

SAFE District Checklist 2022-23 Program Year

Expanded Learning Program Requirements

All requirements need to be submitted to the Expanded Learning program by the specified due date.

✓	Requirement	Due Date
	<p>Budget Narrative Form</p> <ul style="list-style-type: none"> ● Must match and have attached the FAR 300 report and a salary schedule ● Revise after 1st and 2nd interim reports 	<p><u>Initial Narrative</u> September 15</p> <p><u>Revisions</u> December 15 March 15</p>
	<p>Early Release Policy <u>Must</u> be given with the following:</p> <ul style="list-style-type: none"> ● Date adopted by the school board ● The board president, board clerk, and school superintendent or principal's signature on the Early Release Policy ● Board minutes outlining the policy adoption 	November 15
	<p>No-Cut Policy Athletics that are supported through the SAFE site and use SAFE funds to purchase sports-related uniforms or gear must have a "No-Cut Policy" on file at the Expanded Learning. A "No-Cut Policy" provides all students enrolled at the SAFE site the opportunity to participate on a sports team regardless of skill level.</p> <p>A "No-Cut Policy," must be signed and dated by each school site principal/superintendent.</p>	November 15
	<p>Advisory Committee Meeting Agenda and Minutes Each SAFE site will establish an active SAFE Advisory Committee to meet the collaboration requirement. Advisory Committee meetings must be held quarterly at each site. Participants to be invited: Site Coordinator, SAFE staff, administrators, teachers, guardians, students, or community members.</p>	Quarterly 4 per year
	<p>CDE Data Report</p> <ul style="list-style-type: none"> ● Statewide Student Identifier (SSID) on each student enrolled in SAFE ● Regular Day Attendance 	September 15
	<p>Expenditure and In-kind Reports</p> <ul style="list-style-type: none"> ● See Expenditure and In-kind Guidance 	15th of each month
	<p>Facilities In-kind</p>	January 15

Please adhere to the due dates. Late submissions can delay reimbursements.