



Indiana
Department of Education

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Indiana Superintendent of Public Instruction

Title I and Title II Quarterly Updates

From the Office of Federal Title Grant Programs and Support

(Formerly Grants Management, Monitoring and Reporting)

October 2015

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Important Dates

October 14

Title I Staffing Report

Data collection window
August 24 - October 14, 2015
extended close

October 15

Title I, Part D Final Report

Data collection window
October 15 – December 4, 2015
tentative

October 15

Due Date for 2016

Comparability Report (from all districts whose corporation number ends in zero (0))

Last day to request reimbursement for the fiscal year 2015 funds

October 30

Due Date for

FY2015 **Final Expenditure Reports** for:

Title I, Part A and Title I, Part D

October 31

Due Date for

FFY15 Title II, Part A Grant Application

November 1

Date the amendment window opens for 2015-16

Title I, Part A and Part D applications

Title I Tip: When conducting parent involvement activities, remember to evaluate the effectiveness of the activity (e.g., parent surveys, focus groups).

How to Submit an Amendment to your Title I Grant During the Amendment Window (November 1, 2015 - May 30, 2016):

1. Log in to the on-line Title I Application Center.
2. Click "Amend" on the right side of the appropriate grant (e.g., 2016 BASIC).
3. Update *allocation* and *carryover* amounts on the Application Summary page by clicking the blue word "here" in the first paragraph. The final expenditure report must be submitted before carryover is pulled into the system.
4. Make the necessary changes to the application.
5. Submit the amendment for review and approval. Amendments are reviewed in the order that they are received.

Title I Tips and Reminders:

1. The **Title I Annual Meeting** must be held early in the fall (August-October). In a TAS school, only Title I parents are required to attend the meeting and in a SW school, ALL parents are invited to attend. Have parents sign an attendance sheet.
2. The **Parents'-Right-to-Know** letter must be distributed early in the school year to all parents in a Title I served school. Keep documentation of distribution. Acceptable evidence of distribution will be parent signatures, a mailing receipt or a combination of both.
3. Annually update and distribute parent involvement policies and compacts early in the school year (August-October).

Title II, A Tips and Reminders:

1. As you are completing your FFY 2015 application, be sure to include a complete comprehensive needs assessment based on the review of data to avoid delays with the approval of your application.
2. The due date for FFY 2015 application processing is October 31, 2015. However, FFY 2015 applications not received by the due date will be accepted until midnight, September 30, 2016.