



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

March 5, 2012

**Please forward to the district
Federal Grants Coordinator**

TO: Chief School Administrators
Charter School Lead Persons

FROM: Karen Campbell, Director
Office of Title I

SUBJECT: Reallocation of Unused Title I Supplemental Educational Services (SES) and School
Choice Transportation Funds

This notice is to advise you of the New Jersey Department of Education's (NJDOE) process to submit an amendment to your 2011-2012 No Child Left Behind (NCLB) Consolidated Application to reallocate unused Supplemental Educational Services (SES) and School Choice Transportation Funds. Prior to submitting an amendment, the district must obtain approval from the Office of Title I by completing the attached "Pre-Amendment Request."

District requests to reallocate 2011-2012 unexpended SES/choice transportation funds may only be submitted to the NJDOE between March 1, 2012 and April 16, 2012. This reallocation timeframe begins midway through the federal project period and prevents a premature shift of funds away from the intended purpose of enabling the parents of eligible students to obtain SES tutoring for their child through the end of the project period (August 31, 2012).

If you have any questions, please contact Peggy Porche, SES specialist, Office of Title I at: ses@doe.state.nj.us.

KLC\s:\supplemental ed svcs reallocation requests 2012\broadcast notice and attachment.docx

Attachment

c: Members, State Board of Education

Christopher Cerf

Senior Staff

Justin Barra

Anne Corwell

Diane Shoener

Wendi Webster O'Dell

Executive County Superintendents

Garden State Coalition of Schools

Lee Group

SUBMIT THIS PAGE ONLY

E-MAIL: ses@doe.state.nj.us

FAX: 609-633-6874

NJ DOE

2011-2012 ESEA Title I Pre-Amendment Request for Reallocation of SES/Choice Transportation Funds

County Code: _____ District Code: _____
County Name: _____ District Name: _____

School(s) required to offer SES and/or School Choice and year of improvement status: _____

FY 2012 NCLB Title I Grant Information: Total Title I Award: _____

20% SES/Choice transportation reserve: _____ Amount proposed for reallocation: _____

Amount budgeted for choice-related transportation _____ Function/object code(s) where funds are budgeted: _____
of students eligible for Choice: _____ # of students offered Choice: _____ # of students enrolled in Choice: _____

Amount budgeted for SES: _____ Function/object code(s) where funds are budgeted: _____
of students eligible for SES: _____ # of students offered SES: _____ # of students enrolled in SES: _____

Assurances [34 C.F.R. §200.48(d)(2)(iii)]

Partnership: The district partnered with the following entity(ies) to inform parents of the opportunity to obtain SES for their child:

Accessibility:

- ✓ *All parent notices and other regulatory data requirements on choice and SES options were uploaded and easily accessible on the district Web site at: (URL address for information on the choice and SES parent options) _____.
- ✓ *Parent notices were on district letterhead and were completely dated (month, date and year). Dates: _____
- ✓ *The notices included a district contact person and directions on how to get more information about Choice and SES.
- ✓ *The notices were unbiased, clearly written and translated into the languages of district parents to promote understanding.
- ✓ The SES notices did not promote any district program or limit parent's selection of any approved NJ SES Providers and included the Annual List of State Approved SES Providers (or the electronic link to the state list of approved SES Providers) with an explanation of how parents can learn about which provider might best serve their child's individual learning needs.
- ✓ The SES notices provided an alternate method to review the list of approved SES Providers for parents without computer access.
- ✓ The SES notices to parents included the benefits of SES tutoring as required in G-5 of the federal SES guidance.

District Effort:

- ✓ *The district provided information to parents of eligible students on the procedures to enroll their child in choice or SES.
- ✓ The district offered SES at least twice before requesting this reallocation. (At least two enrollment periods lasting from 2-4 weeks each - one as early as practical in the school year and one after the second marking period.)
- ✓ *The district provided teachers and principals at each eligible school with timely and accurate information about the choice and SES parent options so as to ensure compliance and ensure that all district personnel serve as a resource for parents.

Facilities:

- ✓ Eligible SES Providers are given access to school facilities, using a fair, open, and objective process, on the same basis and terms as are available to other groups that seek access to school facilities.

Chief School Administrator's signature of assurance that the above regulatory requirements have been met:

Signature: _____

Name (printed): _____ (Date): _____

Indicate below how the district proposes to use its unspent SES/choice transportation funds

Allowable Uses	
<input type="checkbox"/> Salaries/Benefits for Instructional Staff Assigned to Title I Program	<input type="checkbox"/> Instructional Materials/Supplies for Title I Program
<input type="checkbox"/> Equipment for Title I Program	<input type="checkbox"/> Increased Learning Time (Title I schoolwide programs only)
<input type="checkbox"/> Extended Day/Year Programs for Title I students	<input type="checkbox"/> Professional Development Activities (Must address the needs of low-performing students)
<input type="checkbox"/> Parent Involvement Activities (Limited to parents of students in the Title I program)	<input type="checkbox"/> Other (include explanation below to justify a Title I-allowable cost.):

Note: In a Title I Schoolwide Program, all staff and students are considered "Title I staff" and "Title I students."