

# Fed Focus

August 5 - 9, 2024



Please join me in welcoming Ms. Shanell Washington to the Federal Programs Office!! She will be the new Federal Programs Operations Manager! Her email is [washins@pitt.k12.nc.us](mailto:washins@pitt.k12.nc.us) and her office number is 252-695-7951



Shoutout to Elmhurst, Northwest, and Ridgewood for having 100% of their documents uploaded into the Data Dashboard by the August 1st deadline!



Great job Ayden Elementary, Belvoir, Bethel, Creekside, and South Greenville for having everything except their Spanish Title I Brochure uploaded! Please upload your missing document.



The following schools are **MISSING ALL** of their required documents in the Data Dashboard!

AG Cox, HB Sugg, Lakeforest, Sam Buddy, Wahl Coates, Wellcome Middle, Wintergreen Intermediate, Wintergreen Primary

All of the following items need to be uploaded into your district dashboard by Monday, August 12th; they were due on August 1st!

- Comprehensive Needs Assessment
- Parent Engagement Plan, Policy, and Worksheet (the worksheet must have a parent representative)
- Principal Attestation
- Prioritized Plan
- Statement of Assurance
- Title I Brochure in English and Spanish

**You will not upload semi-annual forms into your Data Dashboard until after you receive the document for July 1, 2024 - Dec. 31, 2024 (January) and then after you receive the form for Jan. 2025 - June 2025 (June)!**



The following schools need to send me the name of your bookkeeper that will be attending the Title I training on Aug. 16th from 8:30 - 12:30 at Moye. This is a make-up session for those that did not attend on June 17th!

- AG Cox, Chicod, Elmhurst, GR Whitfield, Northwest, Wahl Coates, Wellcome, and Wintergreen Intermediate.

**If your bookkeeper attended and forgot to sign-in please email me by Wednesday, August 7th! If you still do not have a bookkeeper, please email me by Wednesday, August 7th!**



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The following schools need to email me the name of your Title I Contact for the 2024-2025 school year by August 16th!

- AG Cox, AMS, Belvoir, Chicod, Elmhurst, HB Sugg, Lakeforest, Sam Bundy, Wellcome, Wintergreen Intermediate, Wintergreen Primary



We will have a Mandatory Title I Contact Meeting on Thursday, September 5th from 3:30 - 5:00. Please make your Title I Contacts aware of this meeting!!



**Your Budget Allocation Worksheets are PAST DUE. If you have not submitted your budget allocation worksheet, please submit by Monday, August 12th!**



The first 2 Title I Principals that email me the following phrase will receive a special incentive from our office! The phrase is: "See, I do read the weekly memo!"

**If you need assistance with your Title I Budget or plan, please ask!**

When you are submitting Travel Reimbursements, they **MUST** be typed!!

We **CANNOT** accept hand-written forms!!

**"You cannot escape the responsibility of tomorrow by evading it today."  
- Abraham Lincoln**

