

## Best Practices

### Additional Resources

Below are links to helpful resources related to coping with current conditions.

- [COVID-19 Coping Calendar](#)
- [FREE RESOURCES - Teaching and Learning at Home](#)
- [Tips for Elementary School Families](#)
- [Tips for Secondary School Families](#)
- [Employee Rights under the Families First Coronavirus Response Act](#)

### 2020 Census Reminder

#### Make sure you are counted!

The census impacts federal funding communities receive for special education, classroom technology, teacher training, after-school programs, school lunch assistance and programs such as Head Start and WIC. Census data is also part of the formula used to calculate federal funding for low-income students, as well as funding for Limited English Proficiency and immigrant students.

To complete the census survey, go to the following website: [www.my2020census.gov](http://www.my2020census.gov). It'll take just a few minutes. Responses can be completed in 13 different languages and submitted online, by phone, or by mail. Responses to the census are safe and secure.

### Region 16 Parental Involvement Connection Newsletter

[Click HERE](#) to read issues of Region's 16's Title I Statewide Parental Involvement Newsletter (available in English, Spanish, and Vietnamese).

### Title I PROCARD Guidelines

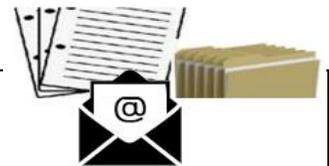
At this time PROCARD usage is no longer permitted until further notice.

### Submitting Documents & Forms Online

On the [External Funding Forms](#) page, you can complete the following forms/documents online:

<ul style="list-style-type: none"> <li>• Mandated Parent Notification Checklist <b>NOTE: The deadline to submit this is May 2021.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Title I, II and IV Part A Job Descriptions (workflow w/electronic signature)</li> </ul>
<ul style="list-style-type: none"> <li>• Semi-Annual Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>• Title I Documentation Storage Form <b>NOTE: Due in December and May.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Title I Parent Meeting Information</li> </ul>	

This page also has an "Upload Documents" option which allows you to upload certain documents directly to the External Funding site.



### Electronic Communications

Some things to keep in mind:

- When e-mailing documents to a campus contact, add "Title I - \_\_\_\_\_" in the subject line (e.g., Title I – Conference, Title I – Annual Spring Meeting).
- For Zoom/MS Teams meetings, try to save a copy of the agenda and attendance listing (this can be obtained from the host or by clicking on "participants.")
- For recordkeeping purposes, retain copies of any e-mail blasts or call-outs pertaining to group events such as parent meetings.
- For Title I compliance purposes, be sure to acknowledge receipt of any Title I-related email.
- Maintain one location for all Title I Documents by creating a "2019/2020 Title I" Folder in Outlook as an electronic "storage bin." (To create a new folder, right-click on **Inbox** and select **New Folder...**)
- REMINDER: During group parent meetings or trainings, never show or discuss individual student information such as academic, medical, demographic, etc. (per FERPA law)
- Electronic Documents, are documents that can be audited, therefore be sure to "save" them on your computer and possibly as backup on your OneDrive