

## **Process for Submitting the Title I Unified Plan 2011-2012**

### Who Must Submit

The Title I Unified Plan must be completed and submitted annually to the NJDOE for each Title I school operating an approved schoolwide program (SW), schools newly applying for schoolwide status, and schools in need of improvement (SINIs).

- Submission of all Title I Unified Plans (or revisions to existing plans) is required for the Title I portion of the 2011-2012 *NCLB* Consolidated Application to be considered in substantially approvable form.
- Plans must be uploaded in the *NCLB* application via the EWEG system. Each plan file must be named using the school's CDS code and submission date.
- Plans must be amended for schools that receive an SIA Part A grant, which is awarded later in the school year.
- Excel budget pages must be submitted for SINIs operating targeted assistance programs and all schools operating schoolwide programs.

### Title I Funding

- The NJDOE will verify receipt of the plans before Title I, Part A funds are released to districts.
- Deficiencies noted at subsequent monitoring and/or review of the plans must be corrected or may be cause for recovery of funds.

### Submission Dates

Submission dates vary depending on the status of the school—whether the school has a previous plan on record or is newly designated as SW or SINI.

- **For schools with a prior year plan or a new schoolwide:**  
Title I Unified Plans are due at the time of the *NCLB* Consolidated Application submission.
- **For schools newly identified as in need of improvement:**  
Title Unified Plans due within 90 days of SINI notification.
- **For Title I SW schools that submitted a Unified Plan and are newly designated as SINIs:**  
Additional district plan elements of the Unified Plan that pertain to SINIs must be incorporated within 90 days.

**Note:** Districts in need of improvement (DINIs) must submit a separate district improvement plan and upload this document to the FY 2012 *NCLB* application. Schools going into restructuring also must submit a *School Restructuring Plan* to the NJDOE Office of Student Achievement and Accountability.