

TITLE I TIDBITS

November 13 - 17, 2023

**Missing HQ
Verification
Letter:
CM Eppes**

**Missing Low Performing
Verification Letter:
Ayden Middle
EB Aycock
Northwest**

Congrats!

**Congratulations
to Pactolus
School for
receiving the
Duke Energy
Grant!!!**

Substitute Clarification:

- District Title I will only pay for subs if teachers are attending a PRE-APPROVED district Title I event.
- If you are providing your teachers with a planning day or if teachers sign-up for an optional PD, then your school must use School Title I Funds to pay for substitutes.

**Please put budget
codes on all PO's,
Leave Forms, and
PO Request Forms!**

**When using Title I Funds for
substitutes, you MUST submit the
leave form PRIOR to the event.
Leave forms require a Title I PO
Request Form. Please remember
that anytime you are spending Title
I Funds you must submit the PO
Request Form. Failure to submit
this form will delay approval!!**

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Title I Terms Clarification:

- **Allocated:** You have set aside funds in your plan for an item.
- **Encumbered:** You have submitted a PO for an item in your plan (or a salary); however, it has not yet been processed by finance.
- **Spent:** Your Title I Funds for items (or people) have cleared finance.

**Remember that
75% of your
Funds must be
spent or
encumbered by
January 31, 2024!**

**Don't forget to
share pictures of
your Title I Events
and keep the event
calendar updated!**

**Please submit
Parent Engagement
reimbursement
requests in a
timely manner!!**

**"If your presence doesn't add
value, your absence won't
make a difference"
-Mansfield Key**