

Kirsten Baesler
State Superintendent

Robert J. Christman
Deputy Superintendent



**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone (701) 328-2260
Fax (701) 328-2461
www.nd.gov/dpi

To: School Administrators
From: Laurie Matzke, Assistant Superintendent
Division of Student Support & Innovation
Date: June 29, 2016
Re: Important Updates

Please note the following four important updates:

- 1) Small Rural School Achievement Program Announcement
- 2) Grant Reimbursement Deadline
- 3) Consolidated Application Updates
- 4) New Title I and EL Teacher Training

1) Small Rural School Achievement Program Announcement

Districts that applied for a Small Rural School Achievement (SRSA) grant need to note the following announcement from the U.S. Department of Education (USDE):

It has come to the attention of the USDE personnel that many districts have not completed the SAM registration process. The requirements include: 1) Registration in SAM, 2) DUNS number is active in SAM, and 3) newly eligible SRSA grantees must submit a signed application to the USDE.

Therefore, all districts that applied directly to the USDE for a SRSA grant must read the [information](#) and follow the steps outlined to ensure its grant can be processed.

2) Grant Reimbursement Deadline

The tentative deadline for districts to submit final financial reports for Titles I, II and III is July 8, 2016. For all districts that submit by the deadline with no problems and with addendums included, every attempt will be made to process the payment in July 2016.

There is no penalty for submitting the financial information after the deadline; however, please note that our accounting system shuts down in July for the year-end close out. Therefore, financial reports received after the deadline, those with issues, and those missing addendums will not receive final payment until August 2016.

3) Consolidated Application Updates

All consolidated applications must be submitted in STARS by Friday, August 26, 2016. No applications will be accepted after that date. The [Consolidated Application Guidance](#) has been significantly revised and updated and is posted on the North Dakota Department of Public Instruction (NDDPI) website.

Additional Reminders:

- ✓ **Final Allocations** – Within the next few weeks, Fiscal Director Jamie Mertz will calculate the final Title I and Title II allocations (including nonpublic amounts) and will prepopulate the consolidated application on STARS with the updated allocations.
- ✓ **Carryover** – The final carryover amounts to be entered on the allocation page can be found on the district's Title I and Title II Final Financial Report once it has been processed, approved, and returned to districts.
- ✓ **Passwords** – New school administrators who need a password to access the district's consolidated application on STARS can contact one of the following within the NDDPI:
 - Dorice Miller at ddmiller@nd.gov or call (701) 328-2395
 - Jamie Krous at jkrous@nd.gov or call (701) 328-3235

4) New Title I and EL Teacher Training

The Division of Student Support & Innovation is happy to announce it will be offering a training opportunity for new Title I and new English Learners (EL) teachers, and anyone else interested, on August 9, 2016, at the Ramada Bismarck Hotel. All new personnel will greatly benefit from this training.

The day will include a joint opening session with updates on the new federal Every Student Succeeds Act (ESSA) law. Then, new Title I and new EL teachers will be divided and each will receive detailed training regarding the program requirements for each Title program.

If interested in taking advantage of this opportunity, see details below:

Date: August 9, 2016
Time: 8:30 am – 3:00 pm
Location: Ramada Bismarck Hotel
Bismarck, North Dakota

There is no fee to attend this training. Travel expenses can be reimbursed using the district's Title funds. The online registration form will soon be posted on the website.

If you have any questions regarding the information in this memorandum, please [email me](#) or call (701) 328-2284.