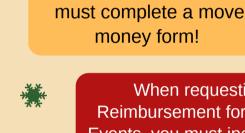# TITLE I TIDBITS
DECEMBER 4 - 8 2023

PLEASE ENSURE YOU ARE UPLOADING THE REQUIRED DOCUMENTS TO YOUR TITLE I WEBSITES! WEBSITES WILL BE AUDITED DEC. 20TH - JAN. 2ND. YOU WILL RECEIVE FEEDBACK ON YOUR DOCUMENTATION. PLEASE USE THIS LINK FOR A COPY OF THE MID-YEAR DOCUMENTATION CHECKLIST.
MID-YEAR CHECKLIST

Please remember that anytime you move money from one budget code to another budget code you must complete a move money form!

All principals are encouraged to attend the district Title I night on December 7th if you are able. Please rsvp if you are planning to attend!

When submitting a Purchase Order, you must include the following:
1) The county PO form
2) The PCS PO form (from my office)
3) Quote - must be signed and current
4) Budget Code
5) It must be in your plan and in your budget!

When requesting Reimbursement for Parent Events, you must include the following:
1) The county PO form
2) The PCS PO form (from my office)
3) Signed receipts
4) Copy of check (where either a business or an employee was paid/reimbursed)
5) Parent Invitation
6) Agenda from the Event
7) Parent sign- in sheets.
** Remember we can only reimburse $4.50 per person.**

TITLE I TIDBITS
DECEMBER 4 - 8 2023

AS A REMINDER, THE STUDENT COMPREHENSIVE REPORTS MUST BE SUBMITTED TO DPI BY 12/9/23 THROUGH THE INDISTAR PORTAL. PLEASE ASK MRS. WHEELER OR MYSELF IF YOU NEED HELP. ALL TSI SCHOOLS ARE REQUIRED TO ASSESS AND SET GOALS FOR A1.02 AND D1.02 PRIOR TO SUBMITTING THIS PLAN.

Budget Code Change:
DPI has changed the budget code for ESS subs from 311 to 313. Please make note of this and share with your bookkeeper. All sub requests will now need the 313 budget code.

Be on the lookout for Title I Budget Updates this Week!!

"Just remember the true spirit of Christmas lies in your heart."
-Polar Express

Something to Remember...For most of us, Christmas is a joyous time; however, for many of our students, it is a time of worry and stress. Please remember to have patience and grace during the holiday season.