

## ANNOUNCEMENT

The Indiana Department of Education, Division of Title I, will sponsor a series of application assistance training sessions for **one** individual from each school district or charter school. These will be held at New Horizons Computer Learning Center of Indianapolis, 11611 North Meridian Street, Carmel, Indiana 46032.

These are being held to train the individual who completes the Title I grant application (usually the Title I Program Administrator) with the new on-line application system for submitting the Title I grant application(s). Please note that every district will be required to submit their 2008-2009 Title I application(s) via this new system. Hard copy application(s) cannot be accepted.

Each training session will be held for a three hour period, at which time the designated individual will have an opportunity to work in a classroom style setting with computer access. Space is limited with 32 computers each session; therefore, registration is required for the designated person for only one three hour session.

Charter school personnel are asked to attend the session designated to their Title I application process, which is the afternoon session on May 22, 2008.

We will try to accommodate the needs of everyone; however, please be aware that your attendance is mandatory once registration has occurred. Walk-ins will not be possible as all computer terminals will be assigned per session.

**Please preview the on-line application webcast, available by mid April at <http://www.doe.state.in.us/TitleI/welcome.html>, and your district grant application, which will also be available in mid April, before attending a training session.**

Title I staff will be on-site to provide program and fiscal assistance as needed, and allocation amounts should be available at the time of training.

Dates and session times are as follows:

April 24, 2008	8:30-11:30	<b>or</b>	12:30-3:30
May 8, 2008	8:30-11:30	<b>or</b>	12:30-3:30
May 15, 2008	8:30-11:30	<b>or</b>	12:30-3:30
May 22, 2008	8:30-11:30	<b>or</b>	12:30-3:30 (P.M. Session Charters)
June 12, 2008	8:30-11:30	<b>or</b>	12:30-3:30
June 19, 2008	8:30-11:30	<b>or</b>	12:30-3:30

On-line registration will be forthcoming.