Cynthia Alarcon
Title IC/Migrant Coordinator
cgascon@esu7.org

Mark Brady
Title III Coordinator
mbrady@esu7.org

Carolyn Koch
Federal Programs
Bookkeeper
ckoch@esu7.org

Request Received: ___/___/___

Leading Serving Supporting
ESU 7
Educational Service Unit 7
Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties

Request for Planned Expenditures

☐ Title IC/Migrant ☐ Title III LEP ☐ Title III IE

District/Building: _____ **Date:** _____

Answer each question below by checking YES or NO. Brief definitions/explanations for some questions are available.

NO	YES		
		Does the request reflect a connection to the district or building improvement, school wide or accountability plan?	
		Does the district/building budget have adequate resource available?	Title I must be spent first after districts legal requirements.
		Does the request meet supplement vs. supplant requirements?	**Definition-**In general, to supplement, not supplant means Title funds are used to implement programs and services that would not be available if it were not for these federal funds. In other words, if Title funds were not available to do this activity, the district would not do it.
		Is the request supported by scientifically based research?	ESEA legislation defines scientifically based research as "research that involves the application of rigorous, systematic and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs" (NCLB, 2002) A reliable website to check for SBR is the USDE ISE What Works Clearinghouse http://ies.ed.gov/ncee/wwc/. If SBR is not available at least Gold or Silver Level research is available.

A rationale for this request must be included:

_____

☐ **All necessary paperwork included**

NOTE: District/Building will be notified by email when Approval for Expenditure/Order occurs

Payment to Name/School: _____ **Email:** _____

Address: _____ **City, State, Zip:** _____

Participant Signature: _____ **Administrator Signature:** _____

Office Only: **Vendor#:** _____

Code: _____ _____

ESU 7 Approval