELs, monitored, former, initially fluent, and others.	TIII Data Web Page
November 1	Title III Regular School year Budget Due	CIP Budget Narrative application
November 22	Title III Carryover Budget opens	CIP Budget Narrative application
Early January	Title III Immigrant grant Budget Opens	CIP Budget Narrative application
January 17	Title III Carryover Budget Due	CIP Budget Narrative application
February 3	Title III regular school year Budget – any application not approved will have funds put on hold	CIP Budget Narrative application
February 14	Title III Immigrant Budget Due	CIP Budget Narrative application
April 1	Title III Immigrant Budget - any application not approved will have funds put on hold	CIP Budget Narrative application
Mid-April	Spring EL data collection opens	TIII Data Web Page
End of May	Spring EL data collection closes - All student records must be reported	TIII Data Web Page
June 3	Any TIII grants without an approved budget narrative will be liquidated	CIP Budget Narrative
Mid-June	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