

TITLE I TIDBITS

September 25 - 29, 2023

Important Information

- If you are using your school's Title I Funds to pay for a substitute for any type of PD, you MUST complete a Title I PO Request Form and submit it with the leave form BEFORE the date of the training. (If the district is paying for the sub, such as the recent Active Vocabulary Training the form is not needed.)
- A budget code should be included on all leave forms.
- You must complete a PO Request form and submit prior to purchasing any items with Title I Funds. This includes parent events.
 - For parent events, fill out the PO Request Form (to show how this event ties to your Title I plan and what you will be purchasing)
 - Submit the PO Request Form BEFORE you purchase anything for the event. (If at all possible include a printout of a "cart" of items that you are planning to purchase.)
- If you have had a teacher who is not Highly Qualified in a classroom in your school, you must send out the letters this week to notify parents!! (The letter was emailed to you by Mrs. Cox on September 5th!)

The following schools have not submitted a correctly completed ESSA Parent Notification Form (It was due on 9/20/23)

AG Cox
CM Eppes
Elmhurst
GR Whitfield
HB Sugg & Sam Bundy
Stokes
WH Robinson
Wellcome

Title I Finance Meeting
October 16th from 9 - 11 @ KTC. Please indicate on the invite if you are planning to attend!!

Title I Contact Meeting
October 5th from 9 - 10:30 @ KTC. Please indicate on the invite if you are planning to attend.



Don't Forget

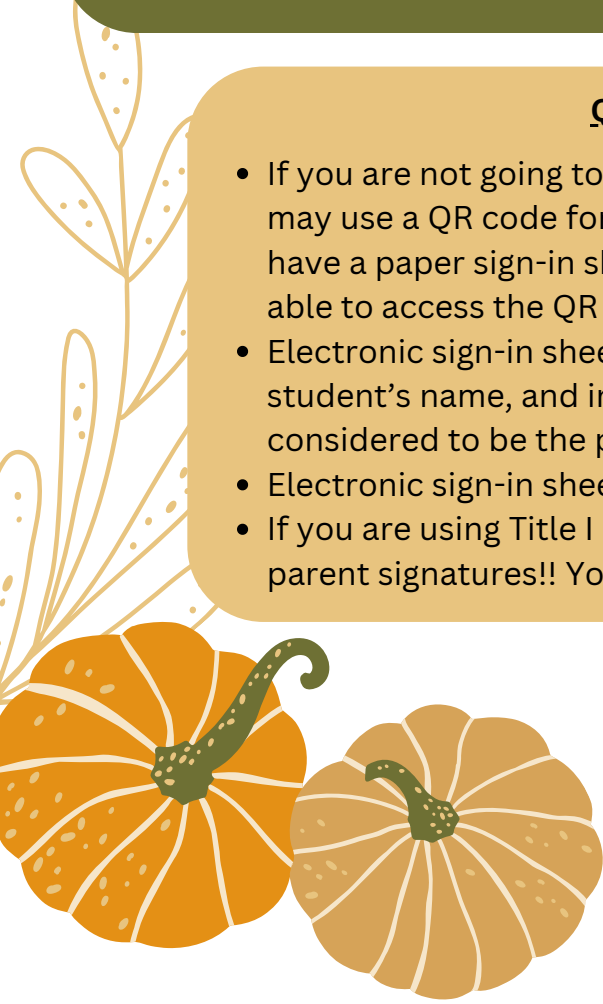
- You must have an approved contract in place BEFORE someone begins in your building!
- Use the sample contract examples that were sent to you to ensure you have all the required information in the contract.
- You should begin uploading artifacts to your Title I website. (Contacts will receive a detailed timeline at their meeting)
- You must hold and document 2 meetings per month in NCSTAR. (1 meeting must be your SIT meeting)
- You are required to have parents on your school improvement team!!
- Contact Mrs. Staton to schedule your Parent Information Workshops!!! Do not wait until the last minute.
- Ensure that all information is sent home in both English and Spanish.
- If you need Mrs. Kelly to translate something for you, do NOT wait until the day before to send her the information. (You should give her at least 3-5 days to get documents translated.)

No Google Calendar Events!

AG Cox
PCS Early College
Eastern
Elmhurst
Lakeforest

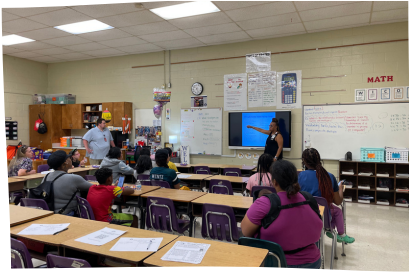


QR Codes & Parent Events

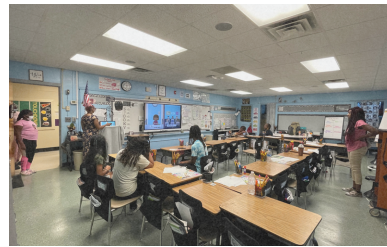
- If you are not going to be using any Title I funds for an event, then you may use a QR code for parents to sign-in. (Please note, you must also have a paper sign-in sheet available for any parents who may not be able to access the QR code.)
 - Electronic sign-in sheets must still ask for the parent's name, the student's name, and include a statement that completion of the form is considered to be the person's signature for record keeping purposes.
 - Electronic sign-in sheets must have a timestamp!!
 - If you are using Title I Funds to pay for food, you **MUST** have actual parent signatures!! You cannot use an electronic form!!
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Title I Parent Events

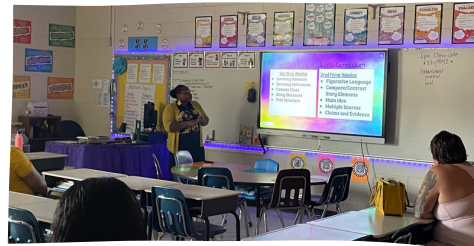
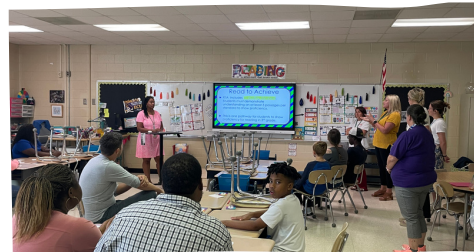
Falkland Elementary



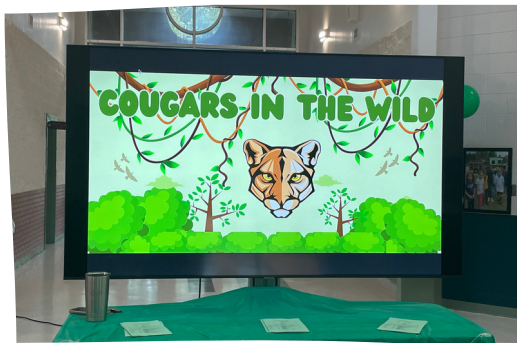
South Greenville



Wintergreen Intermediate



GR Whitfield



Pactolus Global School



Northwest Elementary



EB Aycock



Ridgewood Elementary

