

Title I, Part A Submission Requirements



Overview

In accordance with the Every Student Succeeds Act (ESSA) of 2015, every Title I, Part A Schoolwide and Targeted Assistance Program is required to meet specific statutory requirements. In order to help districts meet these requirements, KSDE utilizes the [KansaStar](#) platform to allow Kansas public school buildings to submit their schoolwide action plan, their targeted assistance plan, and other required documentation for review and approval.

This document serves as a checklist for all required documents that must be submitted to ensure compliance.

Responsibilities

Building Level

- Submit (upload) necessary Title IA documentation into the KansaStar platform for each checklist item noted below.

Submission Deadlines:

- Documents & Plans must be uploaded and reviewed/approved by the district on or before November 26th, 2025.
 - **Districts will provide guidance to their Title I schools for their building submission due dates.**
 - Schoolwide Action Plan due date: date schools must upload the Targeted Assistance plan for review and approval
 - Targeted Assistance Plan due date: date schools must upload the Targeted Assistance plan for review

District Level

- Provide guidance to their Title I schools for their building submission due dates and ensure that each school meets documentation requirements by stated deadlines.
- Review and approve schoolwide action/improvement plans on or before November 26th, 2025.

Required Submissions

Expected for ALL Title IA Schoolwide and Targeted Assistance Programs

Note: Please reference the *Complete Forms* tab in KansaStar for sample forms.

Fall Submissions Documents to be uploaded by ALL programs on or before November 26th, 2025.

- ☐ Dated Notification Letters
 - ☐ Parents' Right to Know Letter
 - ☐ Letter to parents and community to inform them how to access district/state report card information.
- ☐ Documentation of Title I Annual Parent Informational meeting (Must include dated agendas, minutes, and sign-in sheets)
- ☐ Current Parent School Compact (sampling of compacts)

Spring Submissions Documents to be uploaded by ALL programs by May 15th, 2026.

- ☐ Current School Family Engagement Policy (2025/2026 school year is a transition year for the new Title IA, if not already in place schools have the year to develop and implement)
- ☐ Title I Program Parent Evaluation AND Results
- ☐ Title I Program Staff Evaluation AND Results

As Needed Submissions Documents to be uploaded by ALL programs as the situation arises.

- ☐ Letter to parents when students are instructed for four continuous weeks by a teacher that does not meet state certification.

Required Submission(s) - Targeted Assistance

- ☐ All documentation listed above, plus:
 - ☐ Targeted Assistance Plan

Required Submission(s) - Schoolwide

- ☐ All documentation listed above, plus:
 - ☐ Schoolwide Plan

Appendix

Parents' Right to Know Letter

This letter is issued to parents to notify them that they may request information regarding the professional qualifications of their student's classroom teachers and request access to their student's state assessment scores.

Also included in this letter, schools must inform parents that they will receive notification when their student is instructed for four continuous weeks by a teacher that does not meet state certification for grade level and content are taught, and to inform them of and provide access to the district/state report cards.

Letter to parents and community to inform them how to access district/state report card information

This letter is issued to parents and community members to inform them of and provide access to the district/state report cards. Examples include – Newspaper/newsletter or district/school website posting.

Letter to parents when students are instructed for four continuous weeks by a teacher that does not meet state certification.

This letter is issued to parents to notify them that their student is instructed for four continuous weeks by a teacher that does not meet state certification for grade level and content are taught. Each district/building must have a letter on file that will be sent should the situation arise.

Parent School Compact

The compact addresses the importance of communication between school and home. Signatures are the easiest way to demonstrate compliance; however, it should be noted that a signature is an acknowledgement of receiving the information and is not a federal requirement.

Targeted Assistance Plan

This plan must outline how the school will implement the required components of a Title I Targeted Assistance program to assist eligible participating children to meet the challenging state academic standards.

Schoolwide Plan

This plan must outline how the school will implement the required components of a Title I Schoolwide program to ensure that all students are provided with opportunities to meet the challenging state academic standards.

For more information, contact:

Roxanne Zillinger
Coordinator
Special Education and Title Services
(785) 296-7260
roxanne.zillinger@ksde.gov



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.gov

The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

Kansas leads the world in the success of each student.

OCTOBER 20, 2025