# 2024–25 Consolidated Application Data Entry Instructions (Winter Release)

Prepared by the California Department of Education,

Educational Data Management Division

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## Table of Contents

[Introduction 1](#_Toc181691573)

[Consolidated Application and Reporting System Pre-Loaded Data Types 2](#_Toc181691574)

[Abbreviations, Acronyms, and Initialisms 3](#_Toc181691575)

[2022–23 Title I, Part A LEA Closeout Report 4](#_Toc181691576)

[2022–23 Title I, Part D Subpart 2 Expenditure Report, Closeout 27 Months 6](#_Toc181691577)

[2022–23 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months 9](#_Toc181691578)

[2022–23 Title III English Learner YTD Expenditure Report, Closeout 27 Months 13](#_Toc181691579)

[2022–23 Title III Immigrant YTD Expenditure Report, Closeout 27 Months 16](#_Toc181691580)

[2022–23 Title IV, Part A LEA Closeout Report 19](#_Toc181691581)

[2022–23 Title V, Part B Subpart 2 RLIS LEA Closeout Report 22](#_Toc181691582)

[2023–24 Title I, Part A LEA Carryover 24](#_Toc181691583)

[2023–24 Title III English Learner YTD Expenditure Report, 18 Months 27](#_Toc181691584)

[2023–24 Title III Immigrant YTD Expenditure Report, 18 Months 30](#_Toc181691585)

[2023–24 Title IV, Part A LEA Use of Funds and Carryover 33](#_Toc181691586)

[2023–24 Title V, Part B Subpart 2 RLIS LEA Use of Funds and Carryover 36](#_Toc181691587)

[2024–25 Federal Transferability 39](#_Toc181691588)

[2024–25 Title I, Part A Nonprofit Private School Low Income Count 43](#_Toc181691589)

[2024–25 Title I, Part A School Student Counts 46](#_Toc181691590)

[2024–25 Title I, Part A Nonprofit Private School Equitable Services Reservations 51](#_Toc181691591)

[2024–25 Title I, Part A LEA Allocation and Reservations 56](#_Toc181691592)

[2024–25 Title I, Part A School Allocations 62](#_Toc181691593)

[2024–25 Title I, Part A Notification of Authorization of Schoolwide Program 69](#_Toc181691594)

[2024–25 Title I, Part D Subpart 2 LEA Allocations and Reservations 73](#_Toc181691595)

[2024–25 Title II, Part A / Title III Nonprofit Private School Participation 75](#_Toc181691596)

[2024–25 Title II, Part A LEA Allocations 79](#_Toc181691597)

[2024–25 Title III English Learner LEA Allocations and Reservations 82](#_Toc181691598)

[2024–25 Title III English Learner YTD Expenditure Report, 6 Months 84](#_Toc181691599)

[2024–25 Title III Immigrant LEA Allocations and Reservations 87](#_Toc181691600)

[2024–25 Title III Immigrant YTD Expenditure Report, 6 Months 89](#_Toc181691601)

[2024–25 Title IV, Part A Nonprofit Private School Participation 92](#_Toc181691602)

[2024–25 Title IV, Part A LEA Allocations 95](#_Toc181691603)

[2024–25 Consolidation of Administrative Funds 98](#_Toc181691604)

## Introduction

This document contains instructions for completing the data collection forms included in the Consolidated Application and Reporting System (CARS) Winter Release. This document is intended primarily for local educational agency (LEA) staff who are involved in the completion of the Consolidated Application (ConApp), via the CARS, but may also be helpful to anyone who is reviewing the ConApp.

The CARS is a web-based system to apply for funding, collect and report ConApp data, and track categorical program expenditures and activities. The LEA must print the certified ConApp. The Certification of Assurances form must be signed by the LEA Authorized Representative and the entire ConApp must be kept on file in the office of the LEA, per the General Assurances of the ConApp Legal Assurances that are posted on the California Department of Education ConApp web page at <https://www.cde.ca.gov/fg/aa/co/index.asp>.

## Consolidated Application and Reporting System Pre-Loaded Data Types

The following terminology describes and differentiates several types of pre-loaded data that can be found in certain Consolidated Application and Reporting System (CARS) data collection forms.

### Displayed Data

Displayed data can be an amount calculated within a data collection form from other amounts in the same data collection form; an example is “total expenditures.” Displayed data can be a count referenced within a data collection form that comes from another data collection form; an example is “total unduplicated students served” from the Title I, Part D Subpart 2 Students Served data collection form displaying as “total students served” in the dependent Title I, Part D Subpart 2 Outcomes data collection form.

Displayed data can also be source data from outside of CARS, which cannot be edited in CARS by the LEA user; an example is “LEA allocation.” If an LEA believes the displayed “LEA allocation” is not accurate, then the LEA may discuss the matter with California Department of Education (CDE) fiscal services staff. However, even if the data is revised outside of CARS by fiscal staff, the data may not necessarily be changed within CARS while the affected data collection form(s) is open.

Other examples of non-editable displayed source data are LEA names and County-District-School (CDS) codes, all of which are sourced directly from the CDS database and cannot be manually changed in CARS. If a change to this type of data is needed, then the LEA must contact the CDE CDS Administration office by email at [CDSAdmin@cde.ca.gov](mailto:CDSAdmin@cde.ca.gov) or by phone at 916-327-4014. CDS Administration resources can also be reviewed on the CDE County-District-School Administration web page at <https://www.cde.ca.gov/ds/si/ds/>.

### Prepopulated Data

Prepopulated data is data that is brought forward into a data collection form from another data collection form where the data was initially certified and can be edited by the LEA user in that data collection form. Prepopulated data are brought forward with the initial opening of a data collection form. Once the data collection form that includes the prepopulated data is saved, whether the LEA user did or did not change the prepopulated data, the system will not bring forward the prepopulated data into that data collection form again. A current example of editable prepopulated data can be found in the fields of the winter Title I, Part A Notification of Authorization of Schoolwide Program data collection form, which will display data that was certified in the same data collection form from the prior fiscal year.

## Abbreviations, Acronyms, and Initialisms

| **Abbreviation, Acronym, or Initialism** | **Full Name** |
| --- | --- |
| CARS | Consolidated Application and Reporting System |
| CDE | California Department of Education |
| CDS | County-District-School |
| CFR | Code of Federal Regulations |
| ConApp | Consolidated Application |
| CSAM | California School Accounting Manual |
| EL | English Learner |
| ESEA | Elementary and Secondary Education Act |
| ESSA | Every Student Succeeds Act |
| FY | Fiscal Year |
| ICR | Indirect Cost Rate(s) |
| LEA | Local Educational Agency |
| OPUS | Online Public Update for Schools |
| SWP | Schoolwide Program |
| TIA | Title I, Part A |
| YTD | Year-to-date |

## 2022–23 Title I, Part A LEA Closeout Report

### Data Collection Purpose

Report fiscal year (FY) expenditures to determine 2022–23 Title I, Part A unspent funds and compliance with the availability period.

**Note:** If the local educational agency (LEA) has carryover funds to report, then this form must be certified annually.

### Program Information

Under the federal Tydings Amendment, Section 421(b) of the General Education Provisions Act, any funds that are not obligated at the end of the federal funding period, July 1, 2022, through September 30, 2023, shall remain available for obligation for an additional period of 12 months, through September 30, 2024, within the limits specified in the Every Student Succeeds Act Section 1127.

This data collection is to report expenditures related to the FY 2022–23 Title I, Part A funds. The LEAs that reported a carryover amount in the Winter Release last year must report expenditures related to that carryover amount to ensure that FY 2022–23 Title I, Part A funds were spent by September 30, 2024.

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### Displayed Data – Reported Carryover

**2022–23 Title I, Part A LEA available allocation:** The allocation amount plus transferred-in amount, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Expenditures through September 30, 2023:** Data displays as reported in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Carryover as of September 30, 2023:** The LEA available allocation minus the expenditures through September 30, 2023 amount, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Amount of funds CDE invoiced the LEA, if applicable:** The amount above the allowable 15 percent carryover, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release, for which the LEA received an invoice from the California Department of Education (CDE), if applicable.

**Adjusted carryover amount:** The carryover as of September 30, 2023, minus the amount of funds CDE invoiced the LEA, if applicable.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount of **2022–23 Expenditures as of September 30, 2024**. | Required field. Include liquidation of obligations not later than 90 days after September 30, 2024. Enter an amount equal to or greater than zero. |

### Displayed Data – Unspent Funds

**Amount of unspent funds to be invoiced by CDE:** The adjusted carryover amount minus the amount of FY 2022–23 expenditures as of September 30, 2024.

LEAs will report expenditures as of September 30, 2024 for FY 2022–23 in this data collection form.

The CDE will invoice LEAs with remaining unspent FY 2022–23 funds after the close of the 2024–25 CARS Winter Release.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| 2022–23 Expenditures as of September 30, 2024 | Final expenditures cannot be greater than the adjusted carryover amount. | Ensure the final expenditures are not greater than the adjusted carryover amount. |
| Adjusted Carryover Amount | The adjusted carryover amount must be recalculated. A change has occurred to either the Title I, Part A LEA available allocation amount, the Transferred In amount, or the expenditures amount reported in Title I, Part A LEA Carryover. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, return to Title I, Part A LEA Closeout Report, then save it again. |

## 2022–23 Title I, Part D Subpart 2 Expenditure Report, Closeout 27 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2022, through September 30, 2024, from the Title I, Part D Subpart 2 LEA allocation.

### Program Information

Expenditures by the LEA may include administrative and indirect costs. Administrative costs are any costs, indirect or direct, that are administrative in nature and support the management of a program. For more information regarding administrative costs, please see Procedure 915 in the California Department of Education (CDE) California School Accounting Manual (CSAM) located on the Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/>.

According to the CSAM, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, on the Discover US Government – Citation web page at <https://www.gpo.gov/fdsys/search/submitcitation.action?publication=CFR>.

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### Displayed Data – Allocation and Apportionment

**2022–23 Title I, Part D Subpart 2 LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**2022–23 Title I, Part D Subpart 2 total apportionment issued:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title I, Part D, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2022–23 Total LEA allocation:** The total apportionment issued amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000–1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2022–23 Unspent funds:** The total LEA allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2022–23 total LEA allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Expenditure Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the total apportionment issued amount. Expenditures will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Transferred-in amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2022–23 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

### Data Collection Purpose

This section is used to report the year-to-date expenditures and encumbrances for the Title II, Part A Supporting Effective Instruction federal funding by activity. This expenditure reporting period is July 1, 2022, through September 30, 2024.

This data collection form will display if the local educational agency (LEA) applied for and received a Title II, Part A allocation.

### Program Information

Each LEA that received Title II, Part A Supporting Effective Instruction funding must complete this report.

For further information on allowable uses of funds, please visit the United States Code web page at <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim>.

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### Displayed Data – Allocation and Apportionment

**2022–23 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**2022–23 Title II, Part A total apportionment issued**: Source data from the CDE Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title IV, Part A to Title II, Part A, for the same fiscal year, must be equal to or greater than zero. |
| 2 | Enter the **Transferred-out Amount**. | Required field. The amount transferred-out from Title II, Part A into the other allowable Title programs, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2022–23 Total allocation:** The total apportionment issued amount plus the transferred-in amount minus the transferred-out amount.

### Procedures – Professional Development Expenditures

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Program Instructions** |
| 3 | Enter the expenditures for **Professional Development for Teachers**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the expenditures for **Professional Development for Administrators**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the expenditures for **Consulting/Professional Services**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the expenditures for **Induction Programs**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the expenditures for **Books and Other Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 8 | Enter the expenditures for **Dues and Membership**. | Required field. Enter an amount equal to or greater than zero. |
| 9 | Enter the expenditures for **Travel and Conferences**. | Required field. Enter an amount equal to or greater than zero. |

### Procedures – Personnel and Other Authorized Activities

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 10 | Enter the expenditures for **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 11 | Enter the expenditures for **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 12 | Enter the expenditures for **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 13 | Enter the expenditures for **Developing or Improving an Evaluation System**. | Required field. Enter an amount equal to or greater than zero. |
| 14 | Enter the expenditures for **Recruitment Activities**. | Required field. Enter an amount equal to or greater than zero. |
| 15 | Enter the expenditures for **Retention Activities**. | Required field. Enter an amount equal to or greater than zero. Expenditures could include incentives, stipend, and differential pay. |
| 16 | Enter the expenditures for **Class Size Reduction**. | Required field. Enter an amount equal to or greater than zero. Reducing class size must be evidence based. |

### Procedures – Program Expenditures

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Program Instructions** |
| 17 | Enter the expenditures for Direct Administrative Costs. | Required field. Enter an amount equal to or greater than zero. |
| 18 | Enter the expenditures for Indirect Costs. | Required field. Enter an amount equal to or greater than zero. |
| 19 | Enter the funds used for Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA). | This field will only display, and be required, if the LEA selected Yes to the Title II, Part A funds used through the Alternative Fund Use Authority (AFUA) option in the same fiscal year Application for Funding form. Enter an amount equal to or greater than zero. |
| 20 | Enter the expenditures for Equitable Services for Nonprofit Private Schools. | Required field. Enter an amount equal to or greater than zero. Equitable services expenditures for nonprofit private schools could be less than or equal to the equitable services allocation, which must be spent during the year allocated. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total expenditures:** The sum of all expenditures.

**2022–23 Unspent funds:** The total allocation amount minus the total expenditures amount.

**Note:** The CDE will invoice the LEA to return the unspent 2022–23 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Cost and Indirect Costs Amounts | The sum of direct administrative costs and indirect costs is more than 15% of the total allocation. Expenditure amounts will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Expenditures Amount | The total expenditures cannot be greater than the total allocation. | Review the expenditures for accuracy and make necessary adjustments. |
| Total Expenditures Amount | If the total allocation is greater than zero, then the total expenditures should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |
| Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) Amount | Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) is a required field. | Ensure there is a value entered into the field that is equal to or greater than zero. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Transferred-out Amount | Transferred-out amount is required. | Enter an amount equal to or greater than zero. |

## 2022–23 Title III English Learner YTD Expenditure Report, Closeout 27 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2022, through September 30, 2024, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative costs (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Apportionment

**2022–23 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**2022–23 Title III EL total apportionment issued amount**: Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III English Learner, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2022–23 Total Allocation:** The sum of the Title III EL total apportionment issued amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000–1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount cannot exceed 2% of the EL total apportionment issued amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2022–23 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2022–23 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs | The direct administrative costs amount cannot exceed 2% of the English Learner total apportionment issued amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2022–23 Title III Immigrant YTD Expenditure Report, Closeout 27 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2022, through September 30, 2024, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Apportionment

**2022–23 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**2022–23 Title III immigrant total apportionment issued amount**: Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III Immigrant, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2022–23 Total Allocation:** The sum of the Title III immigrant total apportionment issued amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000–1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the immigrant total apportionment issued amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2022–23 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2022–23 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant total apportionment issued amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2022–23 Title IV, Part A LEA Closeout Report

### Data Collection Purpose

This data collection form is used to collect the fiscal year (FY) expenditures, by activity level, for Title IV, Part A and determine if there are any unspent funds. The 2022–23 Title IV, Part A Local Educational Agency (LEA) Closeout Report data collection form must be completed by all LEAs that applied for and received 2022–23 Title IV, Part A funds.

### Program Information

For additional information on Title IV, Part A use of funds go to the California Department of Education (CDE) Title IV, Part A: Student Support and Academic Enrichment (SSAE) web page at <https://www.cde.ca.gov/sp/st/>.

### California Department of Education Program Staff Contact

Kevin Donnelly

Education Programs Consultant

Rural Education and Student Support Office

[TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov)

### Displayed Data – LEA Allocation

**2022–23 Title IV, Part A LEA allocation:** Source data from the CDE Title IV, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Funds Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A to Title IV, Part A, for the same fiscal year, must be equal to or greater than zero. |
| 2 | Enter the **Transferred-out Amount**. | Required field. The amount transferred-out from Title IV, Part A into the other allowable Title programs, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Available Allocation

**2022–23 Title IV, Part A LEA available allocation:** The Title IV, Part A LEA allocation plus transferred-in amount minus the total funds transferred out of Title IV, Part A.

### Procedures – Final Expenditures

#### Pre-populated Data

**Administrative and indirect costs, Well-Rounded Educational Opportunities activities, Safe and Healthy Students activities, Effective Use of Technology activities, and Technology Infrastructure:** These editable fields are pre-populated with data from the same fiscal year Title IV, Part A LEA Use of Funds and Carryover form, if that prior year form was certified.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 3 | Enter the expenditures for **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. Amount entered cannot exceed 15% of the Title IV, Part A LEA available allocation. |
| 4 | Enter the expenditures for **Well-Rounded Educational Opportunities activities**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the expenditures for **Safe and Healthy Students activities**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the expenditures for **Effective Use of Technology activities**. | Required field.Enter an amount equal to or greater than zero. |
| 7 | Enter the expenditures for **Technology Infrastructure**. | Required field.Enter an amount equal to or greater than zero |

### Displayed Data – Total Expenditures and Unspent Funds

**Total expenditures:** The sum of all expenditure amounts.

**Amount of unspent Funds:** The 2022–23 Title IV, Part A LEA available allocation minus total expenditures.

**Note:** The CDE will invoice the LEA to return the unspent 2022–23 total LEA allocation funds.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Expenditures Amount | Total expenditures cannot be greater than the 2022-23 LEA available allocation. | Ensure the sum of all expenditures is not greater than the total Title IV, Part A LEA available allocation. |
| Administrative and Indirect Costs | Administrative and indirect costs cannot exceed 15% of the Title IV, Part A LEA available allocation. | Ensure that administrative and indirect costs do not exceed 15% of the Title IV, Part A LEA available allocation. |
| Well-Rounded Educational Opportunities activities | Well-Rounded Educational Opportunities activities amount needs to be at least 20% of the Title IV, Part A LEA available allocation for those LEAS with an allocation of $30,000 or more. | Ensure at least 20% of the available allocation is entered into the Well-Rounded Educational Opportunities activities field. |
| Safe and Healthy Students activities | Safe and Healthy Students activities amount needs to be at least 20% of the Title IV, Part A LEA available allocation for those LEAS with an allocation of $30,000 or more. | Ensure at least 20% of the available allocation is entered into the Safe and Healthy Students activities field. |
| Not field name specific | For those LEAS with an allocation of $30,000 or less, at least 20% of the Title IV, Part A LEA available allocation must be spent for either Well-Rounded Educational Opportunities or Safe and Healthy Students activities. | Ensure at least 20% of the available allocation is entered into the Well-Rounded Educational Opportunities activities or the Safe and Healthy Students activities field. |
| Technology Infrastructure | Technology Infrastructure amount needs to be less than or equal to 15% of amount entered in Effective Use of Technology Activities field. | Ensure that the Technology Infrastructure amount does not exceed 15% of the amount entered in the Effective Use of Technology activities field. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Transferred-out Amount | Transferred-out amount is required. | Enter an amount equal to or greater than zero. |

## 2022–23 Title V, Part B Subpart 2 RLIS LEA Closeout Report

### Data Collection Purpose

Identify how Title V, Part B Subpart 2 Rural and Low-Income Schools (RLIS) grant funds were used by the local educational agency (LEA).

This data collection will only be available to LEAs that applied for and received funding for the Title V, Part B Subpart 2 RLIS grant.

### Program Information

For additional information on Title V, Part B Subpart 2, go to the California Department of Education (CDE) Title V, Part B Rural Education Initiative web page at <https://www.cde.ca.gov/fg/aa/rp/>.

### California Department of Education Program Staff Contact

Patricia Ramirez

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### Displayed Data – Allocation

**2022–23 Title V, Part B Subpart 2 RLIS LEA allocation:** Source data from the CDE Title V, RLIS web page at <https://www.cde.ca.gov/fg/aa/ca/titlev.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Funds Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title V, Part B Subpart 2 RLIS, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2022–23 Title V, Part B Subpart 2 RLIS LEA available allocation:** The Title V, Part B Subpart 2 RLIS LEA allocation plus funds transferred-in amount.

### Procedures – Final Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the expenditures for **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the expenditures for **Activities Authorized Under Title I, Part A**. | Required field. Enter an amount equal to or greater than zero. Include improving basic programs operated by the LEA. |
| 4 | Enter the expenditures for **Activities Authorized Under Title II, Part A**. | Required field. Enter an amount equal to or greater than zero. Include supporting effective instruction activities. |
| 5 | Enter the expenditures for **Activities Authorized Under Title III**. | Required field. Enter an amount equal to or greater than zero. Include language instruction for English learner and immigrant student activities. |
| 6 | Enter the expenditures for **Activities Authorized Under Title IV, Part A**. | Required field. Enter an amount equal to or greater than zero. Include student support and academic enrichment activities. |
| 7 | Enter the expenditures for **Parental Involvement Activities**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total Expenditures:** The sum of all expenditure amounts.

**Amount of Unspent Funds:** The Title V, Part B Subpart 2 RLIS LEA available allocation minus total expenditures.

**Note:** The CDE will invoice the LEA to return the unspent funds of the 2022–23 Title V, Part B Subpart 2 RLIS LEA available allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |

|  |  |  |
| --- | --- | --- |
| Not Field Name Specific | Total expenditures cannot be greater than the Title V, Part B Subpart 2 RLIS LEA available allocation amount. | Ensure that the total of expenditures is not greater than the Title V, Part B Subpart 2 RLIS LEA available allocation. |
| Funds Transferred-in Amount | Funds transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2023–24 Title I, Part A LEA Carryover

### Data Collection Purpose

This form is used to determine the amount of fiscal year (FY) 2023–24 Title I, Part A funds to be carried forward to FY 2024–25. The 2023–24 Title I, Part A LEA Carryover data collection form must be completed by all local educational agencies (LEAs) that received 2023–24 Title I, Part A funds.

LEAs receiving less than $50,000 of Title I, Part A funds (including funds transferred-in from other sources) in FY 2023–24 are not subject to the 15 percent carryover limit but are required to complete this data collection form.

### Program Information

The Elementary and Secondary Education Act reauthorized as the Every Student Succeeds Act Section 1127(a) limits the amount of Title I, Part A funds an LEA may carry over from one FY allocation to not more than 15 percent of the total Title I, Part A funds allocated to the LEA for that FY. The law allows a state educational agency (SEA) to grant an LEA a waiver of this carryover limit if: (1) the LEA request is reasonable and necessary, or (2) a supplemental Title I, Part A appropriation becomes available. The law limits the SEA’s ability to grant such a waiver to once in three years. Visit the California Department of Education (CDE) Title I, Part A Carryover Waiver Request Criteria web page at <https://www.cde.ca.gov/sp/sw/t1/tipacarryoverwvrcriteria.asp> to review the required components of a carryover waiver request as well as additional helpful information.

Completion of the waiver section in this form is not an automatic approval of the carryover waiver. The CDE will send the LEA a written approval or denial of the LEA waiver request.

**Note:** The waiver must be approved before the LEA can spend the carryover funds that are in excess of the 15 percent limit.

For more information, please refer to the CDE Title I, Part A Carryover and Waiver web page at <https://www.cde.ca.gov/sp/sw/t1/carryover.asp>.

### California Department of Education Program Staff Contact

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916-323-0472

### Displayed Data – Allocation

**2023–24 Title I, Part A LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title I, Part A, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Available Allocation

**2023–24 Title I, Part A LEA available allocation:** The LEA allocation amount plus the transferred-in amount.

### Procedures – Expenditures and Obligations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the **Expenditures and Obligations through September 30, 2024**. | Required field. Amount must be equal to or greater than zero. |

### Displayed Data – Carryover Calculation

**Carryover as of September 30, 2024:** The 2023–24 Title I, Part A LEA available allocation amount minus the expenditures and obligations through September 30, 2024.

**Carryover percent as of September 30, 2024:** The September carryover divided by the 2023–24 Title I, Part A LEA available allocation then multiplied by 100 to display value as a percentage.

**Note:** If the September carryover is 15 percent or less or the LEA is not eligible to apply for a carryover waiver, then no additional fields will display.

**2023–24 Allowable carryover amount:** The data is calculated as 15 percent of the 2023–24 Title I, Part A LEA available allocation.

**Amount of 2023–24 carryover funds above the allowable 15 percent:** The data is calculated as the carryover as of September 30, 2024, minus the 2023–24 allowable carryover amount, or zero, whichever is greater.

### Procedures – Waiver Request

If the LEA has an available allocation that is less than $50,000, then the rules and function of the waiver request section of this data collection form do not apply, regardless of the September carryover percent.

An LEA is eligible to apply for a carryover waiver three years from when the last carryover waiver was approved for the LEA.

If the September carryover is greater than 15 percent for an LEA with an available allocation greater than $50,000, and the LEA is eligible for a new waiver when the carryover calculation is saved, the waiver request section will display in this data collection form.

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Provide the **Reasonable and Necessary Justification** description. | Optional field. Describe how the LEA plans to expend or obligate the carryover funds. Maximum 1,700 characters. For additional information, visit the CDE Title I, Part A Carryover Waiver Request Criteria web page at <https://www.cde.ca.gov/sp/sw/t1/tipacarryoverwvrcriteria.asp>. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Expenditures and Obligations | Expenditures and obligations as of September 30, 2024, must be less than or equal to Title I, Part A LEA available allocation. | Expenditures and obligations cannot exceed the Title I, Part A LEA available allocation. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2023–24 Title III English Learner YTD Expenditure Report, 18 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2023, through December 31, 2024, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative costs (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

**Primary contact:**

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Staff Services Analyst

Language Policy and Leadership Office

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916-319-9620

**Secondary contact:**

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Education Programs Consultant

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916-323-5831

### Displayed Data – Allocation

**2023–24 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III English Learner, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2023–24 Total allocation:** The sum of Title III EL student program allocation amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000**–**1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. Amount cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2023–24 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2023–24 Title III Immigrant YTD Expenditure Report, 18 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2023, through December 31, 2024, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

**Primary contact:**

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**Secondary contact:**

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916-323-5831

### Displayed Data – Allocation

**2023–24 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III Immigrant, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2023–24 Total allocation:** The sum of Title III immigrant student program allocation amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000**–**1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2023–24 Unspent funds:** The total allocation minus the sum of all expenditure amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2023–24 Title IV, Part A LEA Use of Funds and Carryover

### Data Collection Purpose

This data collection form is used to collect the year-to-date (YTD) expenditures, by activity level, for Title IV, Part A and calculate the carryover amount. The 2023–24 Title IV, Part A Use of Funds and Carryover data collection form must be completed by all local educational agencies (LEAs) that applied for and received 2023–24 Title IV, Part A funds.

### Program Information

For additional information on Title IV, Part A use of funds go to the California Department of Education (CDE) Title IV, Part A: Student Support and Academic Enrichment (SSAE) web page at <https://www.cde.ca.gov/sp/st/>.

### California Department of Education Program Staff Contact

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Rural Education and Student Support Office

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### Displayed Data – Allocation

**2023–24 Title IV, Part A LEA allocation:** Source data from the CDE Title IV, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A to Title IV, Part A, for the same fiscal year, must be equal to or greater than zero. |
| 2 | Enter the **Transferred-out Amount**. | Required field. The amount transferred-out from Title IV, Part A into the other allowable Title programs, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Available Allocation

**2023–24 Title IV, Part A LEA available allocation:** The Title IV, Part A LEA allocation plus transferred-in amount minus the total funds transferred out of Title IV, Part A.

### Procedures – Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 3 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. Amount entered cannot exceed 15% of the Title IV, Part A LEA available allocation. |
| 4 | Enter the YTD amount spent on **Well-Rounded Educational Opportunities Activities**. | Required field. Enter an amount equal to or greater than zero. Note: Amount needs to be at least 20% of the Title IV, Part A LEA available allocation when reported in the future closeout report. |
| 5 | Enter the YTD amount spent on **Safe and Healthy Students Activities**. | Required field. Enter an amount equal to or greater than zero. Note: Amount needs to be at least 20% of the Title IV, Part A LEA available allocation when reported in the future closeout report. |
| 6 | Enter the YTD amount spent on **Effective Use of Technology Activities**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Technology Infrastructure**. | Required field. Enter an amount equal to or greater than zero. Note: Amount needs to be less than or equal to 15% of amount entered in Effective Use of Technology Activities field. |

### Displayed Data – Total Expenditures and Carryover

**Total expenditures:** The sum of all expenditure amounts.

**Carryover as of September 30, 2024:** The Title IV, Part A LEA available allocation minus all expenditures.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Carryover Amount | Carryover as of September 30, 2024 calculated as a negative amount. To resolve this error, adjust entries so that the total of expenditures is not greater than the Title IV, Part A LEA available allocation, then resave this form. | Ensure that the total of expenditures is not greater than the Title IV, Part A LEA available allocation. |
| Administrative and Indirect Costs | Administrative and indirect costs cannot exceed 15% of the Title IV, Part A LEA available allocation. | Ensure that administrative and indirect costs do not exceed 15% of the Title IV, Part A LEA available allocation. |
| Well-Rounded Educational Opportunities Activities | Well-Rounded Educational Opportunities activities amount needs to be at least 20% of the Title IV, Part A LEA available allocation when reported in the future closeout report. | Note only. |
| Safe and Healthy Students Activities | Safe and Healthy Students activities amount needs to be at least 20% of the Title IV, Part A LEA available allocation when reported in the future closeout report. | Note only. |
| Technology Infrastructure Amount | Technology Infrastructure amount needs to be less than or equal to 15% of amount entered in Effective Use of Technology Activities field. | Ensure that the Technology Infrastructure amount does not exceed 15% of the amount entered in the Effective Use of Technology activities field. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Transferred-out Amount | Transferred-out amount is required. | Enter an amount equal to or greater than zero. |

## 2023–24 Title V, Part B Subpart 2 RLIS LEA Use of Funds and Carryover

### Data Collection Purpose

Identify how Title V, Part B Subpart 2 Rural and Low-Income Schools (RLIS) grant funds were used by the local educational agency (LEA).

This data collection will only be available to LEAs that applied for and received funding for the Title V, Part B Subpart 2 RLIS grant.

### Program Information

LEAs that receive RLIS grants may use the funds to carry out the following types of activities:

* Title I, Part A (Improving basic programs operated by LEAs)
  + Example: An LEA expends Title V, Part B Subpart 2 funds to develop and provide an entrepreneurial education program to supplement its civics curriculum.
* Title II, Part A (Supporting Effective Instruction)
  + Example: An LEA expends Title V, Part B Subpart 2 funds to provide a stipend for a prospective teacher to work alongside an effective teacher, who is the teacher of record, for a full academic year.
* Title III (Language instruction for English learner and immigrant students)
  + Example: An LEA expends Title V, Part B Subpart 2 funds to provide an afterschool enrichment program for English learners.
* Title IV, Part A (Student Support and Academic Enrichment)
  + Example: An LEA expends Title V, Part B Subpart 2 funds for school-based mental health services and counseling.
* Parental involvement activities

### California Department of Education Program Staff Contact

Patricia Ramirez

Education Programs Consultant

Rural Education and Student Support Office

[REAP@cde.ca.gov](mailto:REAP@cde.ca.gov)

### Displayed Data – Allocation

**2023–24 Title V, Part B Subpart 2 RLIS LEA allocation:** Source data from the California Department of Education (CDE) Title V, RLIS web page at <https://www.cde.ca.gov/fg/aa/ca/titlev.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Funds Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title V, Part B Subpart 2 RLIS, for the same fiscal year, must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2023–24 Title V, Part B Subpart 2 RLIS LEA available allocation:** The Title V, Part B Subpart 2 RLIS LEA allocation plus funds transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the amount spent on **Activities Authorized Under Title I, Part A**. | Required field. Enter an amount equal to or greater than zero. Include improving basic programs operated by the LEA. |
| 4 | Enter the amount spent on **Activities Authorized Under Title II, Part A**. | Required field. Enter an amount equal to or greater than zero. Include supporting effective instruction activities. |
| 5 | Enter the amount spent on **Activities Authorized Under Title III**. | Required field. Enter an amount equal to or greater than zero. Include language instruction for English learner and immigrant student activities. |
| 6 | Enter the amount spent on **Activities Authorized Under Title IV, Part A**. | Required field. Enter an amount equal to or greater than zero. Include student support and academic enrichment activities. |
| 7 | Enter the amount spent on **Parental Involvement Activities**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Carryover

**Total expenditures:** The sum of all expenditure amounts.

**Carryover as of September 30, 2024:** The Title V, Part B Subpart 2 RLIS LEA available allocation minus total expenditures.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Expenditures | Total expenditures cannot be greater than the Title V, Part B Subpart 2 RLIS LEA available allocation amount. | Ensure that the total expenditures do not exceed the total LEA available allocation amount. |
| Funds Transferred-in Amount | Funds transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Federal Transferability

### Data Collection Purpose

Federal transferability of funds is governed by Title V, Part A in the Every Student Succeeds Act (ESSA) Section 5102. A local educational agency (LEA) may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs pursuant to ESSA Section 5103[b][1].

### Program Information

**Note:** This transferability is not the same as Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) governed by ESSA Section 5211. **Funds utilized under Title V, Part B Subpart 1 AFUA are not to be included on this form.**

Regardless of transfers, if less than 100 percent of funds are transferred, the LEA will continue to be responsible for meeting Title II, Part A and Title IV, Part A legal requirements, which are required as a condition of accepting the funds. In addition, funds transferred to other allowable programs are subject to the legal requirements for those programs.

**Note:** Any amounts entered in the “Transferred to” fields for this form do not pre-populate into the applicable 2024–25 data collection forms. The data collection forms contain their own data entry fields for “Transferred in” and/or “Transferred out” amounts, which is where the LEA would include any transferred funds entered on this data collection form.

### California Department of Education Program Staff Contact

**Title II, Part A contact**

Lisa Fassett

Education Programs Consultant

Professional Learning Support and Monitoring Office

[LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov)

916-323-4963

**Title IV, Part A contact**

Kevin Donnelly

Education Programs Consultant

Rural Education and Student Support Office

[TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov)

### Displayed Data – Title II, Part A Allocation

**2024–25 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

### Procedures – Title II, Part A Transfers

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount to be **Transferred to Title I, Part A**. | Optional field. |
| 2 | Enter the amount to be **Transferred to Title I, Part C**. | Optional field. |
| 3 | Enter the amount to be **Transferred to Title I, Part D**. | Optional field. |
| 4 | Enter the amount to be **Transferred to Title III English Learner**. | Optional field. |
| 5 | Enter the amount to be **Transferred to Title III Immigrant**. | Optional field. |
| 6 | Enter the amount to be **Transferred to Title IV, Part A**. | Optional field. |
| 7 | Enter the amount to be **Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant**. | Optional field. |
| 8 | Enter the amount to be **Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant**. | Optional field. |

### Displayed Data – Title II, Part A Transfers

**Total amount of Title II, Part A funds transferred out:** The total of all funds transferred out of Title II, Part A.

**2024–25 Title II, Part A allocation after transfers out:** The Title II, Part A allocation minus the sum of all transfers out.

### Displayed Data – Title IV, Part A Allocation

**2024–25 Title IV, Part A allocation:** Source data from the CDE Title IV, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

### Procedures – Title IV, Part A Transfers

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 9 | Enter the amount to be **Transferred to Title I, Part A**. | Optional field. |
| 10 | Enter the amount to be **Transferred to Title I, Part C**. | Optional field. |
| 11 | Enter the amount to be **Transferred to Title I, Part D**. | Optional field. |
| 12 | Enter the amount to be **Transferred to Title II, Part A**. | Optional field. |
| 13 | Enter the amount to be **Transferred to Title III English Learner**. | Optional field. |
| 14 | Enter the amount to be **Transferred to Title III Immigrant**. | Optional field. |
| 15 | Enter the amount to be **Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant**. | Optional field. |
| 16 | Enter the amount to be **Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant**. | Optional field. |

### Displayed Data – Title IV, Part A Transfers

**Total amount of Title IV, Part A funds transferred out:** The total of all funds transferred out of Title IV, Part A.

**2024–****25 Title IV, Part A allocation after transfers out:** The Title IV, Part A allocation minus the sum of all transfers out.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Not field name specific | The total amount transferred out of Title II, Part A cannot be greater than the Title II, Part A allocation. | Total funds transferred out cannot be greater than the Title II, Part A allocation, adjust amounts transferred as needed. |
| Not field name specific | The total amount transferred out of Title IV, Part A cannot be greater than the Title IV, Part A allocation. | Total funds transferred out cannot be greater than the Title IV, Part A allocation, adjust amounts transferred as needed. |
| Title II, Part A Funds Transferred to Title IV, Part A | Title II, Part A Funds cannot be transferred into Title IV, Part A, as the LEA did not apply for or receive a Title IV, Part A allocation. | Either delete the amount entered or change it to zero. |
| Title IV, Part A Funds Transferred to Title II, Part A | Title IV, Part A Funds cannot be transferred into Title II, Part A, as the LEA did not apply for or receive a Title II, Part A allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title I, Part A, the LEA either did not apply for Title I, Part A or did not receive a Title I, Part A allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title I, Part D, the LEA either did not apply for Title I, Part D or did not receive a Title I, Part D allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title III English Learner, the LEA either did not apply for Title III English Learner or did not receive a Title III English Learner student program allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title III Immigrant, the LEA either did not apply for Title III Immigrant or did not receive a Title III Immigrant student program allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title V, Part B, Subpart 1, the LEA either did not apply for Title V, Part B, Subpart 1 or is not eligible. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title V, Part B, Subpart 2, the LEA either did not apply for Title V, Part B, Subpart 2 or is not eligible. | Either delete the amount entered or change it to zero. |
| Not field name specific | Federal statute requires that when all or a portion of the Title II, Part A allocation is transferred, the amount transferred out of Title II remains subject to nonprofit private school equitable services via the program into which the funds were transferred. | Informational warning only. |
| Not field name specific | Federal statute requires that when all or a portion of the Title IV, Part A allocation is transferred, the amount transferred out of Title IV remains subject to nonprofit private school equitable services via the program into which the funds were transferred. | Informational warning only. |

## 2024–25 Title I, Part A Nonprofit Private School Low Income Count

### Data Collection Purpose

To identify nonprofit private schools that will participate in the Every Student Succeeds Act (ESSA) Title I, Part A services.

This data collection form will not display for county offices of education or direct funded charters. This data collection form is relevant to local educational agencies (LEAs) that are public school districts, awarded a Title I, Part A allocation. A public school district must complete the Spring Release Nonprofit Private School Consultation data collection form accurately with the results of private school consultation in order for nonprofit private schools to be populated into this form.

**Note:** The California Department of Education (CDE) county-district-school (CDS) database informs the Consolidated Application and Reporting System (CARS) as to whether an active nonprofit private school is located within or outside of a district’s boundaries to determine in which district’s school list the active nonprofit private school belongs so it will automatically populate into that district’s Spring Release Nonprofit Private School Consultation data collection form. The option to add active nonprofit private schools from outside a district’s boundaries to the district’s school list in CARS can only be done via the Spring Release Nonprofit Private School Consultation data collection form.

### Program Information

The ESSA, Title I, Part A, Section 1117 requires LEAs to provide equitable services to eligible students attending nonprofit private schools. These equitable services must be comparable to the services provided for students in public schools.

Additional information and resources are found on the CDE Title I Services for Students in Private Schools web page at <https://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp>. The LEAs must maintain and provide to the CDE upon request, a written affirmation signed by the officials of the participating private schools that the consultation required by ESSA Title I, Part A, Section 1117(b) has occurred.

It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services. If a discrepancy is found, the LEA should notify the CDE by sending an email to [privateschools@cde.ca.gov](mailto:privateschools@cde.ca.gov). Additional information (including a link to the Private School Directory) is available on the CDE Private School Data web page at <https://www.cde.ca.gov/ds/si/ps/>.

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy.

### California Department of Education Program Staff Contact

**Title I, Part A and Ombudsman**

Sylvia Hanna

Education Programs Consultant

Equitable Services Ombudsman

Title I Policy, Program, and Support Office

[SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov)

916-319-0948

### Displayed Data – School Grid

**School name** and **School code:** Displayed data sourced through the CDE CDS database, as reflected in the CDE California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

**Note:** Active nonprofit private schools with the “Signed Written Affirmation on File” option marked as “Yes” in the Spring Release Nonprofit Private School Consultation data collection form are included in this data collection form.

**Enrollment:** Displayed data sourced through the CDE CDS database.

### Procedures – Participation and Low Income

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | The LEA must indicate whether the school is **Participating**. | Required field. Participation will not display if the school does not have a signed written affirmation on file. |
| 2 | The LEA must enter the **Low Income Student Count**. | If the school is participating, then this field is required. |

### Displayed Data – Added Schools

**School added:** A displayed “Y” (Yes) or “N” (No) flag identifying whether an active nonprofit private school was added to the district’s nonprofit private school list via the Spring Release Nonprofit Private School Consultation data collection form.

**Note:** If the school added record in this data collection form indicates “N”, then that means the active nonprofit private school is located within the district’s boundaries, per the CDE CDS database, and would have automatically populated into the district’s Spring Release Nonprofit Private School Consultation data collection form. If the school added record in this data collection form indicates “Y”, then that means the active nonprofit private school is located outside the district’s boundaries, per the CDE CDS database, did not automatically populate into the district’s Spring Release Nonprofit Private School Consultation data collection form, and therefore had to be added to that spring form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file / Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | School: [School Name] cannot participate, the school does not have a signed written affirmation on file. | Return to the form and re-save it. |
| Not Field Name Specific | School: [School Name] has a signed written affirmation on file. Participating is a required field. | Select Participating “Yes” or “No.” |
| Low Income Student Count | School: [School Name] is electing to participate. To participate, a low income student count must be entered. | If school participation is “Yes,” then a low income student count is required. |
| Low Income Student Count | School: [School Name] The low income student count cannot be greater than the total school enrollment. | The low income student count cannot be greater than the total school enrollment. |
| Not Field Name Specific | Title I, Part A LEA Allocation and Reservations has been certified with data from this form. If a change was made that impacts school participation or low income student counts, then Title I, Part A LEA Allocation and Reservations must be saved and certified again. | If data previously certified in Title I, Part A LEA Allocation and Reservations is affected by a change made in this form, then return to Title I, Part A LEA Allocation and Reservations again, update as appropriate, re-save, then recertify when appropriate. |
| Not Field Name Specific | Nonprofit Private School Consultation has been recertified. Title I, Part A Nonprofit Private School Low Income Count must be saved and certified again. | Re-save Title I, Part A Nonprofit Private School Low Income Count. |

## 2024–25 Title I, Part A School Student Counts

### Data Collection Purpose

The purpose of the school student counts data collection form is to report the school ranking method, the low-income measurement to be used by the local educational agency (LEA) to allocate Title I funds, total student enrollment counts, and eligible low-income student counts for each school. The information entered will be used by the LEA to calculate eligibility and ranking for Title I, Part A school allocations.

### Program Information

The data reported in this form will populate the Title I, Part A School Allocations data collection form and will be used by the LEA to calculate eligibility and ranking for Title I, Part A School Allocations.

To determine Title I, Part A School Allocations, the LEA may use:

* prior fiscal year (FY) school-level student data; or
* current FY school-level student data.

Total student enrollment and eligible low-income students counts**\*** have been pre-populated into this form with **prior FY** data from the certified California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 submission.

**\***The eligible low-income student counts have been pre-populated with eligible low-income students ages 5-17 only. LEAs have the option to include all eligible low-income students when determining school allocations depending on the low-income measure selected.

Please review the information in the following **“Important Update”** section regarding updating pre-populated school-level student data.

#### Measure of Poverty (Low-income Measure)

According to the Every Student Succeeds Act Section 1113(a)(5)(A), the LEA shall use the same measure of poverty, which measure of poverty shall be one of the following:

* The number of children eligible for Free or Reduced-Price Meals (FRPM) under the Richard B. Russell National School Lunch Act (42 United States Code (U.S.C.) 1751 et seq.);
* The number of children in families receiving assistance under the State program funded under Part A of Title IV of the Social Security Act (SSI);
* The number of children eligible to receive medical assistance under the Medicaid Program;
* The number of children aged five through seventeen in poverty counted in the most recent census data approved by the Secretary; or
* A composite of such indicators.

#### Important Update

If the LEA selects a Low-income Measure of “FRPM”, please review the following instructions regarding how to obtain school-level student data for “student enrollment” counts and “eligible low-income student” counts for prior and current FY.

To obtain prior FY school-level student data:

1. LEAs may obtain **prior** FY data from the "Unduplicated Student Poverty – FRPM Data" file available on the California Department of Education (CDE) Free or Reduced-Price Meal (Student Poverty) Data web page: <https://www.cde.ca.gov/ds/ad/filessp.asp>.
   1. The Enrollment (K-12) data, in Column Q, contains the total student enrollment for each school, and:
      1. Populates the data in the column titled “Student Enrollment” of this data collection form.
   2. The total Eligible Low-income Students counts data appears in:
      1. Column T, titled: FRPM Count (K─12); or
      2. Column Y, titled: FRPM Count (Ages 5-17).
      3. The LEA may manually enter the "FRPM Count (K-12)" data (from Column T) or the "FRPM Count (Ages 5-17)" data (from Column Y) into the "Eligible Low-income Students" field of the School Student Counts data collection form to include eligible low-income students for each school within the LEA.

To obtain current FY school-level student data:

1. LEAs may obtain current FY data by running the CALPADS Snapshot Report 1.1:
   1. Open the report and set filters as follows:
      1. Status Filter:
      * Status – “Revised Uncertified” (if the report is run on or before January 24, 2025);  
        **OR**
      * Status − "SELPA Approved" (if the data is already Special Education Local Plan Area [SELPA] approved or the report is run on or after January 24, 2025).

**AND**

* + 1. Age Eligibility Filter:
       - Age Eligibility Filter: Select **ALL (K-12, UE, US)** to obtain the count of all eligible low-income students; or
       - Age Eligibility Filter: **Title I (5-17 year olds only)** to obtain the count of eligible low-income students ages 5-17 only.
  1. In the CALPADS Snapshot Report 1.1:
     + 1. The “Student Enrollment” count data appears in the column titled: "Enrollments" (third column from the left) of CALPADS 1.1.
       2. The "Eligible Low-income Students" count data appears in the column titled: "FRPM Eligible" (last column on the right) of CALPADS 1.1.

**Note:** The “Enrollment” count data is entered into the “Student Enrollment” field of this form for each school; the FRPM Eligible count data is entered into the “Eligible Low Income Students” field in this form.

If the LEA selects one of the following low-income measures (SSI, Medicaid, Census, or Composite), LEA staff should contact Rina DeRose via email at [rderose@cde.ca.gov](mailto:rderose@cde.ca.gov) for additional information and instructions.

**Important:** Records must be maintained to verify any revisions made to pre-populated data.

School student enrollment should include the total number of children enrolled in each school listed.

If the grade levels of a school have changed, then the LEA County-District-School (CDS) coordinator must submit the update on the CDE Online Public Update for Schools (OPUS-CDS) web-based application at <https://www3.cde.ca.gov/opuscds/default.aspx>. For additional OPUS-CDS instructions, please follow the link.

For more information, please refer to the CDE Title I, Part A School Student Counts web page at <https://www.cde.ca.gov/sp/sw/t1/studentcounts.asp>.

### California Department of Education Program Staff Contact

Rina DeRose

Education Programs Consultant

Title I Policy, Program, and Support Office

[RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov)

916-323-0472

### Procedures – Ranking and Funding Options

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Select a **School Ranking Option**. | Required field. Select the highest to lowest school ranking method:  -within the LEA; or -within each grade span group.  Note: This selection impacts the order in which schools are displayed in the Title I, Part A School Allocations form. |
| 2 | Select a **Low Income Measure** from the dropdown list. | Required field. |
| 3 | Enter a **Comment**, if composite is the low-income measure selected, to provide an explanation detailing how the student count is derived. | If the LEA selects a low-income measure of composite, then this comment field will display and will be required. |

### Displayed Data

**School name, School code, Low grade offered,** and **High grade offered:** Source data from the CDE CDS database, as reflected in the California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

### Pre-populated Data

**Student enrollment** and **Eligible low income students:** These fields will be pre-populated with PRIOR year certified data from the CALPADS Fall 1 submission report. The pre-populated data in the column titled “Eligible Low-income Students,” includes students ages 5–17 only.

The LEA may manually enter current FY school-level student data in place of prior year data in this form.

LEAs may manually update the data to include all students depending on the low-income measure selected to determine school allocations.

The pre-populated data can be edited in this data collection form. Please review the instructions in the “Important Update” section above for additional instructions. Once this data collection form is saved as a draft, the system will not pre-populate data again.

### Procedures – Student Counts

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | Verify the **Grade Span Group**. | Required for all schools. Allowable values are 1, 2, or 3. LEA may accept or overwrite the pre-populated value. For additional information, please refer to the School Grade Span Group Assignment Guidance web page at <https://www.cde.ca.gov/fg/aa/co/caschlgrdspngrpassign.asp>. |
| 5 | Verify the **Student Enrollment** count. | Required field. LEA may accept or overwrite a pre-populated count. |
| 6 | Verify the **Eligible Low Income Students** count. | Required field. LEA may accept or overwrite a pre-populated count. |

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file / Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Grade Span Group | School: [School Name] must have a grade span group assigned. | Required field. Enter an allowable value. |
| Composite Comment | A low income measure of composite was selected. A comment must be entered providing an explanation how the LEA is determining its low income student count. | If low income measure of composite is selected, then a description comment is required. |
| Student Enrollment Count | School: [School Name] enrollment is equal to zero, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Enter a number equal to or greater than zero. |
| Eligible Low Income Students Count | School: [School Name] the eligible low income students count cannot be greater than the student enrollment count. | Ensure that the data entered is correct. |
| Not field name specific | School: [School Name] is missing. A school level record is missing for this data collection, if this error message displays verify the school record exists then reload the school file. | A school level record is missing for this data collection form. This is most likely caused by an update to the CDS database. Return to the form and resave it. |

## 2024–25 Title I, Part A Nonprofit Private School Equitable Services Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the Title I, Part A allocation available for direct equitable services.

### Program Information

A local educational agency (LEA) must apply the proportion used to calculate the proportional share to its entire Title I allocation (including any Title II, Part A or Title IV, Part A funds that an LEA transfers into Title I, Part A) before it reserves any funds for other purposes, including all reservations the Every Student Succeeds Act (ESSA) requires or authorizes an LEA to take off the top of its Title I allocation, such as reservations for administration, parent and family engagement, children in institutions for neglected or delinquent children, homeless children and youth, and district-wide initiatives.

The nonprofit private school equitable services reservations for Parent and Family Engagement are to carry out the provisions of ESSA Section 1116, including promoting family literacy and parenting skills. A LEA that receives a Title I, Part A allocation greater than $500,000 must reserve not less than one percent of the Title I, Part A LEA allocation to carry out the provisions of ESSA Section 1116(a)(3)(A) Parent and Family Engagement.

An LEA must determine the amount of funds necessary for administering equitable services separately from the amount of funds needed for the administration of the Title I program for students in public schools. After an LEA has determined the proportional share of Title I, Part A funds to be used in the provision of equitable services consistent with ESSA section 1117, to pay for administering its Title I program for private school students with Title I funds, the LEA must reserve an amount from the Title I, Part A proportional share that is reasonable and necessary for the LEA’s administration of equitable services (2 C.F.R. §§ 200.403(a) and 200.404).

For more information, please refer to the California Department of Education (CDE) Title I Services for Students in Private Schools web page at <https://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp>.

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### Displayed Data – Nonprofit Private School Equitable Services Percentage Calculation

**Total participating nonprofit private school low income students:** The sum of all participating nonprofit private school low income students as were entered in the same fiscal year Title I, Part A Nonprofit Private School Low Income Count data collection form.

### Procedures – Participating Students

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Total Participating Public and Nonprofit Private School Low Income Students** count. | Required field. See additional instructions below. |

To determine the total participating public and nonprofit private school low income students count, please follow these directions:

1. For Procedures Step 1 (above), enter a preliminary value that is one greater than the value displayed in the form’s preceding total participating nonprofit private school low income students field; then save this form and exit it.
2. Then select to open the Title I, Part A LEA Allocation and Reservations data collection form; enter acceptable data into at least all the required fields, which are denoted by asterisks; then save that form and exit it.
3. Then select to open the Title I, Part A School Allocations data collection form and use one of the following methods to determine the sum of Title I served public school low income students.

* The first method is to sum the **Eligible Low Income Students** counts for each Title I served public school; or
* The second method is to enter a $1.00 into the **$ per Low Income Student** column for each Title I served public school, then select **Recalculate**. The recalculated value will then display as the sum of Title I served public schools low income students count in the second to the last field of the form; or
* The third method is to download the schools template then after the Excel document opens, sum the **Eligible Low Income Students** column for all Title I served public schools.

1. Exit the Title I, Part A School Allocations form.
2. Return to this form, then calculate the sum of Title I served public schools low income students count, which was determined using one of the methods noted above in the Title I, Part A School Allocations form, plus the total participating nonprofit private school low income students count, which is displayed in this form. The sum of those two counts equals the total participating public and nonprofit private school low income students; enter that sum in that field (Procedures Step 1 above).
3. Select **Recalculate** then save this data collection form so the nonprofit private school equitable services proportional share can appropriately calculate and display.

**Percent of nonprofit private school low income students for equitable service calculation:** Data is calculated as a percentage of total participating nonprofit private school low income students count divided by total participating public and nonpublic private school low income students count.

### Displayed Data – Allocation

**2024–25 Title I, Part A LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title I, Part A must be equal to or greater than zero. |

### Displayed Data – Available Allocation and Equitable Services Amount

**2024–25 Title I, Part A LEA available allocation:** The sum of Title I, Part A LEA allocation plus the transferred-in amount.

**Nonprofit private school equitable services proportional share amount:** Data is calculated by multiplying the 2024–25 Title I, Part A LEA allocation plus any manually entered transferred in amount by the percent of nonprofit private school low income students for equitable services calculated above.

### Displayed Data – Equitable Services Required Reservations

**Minimum parent and family engagement reservation:** An equitable services parent and family engagement reservation is required if the LEA total available allocation is greater than $500,000. If applicable, the reservation is automatically calculated and displayed. Data is calculated as one percent (1 percent) of the nonprofit private school equitable services proportional share amount.

### Procedures – Equitable Services Required and Authorized Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Enter the amount reserved for **Parent and Family Engagement**. | Required field – amount must be equal to or greater than zero. If the LEA allocation is greater than $500,000, then the field is pre-populated with 100% of the minimum parent and family engagement reservation amount. The amount can be changed but cannot be less than the minimum parent and family engagement reservation amount. Once the form is saved, the data will not auto-populate again. |
| 4 | Enter the amount reserved for **Other Authorized Activities**. | Optional field subject to consultation with nonprofit private school(s). |
| 5 | Enter the amount of the **Indirect Cost Reservation**. | Optional field subject to consultation with nonprofit private school(s). The indirect cost rate (ICR) for federal programs is a rate previously approved by the CDE through the use of the Standardized Account Code Structure software ICR worksheet (Form ICR). Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 6 | Enter the amount of the **Administrative Reservation**. | Optional field subject to consultation with nonprofit private school(s). Whether the LEA consolidates Title I, Part A funds with other ESSA programs, the maximum reservation allowable for administrative costs is 15% (the total of the Indirect Cost and Administrative Reservations). The 15% is to be used for activities or services that are not direct services to students at the school sites. The California *Education Code* Section 63001 requires LEAs to utilize no less than 85% at school sites for direct services to students, regardless of whether the services are centralized at the LEA level, managed by the school, or funded through LEA reservations. |

### Displayed Data – Reservation Summary

**Total equitable services required and authorized reservations:** The sum of all reservation amounts.

**Amount available for direct equitable services:** Data is calculated as the nonprofit private school equitable services proportional share amount minus total equitable services required and authorized reservations.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Total Participating Public and Nonprofit Private School Low Income Students Count | Total participating public and nonprofit private school low income students count must be greater than total participating nonprofit private school low income students count. | Adjust count as needed. |
| Total Participating Public and Nonprofit Private School Low Income Students Count | Total participating public and nonprofit private school low income students count cannot be greater than total attendance area low income students count. | Adjust count as needed. |
| Not field name specific | The nonprofit private school equitable services proportional share amount is not the correct amount as a percentage of the Title I, Part A LEA allocation. | Select **Recalculate**, then select **Save**. |
| Not field name specific | One or more nonprofit private schools closed since Title I, Part A Nonprofit Private School Low Income Count was saved or certified. The total participating nonprofit private school low income students count has been adjusted to include only active participating nonprofit private school low income student counts. | Informational only. No action required. |
| LEA Parent and Family Engagement Amount | The parent and family engagement amount cannot be less than the minimum parent and family engagement reservation amount. | Increase the amount as needed to meet the requirement. |
| Equitable Services Proportional Share Amount | Amount available for direct equitable services to nonprofit private schools must be greater than zero. | Select **Recalculate**, then select **Save**. |
| Not field name specific | The administrative reservation amount plus indirect cost reservation amount exceeds 15% of the nonprofit private school equitable services proportional share amount. | Reduce reservation amounts appropriately. |
| Not field name specific | The nonprofit private school equitable services proportional share amount must be recalculated. A change has occurred to either the Title I, Part A LEA allocation or the percent of nonprofit private school low income students for equitable service calculation. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, return to Title I, Part A Nonprofit Private School Equitable Services Reservations , then save it again. |
| Not field name specific | Title I, Part A LEA Allocation and Reservations has been certified with data from this form. After recertifying this form, Title I, Part A LEA Allocation and Reservations may need to be saved and certified again. | Data Dependency: After recertifying this data, Title I, Part A LEA Allocation and Reservations must be saved and certified again. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title I, Part A LEA Allocation and Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the Title I, Part A allocation available to the local educational agency (LEA).

### Program Information

The reservations for parent and family engagement are to carry out the provisions of the Every Student Succeeds Act (ESSA) Section 1116, including promoting family literacy and parenting skills. An LEA that receives a Title I, Part A allocation greater than $500,000 must reserve not less than one percent of its Title I, Part A available allocation (this includes funds transferred into Title I, Part A) to carry out the provisions of ESSA Section 1116(a)(3)(A) Parent and Family Engagement. Ninety percent of the reserved funds (1%) must be distributed to schools.

The reservations for Local Institutions for Neglected Children, Local Institutions for Delinquent Children, and or Neglected or Delinquent Children in Community Day School Programs are for direct services as well as indirect services to eligible Title I, Part A students.

The Title I, Part A Neglected Reservation is only required by the LEA if there are students in an eligible institution for neglected children and youth and if these neglected children and youth attend a non-Title I school.

Under ESSA sections 1113(c)(3)(B) and (C) LEAs are required to reserve funds to provide services for neglected children that are comparable to those received by students who attend non-Title I funded schools.

The reservations for Homeless Children are for direct services as well as indirect services regardless of their school of attendance. For more information regarding the allowable uses of the Homeless Education reservation, please refer to the California Department of Education (CDE) Title I, Part A Reservation Funds for Homeless Education Overview web document at <https://www.cde.ca.gov/sp/hs/cy/documents/allowableexpenses.docx>.

For more information, please refer to the CDE Title I, Part A LEA Allocation web page at <https://www.cde.ca.gov/sp/sw/t1/leaallocation.asp>; the Title I, Part A Reservations web page at <https://www.cde.ca.gov/sp/sw/t1/reservations.asp>; and the Title I, Part A Neglected Reservation web page at <https://www.cde.ca.gov/sp/sw/t1/title1ptaneglected.asp>.

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### Displayed Data – Allocation

**2024–25 Title I, Part A LEA allocation:** Source data from the California Department of Education (CDE) Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

### Procedures - Funds Transferred-in

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title I, Part A must be equal to or greater than zero. |

### Displayed Data – Equitable Services, Available Allocation, and Reservations

**Nonprofit private school equitable services proportional share amount:** Data displays as calculated in the Title I, Part A Nonprofit Private School Equitable Services Reservations form.

**2024–25 Title I, Part A LEA available allocation:** Data is calculated as the LEA allocation amount plus the transferred-in amount minus the nonprofit private school equitable services proportional share amount.

**Parent and family engagement:** A parent and family engagement reservation is required if the LEA allocation is greater than $500,000. If applicable, upon initially opening the form, the reservation is automatically calculated and displayed. Data is initially calculated as one percent (1%) of the allocation, if greater than $500,000, minus the nonprofit private school equitable services proportional share amount, which the system will force to always round up (no rounding down). If a transferred-in amount is entered into this form and the Recalculate “button” is selected or the form is saved, then the available allocation and displayed parent and family engagement amount will update to include that transferred-in amount. The form must be saved for the system to capture the update and run validation checks.

### Procedures – Required and Authorized Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the amount reserved for **School Parent and Family Engagement**. | Required field. The amount must be equal to or greater than zero.   * The amount *cannot* *be less* than 90% of the displayed parent and family engagement amount. When calculating the 90%, you must round up to nearest dollar, not down. |
| 3 | Enter the amount reserved for **LEA Parent and Family Engagement**. | Required field. The amount must be equal to or greater than zero.   * The sum of school and LEA parent and family engagement cannot be less than the displayed parent and family engagement amount. |
| 4 | Indicate whether the LEA has **Local Neglected Institutions** that serve students attending non-Title I schools. | Required field. Does not apply to direct funded charters. Neglected children are defined as those that are wards of the court due to abandonment, abuse or neglect by parents or guardians. These students reside in licensed 24-hour care facilities such as group homes and shelters. |
| 5 | If applicable, enter the amount reserved for **Local Neglected Institutions Reservation**. | If Local Neglected Institutions serve students who attend non-Title I schools is Yes, then this field is required. Enter the amount of Title I, Part A funds needed to provide Title I services to students in neglected institutions who attend a non-Title I school that are comparable to services received by students who attend Title I funded schools. |
| 6 | Indicate whether the LEA has **Local Delinquent Institutions** that serve students attending non-Title I schools. | Required field. Does not apply to direct funded charters. Delinquent children are those connected to the juvenile justice system and reside in 24-hour care facilities such as group homes and correctional institutions. |
| 7 | If applicable, enter the amount reserved for **Local Delinquent Institutions Reservation**. | If Local Delinquent Institutions serve students who attend non-Title I schools is Yes, then this field is required. Enter the amount of Title I, Part A funds needed to provide Title I services to students in delinquent institutions who attend a non-Title I school that are comparable to services received by students who attend Title I funded schools. |
| 8 | Enter the amount reserved for **Direct or Indirect Services to Homeless Children,** regardless of their school of attendance. | Required field. Must be equal to or greater than one. |
| 9 | Enter the amount reserved for **Public School Choice Transportation**. | Optional field. The amount reserved cannot be greater than 5% of the allocation plus transferred-in amount. |
| 10 | Enter the amount reserved for **Other Authorized Activities**. | Optional field. The CDE recommends that LEAs consider the general criteria when approving activities or expenditures supported with Title I, Part A funds based on the criteria listed on the CDE’s Title I, Part A Authorized Use of Funds web page at: <https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp> |

### Displayed Data – Indirect Cost Rate

**2024–25 Approved indirect cost rate:** Source data from the CDE Indirect Cost Rates (ICR) web page at <https://www.cde.ca.gov/fg/ac/ic/>.

### Procedures – Indirect Cost and Administrative Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 11 | Enter the amount of the **Indirect Cost Reservation**. | Required field. The ICR for federal programs is a rate previously approved by the CDE through the use of the Standardized Account Code Structure software ICR worksheet (Form ICR). Final approved rates are posted on the CDE ICR web page <https://www.cde.ca.gov/fg/ac/ic/>. |
| 12 | Enter the amount of the **Administrative Reservation**. | Required field. The total of the ICR plus the administrative reservation may not exceed 15%. The 15% is to be used for activities or services that are not direct services to students at the school sites. The California *Education Code* Section 63001 requires LEAs to utilize no less than 85% at school sites for direct services to students, regardless of whether the services are centralized at the LEA level, managed by the school, or funded through LEA reservations. |

### Displayed Data – Reservation Summary

**Total LEA required and authorized reservations:** The sum of all reservation amounts.

**School parent and family engagement reservation:** The school parent and family engagement amount reserved.

**Amount available for Title I, Part A school allocations:** The LEA available allocation minus all reservation amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Local Neglected Institutions Indicator | Local neglected institutions is a required field. | If a LEA is not a direct funded charter, then this field is a required field. |
| Local Delinquent Institutions Indicator | Local delinquent institutions is a required field. | If a LEA is not a direct funded charter, then this field is a required field. |
| Local Neglected Institutions Reservation Amount | LEA has local institutions for neglected children. The amount reserved for neglected institutions must be greater than zero. | If the neglected institutions flag is “Yes,” then the neglected children amount must be greater than zero. |
| School Parent and Family Engagement Amount | School parent and family engagement amount is a required filed and cannot be less than 90% of the displayed parent and family engagement reservation amount. | Increase the amount as needed to meet the 90% requirement. |
| Not field name specific | The sum of school plus LEA level parent and family engagement amounts cannot be less than the displayed parent and family engagement reservation amount. | Increase one or both reservations to meet the minimum reservation amount. |
| Not field name specific | Total required and authorized reservations cannot be greater than the Title I, Part A available allocation. | Ensure that the correct amounts have been entered. |
| Public School Choice Transportation Amount | Public school Choice transportation cannot be greater than 5% of the allocation plus transfers in. | Reduce the amount entered. |
| Title I, Part A School Allocations Amount | Amount available for Title I, Part A school allocations must be greater than 0. | Reservations exceed the available allocation amount. Reduce reservation amounts appropriately. |
| Title I, Part A School Allocations Amount | Title I, Part A school allocations amount must be recalculated. A change has occurred to the LEA available allocation amount. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, return to Title I, Part A LEA Allocation and Reservations form , then save it again. |
| Administrative Reservations | The administrative reservation plus indirect cost reservation amounts exceed 15% of the available allocation. | Reduce reservation amounts appropriately. |
| Local Delinquent Institutions Reservation Amount | LEA has local institutions for delinquent children and did not receive a Title I, Part D allocation. The amount reserved for local delinquent institutions must be greater than zero. | If the delinquent institutions flag is “Yes,” and the LEA did not receive a Title I, Part D allocation, then Other Neglected or Delinquent Services Amount must be greater than zero. |
| Not field name specific | Title I, Part A Nonprofit Private School Equitable Services Reservations must be certified before this submission. | Certification dependency. Certify the referenced form before or at the same time as this data collection form. |

## 2024–25 Title I, Part A School Allocations

### Data Collection Purpose

This data collection form is used to report the amount of funds to be allocated to eligible schools. Ranking information is based on student counts provided in the Title I, Part A School Student Counts data collection form.

This data collection form is required if the local educational agency (LEA) received a 2024–25 Title I, Part A allocation, regardless of the amount and whether LEA is a district, county office of education, or direct funded charter.

### Program Information

#### School Ranking Exceptions

The Consolidated Application and Reporting System (CARS) facilitates LEAs in planning and allocating Title I, Part A consistent with program rules in statute posted on the California Department of Education (CDE) Title I, Part A web page at <https://www.cde.ca.gov/sp/sw/t1/titleparta.asp>. Certain exceptions to the rules are outlined in Every Student Succeeds Act Section 1113. In CARS, LEAs can use discretion codes, where allowable, to allocate funds to otherwise eligible schools. Please refer to the CDE Title I, Part A School Allocations web page at <https://www.cde.ca.gov/sp/sw/t1/schoolallocations.asp> for the definitions of the following discretion codes:

a: Below LEA average and at or above 35% student low income

d: Waiver for a school with a State-ordered, or court-ordered school desegregation plan on file

e: Grandfather provision

f: Feeder pattern

#### Small LEA Exemptions

If the LEA meets small LEA criteria, then ranking rules are not enforced, however submission of the form is still required. An LEA is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or more of the following criteria:

* Is a single school LEA;
* Has an enrollment total for all schools less than 1,000 students.

**Note:** Discretion codes are not applicable for small LEAs.

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### Displayed Data – LEA Determinations

**Low income measure:** Data displays as selected by the LEA in the Title I, Part A School Student Counts data collection form.

**School ranking option:** Data displays as selected by the LEA in the Title I, Part A School Student Counts data collection form and impacts the order in which schools are displayed in this data collection form.

**LEA-wide low income percent:** Data is calculated based on school enrollment and eligible low income students counts entered by LEA in the Title I, Part A School Student Counts data collection form.

**Available Title I, Part A school allocations:** Data displays as calculated in the Title I, Part A LEA Allocation and Reservations data collection form.

**Available parent and family engagement reservation:** Data displays as reserved by the LEA in the Title I, Part A LEA Allocation and Reservations data collection form.

### Displayed Data – School Details

**School name** and **School code:** Source data from the CDE County-District-School database, as reflected in the California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

**Grade span group, Student enrollment,** and **Eligible low income students:** Data displays as entered by the LEA in the Title I, Part A School Student Counts data collection form.

**Low income student percent:** Data is calculated as the school eligible low income students count divided by school enrollment.

**Eligible to be served:** A school is flagged as eligible if the school’s low income percent is equal to or greater than the LEA-wide low income percent, or if the school is grade span group 3 with a low income percent equal to or greater than 50 percent. Note: If an LEA meets the small LEA criteria noted in the Small LEA Exemptions section above, the field will display an asterisk (\*).

**Required to be served:** A school is flagged as required if the LEA-wide low income percent is 75 or less and the school’s low income percent is greater than 75 percent, or if the LEA-wide low income percent is greater than 75 and the school’s low income percent is equal or greater than the LEA-wide low income percent. Note: If an LEA meets the small LEA criteria noted in the Small LEA Exemptions section above, the field will display an asterisk (\*).

**Ranking:** Ranking order based on the low income student percent.

### Procedures – Per Student Amount

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **$ Per Low Income Student** amount. | Default value: 0.00. An LEA has discretion to set this amount as long as higher poverty schools do not receive a per student amount that is lower than a lower ranked school. The amount per student must provide a level of funding in a school budget sufficient to implement an effective Title I, Part A (TIA) program. |

### Displayed Data – TIA School Allocation

**TIA school allocation:** The dollar per low income student amount multiplied by eligible low income students count.

### Procedures – School Carryover and Parent and Family Engagement Amount

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter a **2023–24 Carryover** amount allocated to each school. | Optional field. The school must have a dollar per low income student amount allocated in order to allocate carryover. |
| 3 | Enter the amount of funds allocated to each school for **Parent and Family Engagement** services. | Optional field. The school must have a dollar per low income student amount allocated in order to allocate a parent and family engagement amount. |

### Displayed Data – Total School Allocation

**Total school allocation:** The (dollar per low income student amount multiplied by eligible low income students count) plus carryover amount plus parent and family engagement amount.

### Procedures – Discretion Code

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | If an exception to funding is needed, then enter a valid **Discretion Code**. | Discretion codes must be lower case. Reminder: Discretion codes are only needed for schools that would be otherwise ineligible for funding. Single school LEAs and LEAs with fewer than 1,000 enrollment do not need to enter a discretion code to fund any school. |

**Notes on rank-and-serve and use of the discretion codes:**

* If an LEA meets small LEA criteria, then ranking is not enforced; thus, no discretion codes are needed.
* A school with a low income percent greater than 75 percent when the LEA-wide low income percent is 75 or less must be served.
* A school with a low income percent equal to or greater than the LEA-wide low income percent when the LEA-wide low income percent is greater than 75 percent must be served.
* The LEA may elect to provide funding to schools with a low income percent below the LEA-wide low income percent but above the minimum 35 percent requirement, as long as eligible schools with higher percentages have been served. In this case, use discretion code “a: Below LEA average and at or above 35% student low income.”
* Any time an LEA serves any school with low income percentage below 35 percent, then the $ Per Low Income Student amount for all funded eligible schools should be at least 125% of the total LEA Allocation per eligible low income student.
* The LEA may serve a school, not eligible under current ranking, for one additional year if that school was served in the preceding fiscal year; use discretion code “e: grandfather provision.” Such a school must have been served in the prior fiscal year, but discretion code “e” may not have been used in the prior year. In other words, Discretion Code “e” cannot be used in consecutive years.

### Displayed Data – LEA Summary

**Unallocated school amount:** The available Title I, Part A school allocation minus the sum of all TIA school allocation amounts. **Note:** If the amount is in parentheses, then it is a negative value (less than zero). The unallocated amount cannot be less than zero or greater than half a percent of available Title I Part A school allocations. Please note this amount does not include any carryover amounts.

**Note:** The prior year carryover amount displayed is not sub-totaled on this form.

**Unallocated parent and family engagement amount:** The available school parent and family engagement reservation minus the sum of all parent and family engagement school amounts. Note: If the amount is in parentheses, then it is a negative value (less than zero). The unallocated amount must equal zero.

### Displayed Data – Equitable Services Proportional Share

This section is used to validate the equitable services proportional share for participating nonprofit private schools. **Note:** It will only display if the LEA has one or more participating nonprofit private schools.

**Total participating public and nonprofit private school low income students count:** This count is the student count entered in the Title I, Part A Nonprofit Private School Equitable Services Reservations data collection form. If the amount needs to be revised, then the LEA should make the change in Title I, Part A Nonprofit Private School Equitable Services Reservations form.

**Sum of Title I served public schools low income students count:** The total number of public low income student counts for schools with a per student amount greater than zero.

**Sum of participating nonprofit private school low income students count:** The sum of nonprofit private school low income counts as entered in the Title I, Part A Nonprofit Private School Low Income Count form.

**The sum of Title I served public schools low income students count plus the sum of participating nonprofit private school low income students count minus the total participating public and nonprofit private school low income students count:** The value is calculated using the preceding fields. Note: If the amount is in parentheses, then it is a negative value (less than zero). The difference must equal zero.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file / Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Discretion Code | School: [School Name] is not eligible to be served without a valid discretion code. | Either the funding must be removed, or a valid discretion code entered. |
| Unallocated School Amount | The unallocated school amount cannot be less than 0 or greater than 0.5% of available allocation. Allowing for rounding, all Title I, Part A school allocations must be allocated. | Adjust either $ Per Low Income Student, Carryover or LEA reservations. |
| Unallocated Parent and Family Engagement Amount | The unallocated amount for parent and family engagement does not equal zero. All parent and family engagement reservations must be allocated to the schools. | The unallocated amount must equal zero. |
| Not field name specific | The sum of all school level carryover dollars cannot exceed the September 30 carryover amount or the allowable carryover amount, whichever is less. | Reduce the schools carryover amount as needed. |
| Carryover | School: [School Name] does not have a per student rate, school carryover amount cannot be greater than zero. | Either add a school per student dollar amount or remove the school carryover amount. |
| Parent and Family Engagement Amount | School: [School Name] does not have a per student rate, Parent and Family Engagement amount cannot be greater than zero. | Either add a school per student dollar amount or remove the school Parent and Family Engagement amount. |
| $ Per Low Income Student Amount | School: [School Name] has a low income percent below 35% and the LEA is choosing to serve this school, then the 125% allocation rule shall be applied. | Adjust the school $ per low income student amount as needed. |
| Discretion Code | School: [School Name] has an invalid discretion code. | School does not meet the criteria for the discretion code entered. |
| Discretion Code | School: [School Name] is not in grade span 2 or 3. Discretion Code “f: Feeder pattern” only applies to grade span 2 or 3 schools. | School does not meet the criteria for the discretion code entered. |
| Discretion Code | School: [School Name] did not receive a prior year allocation, or the discretion code was used in the prior year. Discretion Code “e: Grandfather provision” is not a valid discretion code. | School does not meet the criteria for the discretion code entered. |
| Not field name specific | School: [School Name] has a per student rate higher than a school with a higher low income percent. | Adjust the school $ Per Low Income Student amount as needed. |
| Total School Allocation | School: [School Name] Low Income Student Count is zero, Total School Allocation cannot be greater than zero. | Remove all school allocations. |
| Difference Between Participating Attendance Area Low Income Student Count | The difference between the total participating public and nonprofit private school low income students counts must equal zero. | Adjust the total participating public and nonprofit private school low income students count entered on Title I, Part A Nonprofit Private School Equitable Services Reservations form, as needed. |
| Not field name specific | The available Title I, Part A school allocation amount is greater than zero, at least one school must be served. | Fund at least one school. |
| $ Per Low Income Student Amount | School: [School Name] must be served. | Enter a dollar per student amount. |
| Total School Allocation | School: [School Name] Title I, Part A school allocation and total school allocation amounts must be recalculated. A change has occurred to the school’s low income student count. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, return to Title I, Part A School Allocations form, then save it again. |
| Discretion Code | School: [School Name] is served using Discretion Code "f: Feeder pattern", CDE may verify the accuracy of the feeder pattern poverty percentage. | Note only. |
| $ Per Low Income Student Amount | School: [School Name] has a per student rate higher than an eligible grade span 3 school with a higher low income percent. | A higher ranked grade span 3 school has been skipped and must be funded in order to fund this school. |
| Not field name specific | Prior year Title I, Part A LEA Carryover must be certified before this submission | Certification dependency. Certify the referenced form before or at the same time as this data collection. |

## 2024–25 Title I, Part A Notification of Authorization of Schoolwide Program

### Data Collection Purpose

This form is used by the local educational agency (LEA) to notify the California Department of Education (CDE) of a school's eligibility and local governing board approval to operate a Schoolwide Program (SWP). This form must be certified annually whether or not schools are authorized as SWP.

### Program Information

An LEA may consolidate and use funds under Title I, Part A together with other Federal, State, and local funds, in order to upgrade the entire educational program of a SWP school that serves not less than 40 percent of children from low income families (Every Student Succeeds Act [ESSA] Section 1114[a][1][A]). LEAs may approve a school that has a low income percentage below 40 to operate as SWP if the school meets the SWP Waiver criteria established by the CDE (ESSA Section 1114[a][1][B]).

**Currently authorized SWP:**

1. For SWPs that continue to receive Title I, Part A funds and have low-income percentages at 40 percent or above, the LEAs will update the low income percentage for each SWP school. Unless the school’s low-income percent has dropped below 40 percent, it is not necessary to update the local board approval date of their SWP plan. This practice ensures the accuracy of local board approval dates and at the same time reminds LEAs and SWP schools about the need to apply for the SWP Waiver if their low-income percentages fall below 40 percent.
2. If the low-income percent falls below the 40 percent student low income threshold at a SWP school during the current school year the LEA must apply, during the same school year, for a SWP Waiver in order to continue to operate as a SWP school. In addition, the SWP Plan must be approved by the local governing board. For such SWP schools the LEA must update the “Low Income %” data field, the “Local Board Approval Date SWP Waiver” field, and the “Local Board Approval Date SWP Plan” field.

**Newly authorized SWP:**

1. For schools that meet the 40 percent student low income threshold, the LEA will provide:

* the low-income percentage (for the current fiscal year); and
* the local board approval date of the approved SWP plan.

1. For schools that do not meet the 40 percent student low income threshold, the LEA will provide:

* the low-income percentage (for the current fiscal year);
* the local board approval date of the approved SWP plan; and
* the local board approval date of the SWP Waiver request.

Please note that the local governing board approval date must occur on or before June 30 of the current school/fiscal year. A school may begin to operate as a SWP on the day the local governing board approves the SWP plan.

**Important:** When required, the SWP Waiver must be approved before the SWP plan is approved; the SWP Waiver approval date must occur either before the local board approves the SWP Plan or on the same date the SWP Plan is approved.

SWP Waiver Criteria:

The following SWP Waiver criteria are used for a school that does not have the 40 percent low-income threshold required to operate as a SWP, or for a SWP school that has fallen below the 40 percent low-income threshold after the initial local board approval of the SWP plan. To be eligible to apply for a SWP waiver schools shall meet one or more of the following criteria:

* ≥25 percent student low income
* Graduation rate is below state average
* Local governing board recommends that a SWP is the best way to serve the student population
* ≥30 percent English learner student population
* School has been identified for comprehensive or targeted support
* School has been identified as the lowest 5 percent of low performing schools

### California Department of Education Program Staff Contact

Rina DeRose

Education Programs Consultant

Title I Policy, Program, and Support Office

[RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov)

916-323-0472

### Displayed Data – School Details

**School name** and **School code:** Source data from the CDE County-District-School database, as reflected in the CDE California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

### Pre-populated Data

**Authorized SWP, Low income percent (%), Local board approval date SWP plan,** and **Local board approval date SWP waiver:** These editable fields are pre-populated with data from the prior fiscal year version of this data collection form, if that prior year form was certified.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | If applicable, select the **Authorized SWP** indicator to designate the school as SWP. | Optional field (field used by authorized SWPs). The school must meet the criteria defined in the program information listed above and have the appropriate approvals. |
| 2 | Enter the **Low Income Percent (%)**. | If the authorized SWP indicator is selected, then this field is required.  Update the low-income percent for each school to equal the amount certified in the 2024–25 Title I, Part A School Allocations data collection form. Percent must be entered to include the decimal to the hundredths. Example: 45.00 or 45.77. |
| 3 | Enter the **Local Board Approval Date** **SWP Plan**. | If the authorized SWP indicator is selected, then this field is required. Format: MM/DD/YYYY. To allow for appropriate notification and implementation, and appropriate California Longitudinal Pupil Achievement Data System end-of-year reporting, the local board approval date of the SWP plan must be on or before June 30, 2025. |
| 4 | If applicable, enter the **Local Board Approval Date SWP Waiver**. | Conditionally required field. Format: MM/DD/YYYY. A school must receive the local board’s approval of the SWP Waiver on the same date or before the approval date of the SWP Plan. |

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file/Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Local Board Approval Date SWP Plan | School: [School Name] has an invalid local board approval date of the SWP plan entered. To allow for appropriate notification and implementation, the local board approval date of the SWP plan must be on or before June 30, 2025. | If the local board approval date of the SWP plan is after 06/30/2025, then notification of the SWP must wait until the winter release of CARS in the following fiscal year. |
| Not field name specific | School: [School Name] does not meet the Schoolwide Program low income percent requirement. Low income percent is not equal to or above 40 percent. A local board approval date of the SWP waiver must be provided. | Provide a local board approval date of the SWP waiver. |
| Local Board Approval Date SWP Plan | School: [School Name] Local board approval date of the SWP plan is required. | Enter the local board approval date of the SWP plan. |
| Low Income Percent | School: [School Name] Low income percent is required. | Enter the low income percent and ensure the number includes 2 decimal points. |
| Local Board Approval Date SWP Plan | School: [School Name] has a local board approval date of the SWP waiver. The local board approval date of the SWP plan must be on or after the local board approval date of the SWP waiver. | The local board approval date of the SWP plan must be on or after the local board approval date of the SWP waiver. |
| Local Board Approval Date SWP Waiver | School: [School Name] has an invalid local board approval date of the SWP waiver entered. Date must be equal to today's date or earlier. | Date must be equal to today's date or earlier. |
| Low Income Percent | The Low income % for [School Name] must be a number with 2 decimal points. | Update the low income percent to include the decimal point to the hundredths. |

## 2024–25 Title I, Part D Subpart 2 LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title I, Part D Subpart 2, Neglected, Delinquent, and At-Risk Youth, and to report required reservations.

### Program Information

The purpose of Title I, Part D Subpart 2 is to support the operation of LEA programs that involve collaboration with locally operated correctional facilities (Every Student Succeeds Act Section 1421[1]-[3]):

* To carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
* To provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment;
* To operate programs in local schools for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.

For more information, please refer to the California Department of Education (CDE) Title I, Part D Subpart 2 web page at <https://www.cde.ca.gov/sp/sw/t1/nord.asp>.

### California Department of Education Program Staff Contact

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Title I Policy, Program, and Support Office

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916-445-4904

### Displayed Data – Allocation

**2024–25 Title I, Part D Subpart 2 allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

### Procedures - Funds Transferred-in

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title I, Part D must be equal to or greater than zero. |

### Displayed Data – Allocation and Indirect Cost Rate

**2024–25 Available allocation:** The Title I, Part D Subpart 2allocation amount plus transferred-in amount.

**2024–25 Approved indirect cost rate:** Source data from the CDE Indirect Cost Rates (ICR) web page at <https://www.cde.ca.gov/fg/ac/ic/>.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the amount of the **Indirect Cost Reservation**. | Required field. Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 3 | Enter the amount of the **Administrative Reservation**. | Required field. The total of the ICR plus the administrative reservation may not exceed 15%. |

### Displayed Data – Adjusted Allocation

**2024–25 Title I, Part D Subpart 2 adjusted allocation:** The available allocation amount minus the indirect cost reservation amount and the administrative reservation amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Not field name specific | Administrative and indirect costs reservations cannot exceed 15% of the 2024–25 available allocation. | Ensure that the administrative and indirect costs are appropriate. |
| Not field name specific | Administrative and indirect costs reservations cannot be greater than the available allocation. | Reduce reservation amounts as needed. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title II, Part A / Title III Nonprofit Private School Participation

### Data Collection Purpose

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed. This completed data collection form, along with the LEA’s records of contact and consultation, will serve to document that the nonprofit private schools were contacted and made decisions regarding whether to participate in Title II, Part A (Supporting Effective Instruction), Title III English Learner and/or Title III Immigrant Student Programs.

This data collection form will not display for county offices of education or direct funded charters. This data collection form is relevant to districts only; for it to display a district must apply for and be designated to receive Title II and/or Title III allocations. If a district that applied for and was designated to receive Title II and/or Title III allocations did not complete the Spring Release Nonprofit Private School Consultation data collection form or did complete it by indicating that no nonprofits were eligible for participation, then no data can be entered into this data collection form.

**Note:** The California Department of Education (CDE) county-district-school (CDS) database informs the Consolidated Application and Reporting System (CARS) as to whether an active nonprofit private school is located within or outside of a district’s boundaries to determine in which district’s school list the active nonprofit private school belongs so it will automatically populate into that district’s Spring Release Nonprofit Private School Consultation data collection form. The option to add active nonprofit private schools from outside a district’s boundaries to that district’s school list in CARS can only be done via the Spring Release Nonprofit Private School Consultation data collection form.

### Program Information

Title I, Part A of the Elementary and Secondary Education Act (ESEA) of 1965, as Amended by the Every Student Succeeds Act: Providing Equitable Services to Eligible Private School Children, Teachers, and Families federal guidance on the US Department of Education web document at <https://www2.ed.gov/about/inits/ed/non-public-education/files/equitable-services-guidance-100419.pdf> outlines mandated consultation between LEAs and eligible private schools. The LEA records should include dates of contact, persons contacted, and the results of such contacts with each nonprofit private school or Nonpublic, Nonsectarian School. These records should document both the participating nonprofit private schools and those choosing **not** to participate in ESEA services.

Non-unified school districts (i.e., elementary and high school districts) may opt to share responsibility for providing equitable Title II, Part A, Title III English Learner, and/or Title III Immigrant services for an eligible private school with a grade span that includes both elementary and high school students. Districts may wish to refer to the Private School Affidavit on file with the CDE, using the Private School Affidavit Search Tool at <https://www3.cde.ca.gov/psa/coelogin>, to determine the number of students enrolled by grade span. Enrollment counts are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy.

It is expected that districts engaged in private school consultation have verified the nonprofit status of the private school and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

### California Department of Education Program Staff Contact

**ESEA Private School Equitable Services for Title II, Part A**

Lisa Fassett

Education Programs Consultant

Professional Learning Support and Monitoring Office

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916-323-4963

**ESEA Private School Equitable Services for Title III English Learner and Immigrant**

Geoffrey Ndirangu

Education Programs Consultant

Language Policy and Leadership Office

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916-323-5831

### Displayed Data – School Grid

**School name** and **School code:** Displayed data sourced through the CDE CDS database, as reflected in the CDE California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

**Note:** Active nonprofit private schools from within a district’s boundaries with the “Signed Written Affirmation on File” option marked as “Yes” in the Spring Release Nonprofit Private School Consultation data collection form are included in this data collection form. If an active nonprofit private school from outside a district’s boundaries was added to the district’s Spring Release Nonprofit Private School Consultation data collection form with the “Signed Written Affirmation on File” option marked as “Yes,” then that active nonprofit private school will only display in this data collection form if the district is non-unified.

**Enrollment:** Displayed data sourced through the CDE CDS database.

### Procedures – Participation

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate **Title II, Part A Participation**. | Optional field. The participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |
| 2 | Indicate **Title III Immigrant Participation**. | Optional field. The participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |
| 3 | Indicate **Title III English Learner Participation**. | Optional field. The participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |

### Displayed Data – Added Schools

**School added:** A displayed “Y” (Yes) or “N” (No) flag identifying whether an active nonprofit private school was added to the district’s nonprofit private school list via the Spring Release Nonprofit Private School Consultation data collection form.

**Note:** If the school added record in this data collection form indicates “N”, then that means the active nonprofit private school is located within the district’s boundaries, per the CDE CDS database, and would have automatically populated into the district’s Spring Release Nonprofit Private School Consultation data collection form. If the school added record in this data collection form indicates “Y”, then that means the district is non-unified and the active nonprofit private school is located outside the boundaries of that non-unified district, per the CDE CDS database, did not automatically populate into the non-unified district’s Spring Release Nonprofit Private School Consultation data collection form and so had to be added to that spring form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file / Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | School: [School Name] cannot participate, the school does not have a signed written affirmation on file. | Re-save the form; contact support desk if error does not clear. |
| Not Field Name Specific | Title II, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title II, Part A LEA Allocations may need to be saved and certified again. | If the reservation amount for equitable services for nonprofit private schools previously certified in Title II, Part A LEA Allocations is affected by a change made in this form, then return to Title II, Part A LEA Allocations, update as appropriate, re-save, then recertify when appropriate. |
| Not Field Name Specific | Nonprofit Private School Consultation must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Not Field Name Specific | Nonprofit Private School Consultation has been recertified. Title II, Part A / Title III Nonprofit Private School Participation must be saved and certified again. | Certification dependency. When Nonprofit Private School Consultation is recertified after Title II, Part A / Title III Nonprofit Private School Participation was certified, the latter form becomes “certified-obsolete” and needs to be resaved and recertified to clear that obsolete status. Before resaving and recertifying, data entry should be reviewed and updated, if necessary. |

## 2024–25 Title II, Part A LEA Allocations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A (Supporting Effective Instruction).

### Program Information

As specified in the Every Student Succeeds Act, Title VIII, Section 8501 the LEA must calculate and report the proportionate share of Title II, Part A allocation to be used for equitable services for eligible participating nonprofit private schools.

Charges by the district may include indirect costs.

### California Department of Education Program Staff Contact

**Fiscal contact**

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Associate Governmental Program Analyst

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**Program contact**

Lisa Fassett

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916-323-4963

### Displayed Data – Allocation

**2024–25 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title IV, Part A to Title II, Part A must be equal to or greater than zero. |
| 2 | Enter the **Total Funds Transferred out of Title II, Part A**. | Required field. The total funds transferred out from Title II, Part A into the other allowable Title programs must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2024–25 Total allocation:** The Title II, Part A allocation amount plus transferred-in amount minus total funds transferred out of Title II, Part A.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Enter the **Administrative and Indirect Costs**. | Required field. The indirect cost rate (ICR) for federal programs is a rate previously approved by the CDE, through the use of Form ICR. Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 4 | Enter the **Reservation for** **Equitable Services for Nonprofit Private Schools** amount. | Required field. If the LEA has one or more participating nonprofit private schools, then the amount entered must be greater than zero. If the LEA does not have any participating nonprofit private schools, then the amount entered must be zero. |

### Displayed Data – Adjusted Allocation

**2024–25 Title II, Part A adjusted allocation:** The total allocation minus administrative and indirect costs and equitable services for nonprofit private schools.

### Displayed Data – Title V

**Note:** This section is only applicable to LEAs that are participating in Title II, Part A funds used through the Alternative Fund Use Authority (AFUA), per their same fiscal year Application for Funding data collection form.

**Funds available under Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA):** The amount is equal to the total allocation amount.

### Procedures – Title V

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 5 | Enter the **Budgeted Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA)** amount. | Enter the amount of any Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) budgeted for Title II, Part A. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Administrative and Indirect Costs Amount | Administrative and indirect costs reservations are more than 15% of the total allocation. The reservation will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs are appropriate. |
| Not field name specific | Total reservations cannot be greater than total allocation. | Reduce reservation amounts, as applicable. |
| Equitable Services for Nonprofit Private Schools Amount | LEA has one or more participating nonprofit private schools. The equitable services for nonprofit private schools amount must be greater than zero. | Enter an amount greater than zero. |
| Equitable Services for Nonprofit Private Schools Amount | LEA does not have any participating nonprofit private schools. Equitable services for nonprofit private schools cannot be greater than zero. | Enter a zero. |
| Budgeted Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) Amount | The amount budgeted for Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) cannot exceed the funds available under Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA). | Reduce reservation amount as applicable. |
| Budgeted Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) Amount | Budgeted Title V, Part B Subpart 1 Alternative Fund Use Authority (AFUA) is a required field. | Ensure there is a value entered into the field that is equal to or greater than zero. |
| Not field name specific | Title II, Part A / Title III Nonprofit Private School Participation must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Total Funds Transferred out of Title II, Part A | Total funds transferred out of Title II, Part A is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title III English Learner LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is for the local educational agency (LEA) to calculate the total allocation amount available to the LEA for the Title III English learner (EL) student program and to report required reservations.

### Program Information

An LEA may use no more than two percent of EL student subgrant for direct administrative costs (Title III, Section 3115[b]). An LEA can apply its restricted indirect cost rate (ICR) to the portion of its subgrant that it does not reserve for direct administrative costs.

For more information regarding administrative costs, please see Procedure 915 in the California School Accounting Manual (CSAM) located on the California Department of Education (CDE) Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/index.asp>.

### California Department of Education Program Staff Contact

**Primary contact:**

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916-319-9620

**Secondary contact:**

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916-323-5831

### Displayed Data – Allocation

**2024–25 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### Procedures – Transferred Funds and Repayment of Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III EL must be equal to or greater than zero. |
| 2 | If applicable, enter the **Repayment of Funds** amount. | Optional field. The amount must equal the determination made from the foregoing processes. |

### Displayed Data – Total Allocation

**2024–25 Total allocation:** The sum of the Title III EL student program allocation amount plus the transferred-in amount plus the repayment of funds amount.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Enter a **Professional Development Activities** amount. | Required field. Enter an amount equal to or greater than zero. (Every Student Succeeds Act [ESSA] Section 3115[c][2]) |
| 4 | Enter a **Program and Other Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA sections 3115[d] and 3116[b][1]) |
| 5 | Enter an **English Proficiency and Academic Achievement** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA Section 3116[b][2][A-B]) |
| 6 | Enter a **Parent, Family and Community Engagement** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA Section 3115[b][3]) |
| 7 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 8 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Reservations

**Total allocation reservations:** The sum of all reservation amounts, which must equal the total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Allocation Reservations | The total allocation reservations amount must equal the total allocation amount. | Adjust reservation amounts, as needed, so that the two totals are equal. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title III English Learner YTD Expenditure Report, 6 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2024, through December 31, 2024, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative costs (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation

**2024–25 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III EL must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2024–25 Total allocation:** The sum of the Title III EL student program allocation amount plus the transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000**–**1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount cannot exceed 2% of the EL student program allocation amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditures.

**2024–25 Unspent funds:** The total allocation amount minus the total year-to-date expenditures amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title III Immigrant LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is for the local educational agency (LEA) to calculate the total allocation amount available to the LEA for the Title III immigrant student program, and to report required reservations.

### Program Information

Recommended direct administration expenses for a fiscal year may not exceed two percent of such funds for the cost of administering the subgrant. LEA can apply its restricted indirect cost rate (ICR) to the portion of its subgrant that it does not reserve for direct administrative costs.

For more information regarding administrative costs, please see Procedure 915 in the California School Accounting Manual (CSAM) located on the California Department of Education (CDE) Definition, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/index.asp>.

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### Displayed Data – Allocation

**2024–25 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### Procedures – Transferred Funds and Repayment of Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III Immigrant must be equal to or greater than zero. |
| 2 | If applicable, enter the **Repayment of Funds** amount. | Optional field. The amount must equal the determination made from the foregoing processes. |

### Displayed Data – Total Allocation

**2024–25 Total allocation:** The sum of the Title III immigrant student program allocation amount plus the transferred-in amount plus the repayment of funds amount.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Enter an **Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount. |
| 5 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Reservations

**Total allocation reservations:** The sum of all reservation amounts, which must equal the total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Allocation Reservations | The total allocation reservations amount must equal the total allocation amount. | Adjust reservation amounts, as needed, so that the two totals are equal. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title III Immigrant YTD Expenditure Report, 6 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2024, through December 31, 2024, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation

**2024–25 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A and/or Title IV, Part A to Title III Immigrant must be equal to or greater than zero. |

### Displayed Data – Total Allocation

**2024–25 Total allocation:** The sum of the Title III immigrant student program allocation amount plus transferred-in amount.

### Procedures – Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the YTD amount spent on **1000**–**1999 Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **2000–2999 Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **3000–3999 Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **4000–4999 Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **5000–5999 Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 7 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount. |
| 8 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditures.

**2024–25 Unspent funds:** The total allocation amount minus the total year-to-date expenditures amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Transferred-in Amount | Transferred-in amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Title IV, Part A Nonprofit Private School Participation

### Data Collection Purpose

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed. This completed data entry form, along with the LEA’s records of contact and consultation, will serve to document that the nonprofit private schools were contacted and made decisions regarding whether to participate in Title IV, Part A Student Support.

This data collection form will not display for county offices of education or direct funded charters. This data collection form is relevant to districts only; for it to display a district must apply for and be designated to receive a Title IV, Part A allocation. If a district that applied for and was designated to receive a Title IV, Part A allocation did not complete the Spring Release Nonprofit Private School Consultation data collection form or did complete it by indicating that no nonprofits were eligible for participation, then no data can be entered into this data collection form.

**Note:** The California Department of Education (CDE) county-district-school (CDS) database informs the Consolidated Application and Reporting System (CARS) as to whether an active nonprofit private school is located within or outside of a district’s boundaries to determine in which district’s school list the active nonprofit private school belongs so it will automatically populate into that district’s Spring Release Nonprofit Private School Consultation data collection form. The option to add active nonprofit private schools from outside a district’s boundaries to the district’s school list in CARS can only be done via the Spring Release Nonprofit Private School Consultation data collection form.

### Program Information

The *Title IX, Part E Uniform Provisions* federal guidance in the US Department of Education Policy Overview web document, Providing Equitable Services to Eligible Private School Children, Teachers, and Families at <https://www2.ed.gov/policy/elsec/guid/equitableserguidance.doc> outlines mandated consultation between LEAs and eligible private schools. LEA records should include dates of contact, persons contacted, and the results of such contacts with each nonprofit private school or Nonpublic, Nonsectarian School. These records should document both the participating nonprofit private schools and those choosing **not** to participate in Elementary and Secondary Education Act services.

Districts may wish to refer to the Private School Affidavit on file with the CDE, using the Private School Affidavit Search Tool at <https://www3.cde.ca.gov/psa/coelogin>, to determine the number of students enrolled by grade span. Enrollment counts are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy.

It is expected that districts engaged in private school consultation have verified the nonprofit status of the private school and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

### California Department of Education Program Staff Contact

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### Displayed Data – School Grid

**School name** and **School code:** Displayed data sourced through the CDE CDS database, as reflected in the CDE California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

**Note:** Active nonprofit private schools with the “Signed Written Affirmation on File” option marked as “Yes” in the Spring Release Nonprofit Private School Consultation form are included in this data collection form.

**Enrollment:** Displayed data sourced through the CDE CDS database.

### Procedures – Participation

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate **Title IV, Part A Participation** by selecting Yes or No. | Required field. Participation will not display if the school does not have a signed written affirmation on file. |

### Displayed Data – Added Schools

**School added:** A displayed “Y” (Yes) or “N” (No) flag identifying whether an active nonprofit private school was added to the district’s nonprofit private school list via the Spring Release Nonprofit Private School Consultation data collection form.

**Note:** If the added school record indicates “N”, it signifies the active nonprofit private school is located *within* the district’s boundaries, per the CDE CDS database, and would have automatically populated into the district’s Spring Release Nonprofit Private School Consultation form. If the added school record indicates “Y”, it signifies the active nonprofit private school is located *outside* the district’s boundaries, per the CDE CDS database, and did not automatically populate into the district’s Spring Release Nonprofit Private School Consultation form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Choose file / Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

**Note:** This optional function to work offline in a spreadsheet, rather than manually entering data directly into the data collection form, may be useful if a district has more schools than can display in a single view of the data collection form on-screen.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | Title IV, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title IV, Part A LEA Allocations may need to be saved and certified again. | If the equitable services for nonprofit private schools amount previously certified in Title IV, Part A LEA Allocations is affected by a change made in this form, then return to Title IV, Part A LEA Allocations, update as appropriate, re-save, then recertify when appropriate. |
| Not Field Name Specific | Nonprofit Private School Consultation has been recertified. Title IV, Part A Nonprofit Private School Participation must be saved and certified again. | Return to Title IV, Part A Nonprofit Private School Participation and re-save it. |

## 2024–25 Title IV, Part A LEA Allocations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A, and to report required reservations.

### Program Information

The Elementary and Secondary Education Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA) includes the Student Support and Academic Enrichment (SSAE) grants pursuant to Title IV, Part A Subpart 1 (ESSA Section 4101). The purpose of this subpart is to improve students’ academic achievement by increasing the capacity of states, LEAs, schools, and local communities to—

1. provide all students with access to a well-rounded education;
2. improve school conditions for student learning; and
3. improve the use of technology in order to improve the academic achievement and digital literacy of all students.

For more information, please refer to the California Department of Education (CDE) Title IV, Part A: SSAE web page at <https://www.cde.ca.gov/sp/st/>.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation

**2024–25 Title IV, Part A LEA allocation:** Source data from the CDE Title IV, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

### Procedures – Transferred Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Funds Transferred-in Amount**. | Required field. The amount transferred-in from Title II, Part A to Title IV, Part A must be equal to or greater than zero. |
| 2 | Enter the **Funds Transferred-out Amount** of Title IV, Part A. | Required field. The total funds transferred from Title IV, Part A to the other allowable Title programs must be equal to or greater than zero. |

### Displayed Data – Available Allocation

**2024–25 Title IV, Part A LEA available allocation:** The LEA allocation amount plus transferred-in amount minus the total funds transferred out of Title IV, Part A.

### Procedures - Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 3 | Enter the **Indirect Cost Reservation** amount. | Required field. Final approved rates are posted on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 4 | Enter the **Administrative Reservation** amount. | Required field. Total must be equal to or greater than zero. |
| 5 | Enter the **Equitable Services for Nonprofit Private Schools** amount. | This field is required if the LEA has one or more participating nonprofit private schools. |

### Displayed Data – Adjusted Allocation

**2024–25 Title IV, Part A LEA adjusted allocation:** The LEA available allocation amount minus the indirect cost reservation amount, the administrative reservation amount, and the equitable services for nonprofit private schools amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Administrative Reservation Amount | Administrative reservation amount cannot exceed 2% of the Title IV, Part A LEA available allocation. | Reduce the administrative reservation, as needed. |
| Not field name specific | Total reservations cannot be greater than the 2024–25 Title IV, Part A LEA available allocation. | Reduce reservation amounts, as applicable. |
| Not field name specific | Administrative and indirect costs reservations cannot exceed 15% of the Title IV, Part A LEA available allocation. | Reduce the administrative and/or indirect costs reservations, as needed. |
| Equitable Services for Nonprofit Private Schools Amount | The LEA has one or more nonprofit private schools participating in Title IV, Part A. The equitable services reservation amount must be greater than zero. | If the LEA has one or more participating nonprofit private schools, then this field is required. Enter an amount greater than zero. |
| Equitable Services for Nonprofit Private Schools Amount | The LEA does not have any participating nonprofit private schools, this field cannot be greater than zero. | This field is not applicable to the LEA. Either remove the amount entered or enter a value of zero. |
| Not field name specific | Title IV, Part A Nonprofit Private School Participation must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Transferred-in Amount | Funds Transferred-in amount is required. | Enter an amount equal to or greater than zero. |
| Funds Transferred-out Amount | Funds Transferred-out amount is required. | Enter an amount equal to or greater than zero. |

## 2024–25 Consolidation of Administrative Funds

### Data Collection Purpose

The Consolidation of Elementary and Secondary Education Act (ESEA) Administrative Funds form is used to request approval to consolidate ESEA funds for the administration of one or more programs under ESEA (or such other programs as the United States Secretary of Education shall designate), as authorized in Section 8203 of the ESEA.

### Program Information

ESEASection 8203(a) provides that the maximum amount that can be consolidated shall not be more than the percentage, established in each program, of the total available for the local educational agency (LEA) under those programs. For Title III, Part A: English Learner Student Program the maximum amount is two percent of the total grant amount, as provided in ESEA Section 3115(b). Also, Title IV, Part A, Student Support and Academic Enrichment Grants (SSAE) allows a maximum of two percent for administrative costs pursuant to ESEA Section 4105(c). No maximum amounts are specified in the ESEA for the other programs (including Title III, Part A Immigrant Student Program, and Title IV, Part B). The maximum that can be consolidated is what is reasonable and necessary for the proper and efficient administration of the programs, provided that the amount distributed to any program, when combined with the program’s indirect costs, does not exceed any administrative cost cap established by law or regulations.

For further information, please see the California Department of Education (CDE) Consolidated Application (ConApp) web page at <https://www.cde.ca.gov/fg/aa/co/> to review the 2024–25 Consolidated Application Program Guidance.

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### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Select the indicator for any program for which the LEA is requesting to consolidate administrative funds. | Receipt of this certified data collection form by the CDE will indicate approval of the LEA request to consolidate administrative funds for the programs selected on this form. Approval is valid only for the fiscal year requested. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Title I, Part A Indicator | The LEA did not apply for or did not receive a Title I, Part A allocation. This option is not applicable. | Deselect the indicator. |
| Title I, Part D Indicator | The LEA did not apply for or did not receive a Title I, Part D allocation. This option is not applicable. | Deselect the indicator. |
| Title II, Part A Indicator | The LEA did not apply for or did not receive a Title II, Part A Supporting Effective Instruction allocation. This option is not applicable. | Deselect the indicator. |
| Title III, Part A (Immigrant Students) Indicator | The LEA did not apply for or did not receive a Title III Immigrant student program allocation. This option is not applicable. | Deselect the indicator. |
| Title III, Part A (English Learner Students) Indicator | The LEA did not apply for or did not receive a Title III English learner student program allocation. This option is not applicable. | Deselect the indicator. |
| Title IV, Part A (Student Support) Indicator | The LEA did not apply for or did not receive a Title IV, Part A allocation. This option is not applicable. | Deselect the indicator. |