



IOWA DEPARTMENT OF EDUCATION

Title I Section 1003 – Guidance

November 1, 2017

Purpose

The purpose of this guidance is to assist Iowa schools receiving Title I Section 1003 funding (hereafter School Improvement Funds) under the Elementary and Secondary Education Act (ESEA) and the area education agencies (AEAs) providing those schools with support and improvement activities. To ensure a meaningful process, schools and AEAs are encouraged to work with stakeholders to develop a comprehensive plan aligned with the budget that reflects improvement efforts and is supplemental to other services already being provided through other means.

For the 2017-2018 school year, the schools receiving School Improvement Funds are former Schools in Need of Assistance (SINA). Beginning with the 2018-2019 school year, schools receiving Targeted or Comprehensive Support under ESSA will receive School Improvement Funds. AEAs will also receive a share of School Improvement Funds for the purpose of supporting the improvement efforts of the schools in the AEA. The table below summarizes the distribution of funds over the next four years.

Table 1

Recipient	2017-2018	Year 1 ESSA	Year 2 ESSA	Year 3 ESSA
AEAs	33% or \$2,133,956	33%	33%	33%
Schools Receiving Comprehensive Support	NA	33%	66%	66%
Schools Receiving Targeted Support	NA	33%	0%	0%
Former SINA Schools	66% or \$4,267,912	NA	NA	NA

General Information

The 2017-2018 school year is a transition from No Child Left Behind (NCLB) to full implementation of Iowa's ESSA Plan. During the 2017-2018 school year, School Improvement Funds were allocated to former SINA schools based on poverty, enrollment, and Differentiated Accountability level of support. For a list of allocations by school and by AEA please see: <https://www.educateiowa.gov/pk-12/title-programs/title-i/title-i-part#Allocations>. During the 2017-2018 school year, School Improvement Funds were allocated to AEAs based on the number of Differentiated Accountability level of support schools by AEA.

In future years, these allocations will be adjusted to reflect schools receiving Targeted or Comprehensive Support under ESSA, and the SINA designations will no longer be used.

How to Budget

School Improvement Fund budgets are approvable if they aligned with a plan that (1) establishes goals based on need, (2) employs strategies for improvement connected to the school's improvement plan, and (3) uses funding in a way that is allowable and reasonable.

The Department discourages the use of School Improvement Funds to purchase supplies and materials.

Suggested uses of funds include:

For Schools	For AEAs
Increasing instructional time and/or intensity in areas of need (e.g. extended day services, extended year services, tutoring, mentoring)	Adding Title I staff to the Statewide School Improvement Team and/or Training Cadre
Providing substitutes for teachers to attend professional learning/training	Offering training/professional learning specific to implementation of MTSS in areas of school need
Professional learning/training in areas of instructional need	Supporting schools to determine areas of need
Engaging in self-assessment of school needs with respect to MTSS implementation (e.g. Self-Assessment of MTSS Implementation or SAMI Pilot in Spring 2018)	Support for schools to review assessments and interventions used as part of Title I services to determine evidence base and return on investment
Review of assessments and interventions used as part of Title I services to determine evidence base and return on investment	Assist building in the review of assessments and interventions used as part of Title I services to determine evidence base and return on investment
	Reviewing professional learning materials for alignment with district and school needs specific to ESSA Title I Sec. 1003

Inappropriate uses of School Improvement Funds include:

- Purchasing a new math or reading curriculum.
- Paying the salary of a paraeducator.
- Paying a portion of the Title I teachers' salary and/or benefits.
- Paying the salary of a current staff member in an AEA already assigned to support school improvement work.
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Section 1003 Funding Reminders:

- This money must be spent by June 30, 2018.
- Districts and AEAs are not allowed to carryover any unspent funds.
- This allocation is not guaranteed from one year to the next.
- Section 1003 funding should be coded as Project number 4501, Program 432.

The due date for submission of the Title I electronic Internet application is November 15, 2017.

To submit application data for review and approval by Title I staff, complete each form applicable to your district, click Finish to save data on each form, review and correct as necessary any edit checks. The Status screen will indicate "District Finished" as each form is finished. When the status for each form in a program indicates "District Updated," a Submit button will appear. Once the user clicks the Submit button it signifies to the State Title I office that the district has completed the application and is submitting it for approval. Do not forget to click the green Submit button once all forms say "District Finished." The Submit button signifies to the State Title I office that the district has completed the application and is submitting it for approval.

Once your budget has been submitted, it will be reviewed and either approved or returned to you for clarification. Payment will be disbursed quarterly. The final payment will be made once the final budget is approved and submitted by July 15, 2018. You are only reimbursed for allowable expenditures through June 30, 2018.

Application Access

Title I application is found through Iowa Education Portal at <https://portal.ed.iowa.gov>

✓ **TIP: Use Firefox or Chrome for your browser.**

The Iowa Education Portal provides one common location for Department of Education applications, serving as a 'one stop shop' for sign-in and security shared by many applications. The Enterprise A&A (Authentication & Authorization) service will be used to sign you into the Iowa Education Portal. **Please keep your email address associated with your A&A account up to date.** To verify your email address or to make a change, go to the "Sign In" page for A&A, put in your User ID and password and then click "Account Details." This will allow you to make updates to your name, phone number, and email address. Everyone who needs to access an Iowa Department of Education application site will need an A&A Account. Only one A&A Account per person is needed, even if you access applications from more than one district. Failure to keep this information current may result in an inability to access your applications.

You may confirm an A&A Account existence by going to <https://portal.ed.iowa.gov>, highlighting "A&A Account," selecting "Sign In" and clicking on "Forgot Password" or "Forgot ID." **Note:** If you believe there is a possibility you have a login ID, please confirm beforehand before signing up for a new login.

If you need to get an A&A Account, go to the Iowa Department of Education homepage: <https://www.educateiowa.gov> highlight "Data & Reporting" and click on "Iowa Education Portal." Highlight "A&A Account" and then click on "Create Account" and select the "Create An Account" tab on the next screen. Enter your first name and last name and click "Register".

The Single Sign On (SSO) Registration page consists of Account ID, First Name, Last Name, and Email. You will only need one A&A Account, even if you need access to multiple Education Portal applications or need access for more than one organization. The Account ID name is for individual use, not groups. No sharing of logins or passwords. An email address can only be used once and should be your work-related email. The closer your login name can resemble your actual name will aid in the identification and permissions process. A&A will create an Account ID with the tag of @IOWAID at the end. You should enter the entire Account ID (including the "@IOWAID" suffix) when logging in. The Account ID is not case-sensitive. Spaces and most special characters are not allowed. All invalid characters will be stripped from the Account ID. Special characters allowed are: underscore (_); hyphen (-); plus sign (+); and period (.).

Once you have checked the information for accuracy, click “Save Account Details.” A message box will appear stating you are creating a new account. Press “OK” to continue.

The Account ID will be your login ID for all A&A applications. In accordance with State security requirements, access to applications and the permissions granted therein are bound to an individual, not a collection of users.

To begin, go to <https://portal.ed.iowa.gov>. The Iowa Department of Education Iowa Education Portal site will appear. On the blue navigation menu bar, hover over “A&A Account” and click on “Sign In.” On the “Sign In” tab, enter your Account ID (email address) and password to sign into DOE – Education Portal. Click the “Sign In” button. **Note:** If you need guidance on using the Iowa Education Portal, click on “EdPortal Navigation” and review the short tutorial.

The EdPortal home page will appear. Note the descriptions of the home page regions:

- **Session Details** (top right of banner): User information including the logged-in user’s username, a link to the user’s profile, and a Logout button that ends the user’s session.
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- **Organization Menu** (below Session Details): A dropdown menu that allows you to choose between different security organizations (if applicable) and view accessible information and applications (based on your role within each application) for that organization only.
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- **Global Navigation Menu** (blue navigation menu bar): A list of links to Portal and Iowa Department of Education applications. The items in this menu may be different, based on your user permissions and/or the selected organization (chosen from the organization menu).
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- **Application Submenu** (below Global Navigation Menu): An application in this menu that has an arrow next to the link will contain a submenu, which will contain links to additional topics or pages relevant to the application.

Applications, roles, and organization information can be found in the My Profile section of EdPortal. Assigned applications appear in the navigation menu bar, changing the organization listed in the organization menu may change the application names displayed. Click the application name in the navigation menu to open the Title I application. A&A related questions may be directed to: ITE.Servicedesk@iowa.gov; 515.281.5703 or 800.532.1174. EdPortal specific questions may be directed to: Ed.portal@iowa.gov.

Contacts

If you have additional questions about prioritizing or allowable use of your School Improvement Funds, please contact [Geri McMahan](#).