**Intent to operate a Schoolwide (SW) Program Instructions**

**To operate a Schoolwide Title I Program, a school must:**

**Step 1**: Confirm the school has the required 40% poverty rate. If the school does not, a waiver request should be completed instead of this document. Schools must be at 40% for both the planning year and for the implementation year. Please contact the SD DOE Education Specialist assigned to the LEA for more information: <https://doe.sd.gov/title/documents/2020-21-LEAreps.pdf>

**Step 2**: Confirm that the school has completed or will complete a Comprehensive Needs Assessment (CNA) prior to writing the Schoolwide plan and implementing the program. Must be done within the last five years.

**Step 3**: If the district determines the school has the required poverty rate **and** a CNA is scheduled or has been started/completed, the school leadership team will complete the SD DOE Intent to Operate a Schoolwide Program Notification.

1. This notification must be submitted via email as a Word or PDF document to the district’s Title I state representative no later than **May 31st of the school year prior to the planning year.**
2. Moving to a Schoolwide Program is a one (1) year process as a Comprehensive Needs Assessment (CNA) must be completed prior to writing a schoolwide plan, unless less time is needed as determined by the LEA and SD DOE.

Example: Notification sent no later than May 31, 2021, will indicate that the school plans on using 2021-2022 as the planning year with implementation in the year 2022-2023.

This notification requires the school to provide a written justification for why a Schoolwide Title I program will better serve the needs of ALL students, particularly the lowest achieving children at risk of not meeting the challenging State academic standards, and how the new program will differ from what is currently being done at the school.

A list of Title I state representatives may be found on the Title I website: <https://doe.sd.gov/title/>

**Step 3:** Schools will receive conditional permission to operate a Schoolwide program and will be marked in the Grants Management System for the next Fiscal Year cycle as being Schoolwide provided the CNA is complete or in progress prior to the opening of the Grants Management System in the spring of each year.

All aspects of the planning and writing of the Schoolwide Plan must be completed and submitted to the SD DOE prior to July 1 of the intended implementation school year. If it is not, the school will be re-marked at a TA in the GMS and the school will have to revert to a TA program.

**Step 4**: Final permission to operate a SW program will be granted once the district’s Consolidated Application and the Schoolwide plan are approved.

**Intent to Operate a Schoolwide Program Notification**

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| **DISTRICT Information** | | | |
| **Planning School Year:** | | | |
| **Proposed Implementation Year:** | | | |
| **Date Submitted:** | | | |
| **School year the Comprehensive Needs Assessment (CNA) was/will be completed:** | | | |
| District Name**:** | District Number: | | |
| Superintendent Name: | | | |
| District Office Address: | | | |
| District Phone Number: District Fax Number: | | | |
| Superintendent E-Mail Address: | | | |
| Business Manager Name (Bus. Mgr): | | | |
| Bus. Mgr. Phone Number: Bus. Mgr Fax Number: | | | |
| Bus. Mgr E-Mail Address: | | | |
| **school information** | | | |
| School Name: | | School Number: | |
| School Type: Elementary Middle Secondary | | | |
| **School Poverty Percentage at time of Notification to SEA: (**If a new school, please estimate the percentage) | | | |
| Grade Levels: | | | |
| School Address: | | | |
| School Phone Number: | | | Fax: |
| Principal: | | | |
| Principal Phone Number: | | | |
| Principal’s E-Mail Address: | | | |

Justification Narrative

Please include a brief description of:

1. Why a Schoolwide Title I program will better serve the needs of ALL students, particularly the lowest achieving children at risk of not meeting the challenging State academic standards, within the school.
2. What data was used to reach the conclusion that a Schoolwide program is the best way to meet the needs of students.
3. How the school administration/leadership will ensure staff, parents, the school board and other stakeholders approve of moving to a Schoolwide Program and how they are included in the process.
   1. This could include survey results, board minutes that show discussion and approval, staff and parent meetings with sign-in sheets, etc.
4. How parents will be involved in the creation and subsequent review of the plan annually.

Provide a written summary of what the new program will look like when implemented. Describe how this will be different than what is currently being done in the school and how it will be evaluated for effectiveness?