Title I Tidbits
April 15 - 19, 2024

As your Title I orders arrive, please be sure to sign & date the invoice. Send the invoice and the pink copy of the PO to Karen Capozzi. Do NOT send to the Federal Programs Office. This will delay payment to vendors.

Begin working on your Title I Brochures for next year. Your rough draft of these brochures will be due to our office by June 28, 2024. The required components for your brochure can be found here.

Ensure you are uploading the required documents to the Title I Website. All items must be uploaded by June 7, 2024. The checklist can be found here.

All Title I Schools should have a representative from their school at the District Event on April 16th. Please be sure that they sign-in when they arrive!

When you are sending in Reimbursement Requests, please be sure you are attaching all required documentation. You need the following: PO Request Form, District PO form, Copy of Parent Invitation, Copy of Agenda from Meeting, Copy of Parent Sign-in Sheets, Copy of Receipts, Copy of the Check where your school either paid for or reimbursed someone for purchasing. If you are missing any of these items, it will be returned to you!!

As you are submitting Workshop Reimbursements, please be sure to attach all required documentation. You need: A copy of the Estimate of Travel, an Expense Reimbursement Form, Itemized Receipts (signed, no alcoholic beverages), Copy of Agenda from Meeting, Mileage from Mapquest (if applicable). Please be sure that receipts are taped to a sheet of paper, not just stapled and attached. If any of the items are not submitted it will be returned to you. Please remember that we will ONLY reimburse up to the per diem and we do NOT reimburse tips!

"A winner is someone who can look in the mirror at the end of the day, and say 'in pursuit of my goal and dreams, I gave my best.'"
"A loser is someone who makes excuses and alibis, and blames everyone else for their losses and failures."

- Dick Vitale

Who will you choose to be?