

Allocating Title II Funding to Non-public Schools



Overview:

Process to determine the **Title II** funding available at each participating non-public school.

Title II is intended to increase student academic achievement by improving teacher and principal quality. This includes increasing the number of highly qualified teachers in classrooms, improving the skills of principals and assistant principals in schools, and increasing the effectiveness of teachers and principals.

To determine the amount of Title II funds available at each participating non-public school,

1. An email is sent to all non-public schools listed on the non-public schools list provided by CDE at the beginning of September along with the following;
 - An **Overview of Title I, II, & III** explaining federal funds and the available options
 - An **Intent to Apply (ITA)** for federal funds form
 - An invitation to meet to learn more about the federal funding options available to them.
(16-17 ITA Form = 17-18 participation)
2. Inform each non-public school that the **Intent to Apply (ITA)** for federal funds form is due by mid-September. (The ITA form needs to be collected prior to October 1 in case they are interested in participating in Title I). *Accessing Title I funds requires that additional forms documenting the number of students who qualify for free and reduced lunches and reside in either a DPS or neighboring district's Title I attendance areas.*
3. If the **Intent to Apply** form is not returned from one of the schools listed (CDE List), a second email is sent. If no email responses are received after repeated attempts, a certified letter is sent via USPS. *The LEA must be able to demonstrate that the non-public schools were contacted and afforded the opportunity to participate. The LEA should clearly document that good faith efforts were made to contact all eligible schools.*
4. Those who express interest in participating in Title II are informed at the bottom of the Intent to Apply Form that the "actual" enrollment count will be confirmed via email following October 1. *(Each participating non-public school is responsible for maintaining accurate attendance records to provide confirmation of October count enrollment numbers when requested.)*
5. Once the enrollment count numbers are received from each interested non-public school, the actual number is recorded on a spreadsheet and that number determines the school's allocation.
6. The PPA is the same as the District Title II PPA. (Enrollment x PPA = Allocation)
7. At the beginning of April, each participating Title II non-public school is sent an email with directions to complete their Title II plans along with a list of what's allowable and not allowable.
8. All non-public school Title II plans are to be completed and submitted by the first week in May.

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9. In May, the LEA contact, after consultation with the non-public school Title II representative, will:
 - Ask for revisions to the plan and return it to the non-public school for additional work, or
 - Approve the plan.
10. In June, all approved non-public school Title II plans and budgets are entered into the Consolidated Application and submitted for review by CDE.
11. Approved Title II Funds may be accessed after July 1 and must be used by the following June 30.