Kansas state department of Education

Title Programs and Services

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Date: March 1, 2011

To: Districts with schools requiring *Title I Choice and/or Supplemental Educational Services (SES)* (2010-2011)

From: Christine Macy, *Title I Choice* Consultant
LaNetra Guess, *Title I SES* Consultant

Re: Requirements for districts that do not meet their 20% obligation

This letter serves as a reminder to all districts required to provide *Title I Choice* and/or *SES* during 2010-2011. It is required that districts spend 20% of the *Title I Part A* for *Choice*, *SES*, and parental outreach (related to *Choice* and *SES*). Districts may not predetermine demand for choice-related transportation and *SES*. If 20% is not spent on *Choice* and *SES*, there are three requirements that must be met prior to the district being able to spend the funds on other allowable activities.

To spend less than 20% *Choice/SES* obligation, a district must meet the following criteria:

1. Partner with outside group(s) to help inform eligible students and families of *Choice* and *SES* opportunities.

2. Ensure eligible students and parents have an opportunity to sign up for transfer or to obtain *SES* by:
    a. Providing timely notice to parents.
        i. Directly through regular mail and/or email.

        AND

        ii. Through broader means of dissemination (internet, media, and public agencies).
    b. Ensuring that sign-up forms for SES are widely distributed to all eligible students and parents.
        i. District must document that forms have been widely disseminated if the 20% is not expended.
    c. Provide a minimum of two "Enrollment Windows" of opportunity for students and parents.
        i. Second "Enrollment Window" should be separated by a grading period.
        ii. District should notify the State of spending less than 20% **after** the second "Enrollment Window" closes.

3. Ensure eligible *SES* providers are given access to facilities on same basis as other groups.

If less than 20% is spent for *Choice/SES*:

- District must maintain records that demonstrate it met the criteria (#1-#3) listed above.

AND

- District must notify the State, ***in advance***, that it met the criteria and intends to spend the remainder of the 20% set aside on other allowable activities by submitting the '*Intent to Reallocate Choice/SES Set Aside Funds'* form to KSDE.
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Districts must be able to provide documentation supporting above criteria to KSDE if requested. If you have any questions concerning *Title I Choice* you may contact Chris Macy by email, cmacy@ksde.org, or phone at 785-296-3287. Any *Title I SES* questions should be directed to LaNetra Guess by email, Lguess@ksde.org, or phone at 785-296-8965.