

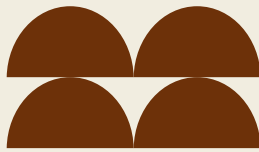
# TITLE I TIDBITS

OCTOBER 2 - 6, 2023

**Title I Contact Meeting**  
October 5th from 9:00 - 10:30 @ KTC.  
Please RSVP by October 3rd @ noon!

**If you are hosting a Title I event at your school, the Principal should attend the event! This includes the workshops presented by Mrs. Staton.**

**Title I Finance Meeting**  
October 16th from 9:00 - 11:00 @ KTC.  
Please RSVP by Oct. 11th




## Reminders:

- You must complete a PO request form and submit with any PD requests - prior to the date of the event.
- You must submit a PO request form prior to purchasing anything with Title I funds. (This includes items for Parent events.)
- A budget code needs to be included on any leave forms that are submitted to Federal Programs.
- If you are using Title I funds to pay Remediation/Intervention teachers, you should have a data spreadsheet that shows how students were selected for receiving remediation/intervention. If a teacher is pulling out students, they should be documenting the student attendance in these pull out sessions. Your data spreadsheets should be updated with assessment information.
- Please add your data spreadsheets into the Google Folder that was shared with you last week.

## Non-HQ Letters

Thank you to the following schools for already submitting your verification forms. As a reminder, verification forms are due on October 3rd!

Belvoir  
Creekside  
Falkland  
Grifton  
Northwest  
Sam D. Bundy



If you have not already done so, please post your Title I Events on the district Title I Calendar that was shared with you. Please include the name of your school when you post the event!!

**GOOD NEWS**

The Title I Plan has been approved by the state! You may begin submitting purchase orders using your Title I funds. Please note, a PO request form must be submitted with your purchase order. I will not approve any PO's that don't have the correct documentation.

Congratulations to South Greenville on receiving the Duke Energy STEM Grant!!!

As you submit contracts, please make sure you include all required information. See the samples that were shared with you!

Schools identified as ATSI must have action steps for Key Indicators D1.02 and A4.01. You must consult with the Office of Federal Programs prior to marking these Indicators at Full Implementation.

**Notice to Pay Reminders:**

1. Attach the contract to the NTP.
2. Attach timesheet (must have the budget code on timesheet).
3. Ensure the rate of pay is correct on the timesheet.
4. Must be an actual signature by the employee and supervisor.

*Failure to have all required information will cause delays in payment!!*

You must have at least 2 workshops on Mrs. Staton's calendar by Friday, October 6th @ 5pm. Please contact her ASAP to schedule your events!

**Low Performing Letters**

Just a reminder that your Low Performing Schools letters will go home the week of October 9th! If you turned in your letter to me on time, you will have the Spanish & English versions emailed to you by Oct. 4th! You will receive a verification form on October 5th, that must be submitted as evidence that the letters were distributed to students.

Great leaders don't set out to be a leader, they set out to make a difference. It's never about the role - Always about the Goal!