

# Title III Application Webinar

Office of Federal Programs  
February 1, 2017



## **Vision**

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## **Mission**

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# State Board of Education Goals

## 5-Year Strategic Plan for 2016-2020

- ✓ All Students Proficient and Showing Growth in All Assessed Areas
- ✓ Every Student Graduates High School and is Ready for College and Career
- ✓ Every Child Has Access to a High-Quality Early Childhood Program
- ✓ Every School Has Effective Teachers and Leaders
- ✓ Every Community Effectively Using a World-Class Data System to Improve Student Outcomes
- ✓ Every School and District is Rated “C” or Higher

# Office of Federal Programs Vision, Mission and Goals

## Vision

**The vision of Mississippi State Board of Education is to create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.**

## Mission

In support of this vision, the mission of the Office of Federal Programs (OFP) is to provide leadership in the effective use of federal funds so that all students are prepared to compete in the global community.

### Goal 1

To collaborate across the agency in support of state initiatives

### Goal 2

To support district planning and implementation

### Goal 3

To evaluate and monitor performance

# Title III Overview



# Submission of Application

## FY17 Title III: LEP and Immigrant Application

- The FY 2017 Title III LEP Immigrant Allocations have been added to MCAPS in the Title III funding application for districts that are eligible to receive Title III funds. Please keep in mind that the LEA Plan will need to be revised to include Title III as one of the funding sources for your existing goals or the creation of new goals.
- Applications are due on **Wednesday, March 1, 2017.**

# Program Overview

- The purpose of Title III is to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and achievement standards required of all children.

# Program Overview

- Schools must use these funds to implement language instruction educational programs. The Local Education Agency's (LEA) plan for addressing the needs of LEP students and immigrant children and youth should be developed in consultation with teachers, researchers, administrators, parents, and the community.



# Program Overview

- Title III funding comes in two parts, LEP and Immigrant Children and Youth. It is allocated on a formula basis according to the number of LEP and immigrant students in the district. Grants are based on the number of LEP and immigrant students reported to the Mississippi Department of Education (MDE) on the most recent Consolidated State Performance Report (CSPR) data collection.

# LEP Grant Allocations

- The minimum funding for a LEP grant is \$10,000. The minimum number of students required to be eligible to receive a grant is 89. (This number is likely to change from year to year.)
- This year, eligible LEAs will receive a minimum of \$143.57 per LEP student.
- If LEAs do not have the minimum number of students to qualify for a grant, they can form a consortium and apply as a single entity. More information on forming a consortium can be found on slide 15.

# What is the federal definition of an EL student?

An individual-

- Who is aged 3-21;
- Who is enrolled or preparing to enroll in an elementary or secondary school;
- Who was not born in the United States or whose native language is a language other than English; who is a Native American or Alaska Native, or a native resident of the outlying areas.
- Where difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual-
  - The ability in meeting the State's proficient level of achievement on State assessments described in section 1111(b)(3)
  - The ability to successfully achieve in classrooms where the language of instruction is English; or
  - The opportunity to participate fully in society.

# Title III

## Fiscal Information



# Fiscal Information

- Based on reported data from school year 2016-2017, eligible LEAs will receive a minimum of \$143.57 per LEP student.
- Section 3115 (b) states each eligible entity receiving funds under section 3114(a) for a fiscal year may use not more than 2 percent of such funds for the cost of administering this subpart.

## Supplement not Supplant

- Title III, *Section 3115(g)*, states: “Federal funds made available under this subpart shall be used so as to supplement the level of Federal, State, and Local public funds that, in the absence of such availability, would have been expended for programs for limited English proficient children and immigrant children and youth and in no case to supplant such Federal, State, and local public funds.”

## Supplement not Supplant

- In practice, the prohibition against supplanting under Title III means that recipients may not use those funds to pay for services that, in the absence of Title III funds, would be required to be provided by other Federal, State, or local funds.

## Example of Supplemental Spending

- Services during, before and after school such as tutoring, academic assistance, supplementary instructional materials for English Language acquisition as well as for summer school programs for ELs.
- Professional development that is planned based on student achievement data and provided in a systematic and sustained manner to improve instruction and assessment of ELs. Staff training could include bilingual/ESL classroom teachers, bilingual/ESL teacher coaches, paraprofessionals, regular education teachers, administrators, and other school-based or community-based organizational personnel who serve ELs.



## Example of Supplemental Spending

- Hiring bilingual/ESL coaches whose role is to acquire scientific-based research practices, provide professional development, and mentor and coach teachers who are working directly with ELs.
- Parent involvement activities including family literacy and parenting classes. Districts may purchase supplemental instructional materials to support English language learning at home, along with materials and books on parenting skills.
- Computer programs for learning English. An LEA must ensure the computer program is teaching academic language not social language.
- Administrative and indirect costs of III/Immigrant may NOT exceed 2% of the total allocation.

## Unallowable Spending of Title III Funds

- Title III funds may NOT be used to pick up a cost that was previously funded by general funds.
- Title III may NOT supplant any other federal, state or local expenses.
- All test administration costs (LAS Links) must be paid by general funds, including the pay for proctors, assessors and substitute teachers.
- Translation of documents, parent handbooks, and assessments are funded by general funds and NOT with Title III funds.

# Fiscal Information (cont'd)

- All expenditures must be made in accordance with the approved project narrative and budget. Budgets should be expended in a timely manner. All materials and equipment must be purchased in compliance with State purchasing laws. No funds may be obligated prior to receipt of approved application.
- Grantees shall request reimbursement of funds through the School Payment System (SPS) as expenses are incurred.

## Fiscal Information (cont'd)

- The project may be revised at any time during the *obligation* period by submitting a completed Amendment Request Form for approval to the Office of Federal Programs. If an amendment is necessary, the request must be approved **before** transferring funds between line items, obligating, and/or expending funds. Please allow 15 business days for MDE approval.

# Eligibility Requirements

**To apply**, LEAs must meet the following minimum eligibility requirements:

- Have a **minimum number of eighty-nine (89) LEP students enrolled** in the LEA (This number will likely change from year to year.);
- Be willing to work collaboratively with the MDE through the Office of Federal Programs;
- Agree to expend funds to increase the English proficiency of LEP students, including immigrant children and youth, by providing high-quality language instruction educational programs that are based on scientifically based research.

# Eligibility Requirements (cont'd)

**To apply**, LEAs must meet the following minimum eligibility requirements:

- Agree to provide high-quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel;
- Agree to improve the education of LEP students by assisting the students to learn English and meet challenging State academic content and student academic achievement standards;
- Agree to provide educational services to LEP students and educational personnel in private schools that are located in the geographic area served by the LEA; and
- Submit a project narrative for education of LEP students.

# Application Requirements

Complete each of the following sections of the Title III application:

- EL Section of the LEA Plan
- Budget Section
- Program Details Section
- Personnel Section
- Personnel Section for Summer School (if applicable)
- Plan Funding Section and Action Steps
- Board Approved Document (if applicable)
- Agree to the Program Assurances

# Maintenance of Records

The following records must be maintained for three years and must be available for review during on-site visits:

1. A copy of the approved project and modifications
2. Records of funds received
3. Invoices for equipment and supplies
4. Purchase orders for travel (to include dates of travel and purpose of travel), materials and supplies, consultant agreements, fees and other expenditures
5. Records of specific release time funded for teachers, administrators, and related service personnel to participate in professional development opportunities (indicate the specific reasons for release time)
6. Transcripts for courses completed, if applicable
7. Documentation of professional development activities funded by grant dollars and/or professional development, specifically for Title III teachers, tutors, and assistant teachers
8. Final request for funds with expenditure report attached
9. Annual Program Evaluation
10. Other records as needed.



# Forming a Consortium

Under Section 3114(b) of No Child Left Behind Act of 2001 (NCLB), a State educational agency shall not award a subgrant from an allocation made under subsection (a) if the amount of such subgrant is less than \$10,000. As stated in the Non-Regulatory Guidance on the Title III State Formula Grant, March 26, 2002, LEAs that would not otherwise qualify for a subgrant because they do not qualify for an award of at least \$10,000 may submit a joint application with one or more LEAs to qualify. The purpose of this document is to provide guidance for LEAs that wish to enter into or form a consortium.

# Forming a Consortium (cont.)

## WHAT IS A CONSORTIUM?

- An LEA that receives a grant under *Section 3111(a)* may collaborate or form a consortium with one or more LEAs to carry out a program for limited English proficient (LEP) students.

## HOW TO FORM A CONSORTIUM

- Contact the Title III Program Coordinator at the Mississippi Department of Education (MDE) to determine if a consortium already exists in your geographic area.
- The LEA can take steps to form a consortium. Your MDE contact will provide you with contact information for LEAs in your geographic area.
- The LEA interested in forming a consortium should contact LEAs to determine interest. The combined Title III allocations of all participating LEAs must meet or exceed \$10,000.
- One LEA must agree to serve as the lead LEA/fiscal agent in the consortium and all other participating LEAs should work together to discuss their programmatic needs.
- The lead LEA must complete and submit the Title III application on behalf of the consortium. All participating LEAs must sign the consortium member certification page included in the Title III application and forward it to the lead LEA. The signed consortium certification is kept on file by the lead LEA.

# Forming a Consortium (cont.)

## WHAT ARE THE BENEFITS OF A CONSORTIUM?

- LEAs are able to access Title III funds for:
  1. Programs that increase English language proficiency and student achievement in core content classes; and
  2. High-quality professional development opportunities for classroom teachers, principals, administrators, and other school personnel.

## WHAT IS THE RESPONSIBILITY OF THE LEAD/FISCAL AGENT IN A CONSORTIUM?

- The LEA that agrees to serve as the lead in a consortium becomes the fiscal agent.
- The lead LEA is responsible for ensuring that LEAs that are part of the consortium fulfill their fiscal and programmatic responsibilities under Title III.
- The lead LEA can seek technical assistance, both for itself and the LEAs in the consortium.

# English Learner Best Practices



# How are ELs served effectively?

- The focus of EL programming should be on language that can help students be successful in the classroom – not on social language/language of the playground/hallways.

# How are ELs served effectively?

- Attention should be paid to the EL student's entire academic education, not just the work that is done with the student during an EL pullout/push-in program.
- All teachers who teach ELs should take ownership of the student's academic success.

# Most Common Needs Identified by MDE in Technical Assistance

- Intensive, explicit academic vocabulary instruction
- Providing of visuals and other context for all vocabulary and content instruction
- Ensuring that students have time to talk about the new concepts that they are learning

# English Learner Resources





# Existing Resources

## TransACT

- TransACT is an on-line service that enables educators to comply with the parental communication requirements mandated by NCLB as well as federal and state requirements to effectively communicate legal and policy matters to parents in languages they can understand.
- This service is being provided by the state for LEAs at no cost to the LEA. Any public school employee with a district email address is eligible to create an account with TransACT and access professionally translated and legally vetted documents appropriate for NCLB notification requirements.

# Existing Resources

## EL Listserv

- Subscribe to the EL Listserv to receive information on effectively serving EL students. The Listserv is designed for EL coordinators, administrators, teachers, parents and other stakeholders interested in EL students.
- To sign up for the EL Listserv, please go to the Title III page under Federal programs and look for the link under resources.

<http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/english-learner-listserv.htm?sfvrsn=2>

## EL Parent and Family Guide

- The Mississippi Department of Education developed family guides to assist with grade-level at home strategies and activities in Spanish that support both student and parent understanding of the English language arts and mathematics standards. Parents can use the activity booklets at home to support what their children are learning in the classroom.
- The Spanish Parent and Family guides can be found at the following link:  
[http://www.mde.k12.ms.us/ESE/links/response-to-intervention-teacher-support-team/family-guides-for-student-success-\(spanish-versions\)](http://www.mde.k12.ms.us/ESE/links/response-to-intervention-teacher-support-team/family-guides-for-student-success-(spanish-versions))

# Existing Resources

## Newcomer Kit

The following links are helpful guides in welcoming a new student with no English background:

- [http://mdek12.org/docs/elementary-education-and-reading-library/communication-cards\\_elementary.pdf?sfvrsn=2](http://mdek12.org/docs/elementary-education-and-reading-library/communication-cards_elementary.pdf?sfvrsn=2)
- <http://mdek12.org/docs/elementary-education-and-reading-library/welcome-sheet.docx?sfvrsn=2>
- [http://mdek12.org/docs/elementary-education-and-reading-library/newcomer-orientation-chart-\(1\).docx?sfvrsn=2](http://mdek12.org/docs/elementary-education-and-reading-library/newcomer-orientation-chart-(1).docx?sfvrsn=2)

# Existing Resources

- EL Administrator and Teacher Guide

<https://districtaccess.mde.k12.ms.us/curriculumandInstruction/Response%20to%20Intervention/Resources/English-Learner-Guide.pdf>

# Navigating MCAPS





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# Accessing the MCAPS System

- <http://mcaps.mde.k12.ms.us/>
- Click “sign-in” to access MCAPS functions.
- Enter email address and password.

The screenshot shows the MCAPS Sign-In page. On the left, a sidebar contains links: MCAPS Home, Search, Contact MDE, MDE Document Library, Help, MCAPS Sign-In (highlighted with a yellow box), and Public Access. A yellow arrow points from the MCAPS Sign-In link to the sign-in form. The main content area has a header with the Mississippi Department of Education logo and the text 'Mississippi Comprehensive Automated Performance-based System'. Below the header, there is an 'Announcements' section with a welcome message dated 10/19/2014. The sign-in form itself has a 'Sign-In' section with fields for 'Email Address' (containing 'victor@tpsd.org') and 'Password' (masked with dots). There is a 'Forgot your password?' link and a 'Submit' button.

# Sections Page Overview



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Ensuring a bright future for every child

Dr. Carey M. Wright  
State Superintendent of Education

**MCAPS Home**

Administer

Search

Reports

Inbox

Planning

Funding

Requests for Funds

Project Summary

LEA Document Library

Address Book

MDE Document Library

Help

Contact MDE

MCAPS Sign Out

## Sections

**CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017 - Title III - Rev 0**

Application Status: **Not Started**

Change Status To: [Draft Started](#)

Funding Applications

Sections

Budget Summary [as Only](#) [View All Pages](#)

	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
History Log		<a href="#">Print</a>
History Log		<a href="#">Print</a>
Create Comment		
Allocations	<a href="#">Messages</a>	<a href="#">Print</a>
Allocations	<a href="#">Messages</a>	<a href="#">Print</a>
Contacts		<a href="#">Print</a>
Contacts		<a href="#">Print</a>
Title III English Learners	<a href="#">Messages</a>	<a href="#">Print</a>
Budget	<a href="#">Messages</a>	<a href="#">Print</a>
Budget Overview		<a href="#">Print</a>
Program Details		<a href="#">Print</a>

Jackson, Mariea

Production

Session Timeout  
00:59:43



# Assignment of Roles

- The role needed to work in the Title III application:
  - LEA Title III Update
  - LEA Title III Director
- The LEA User Access Administrator will assign the user roles for the Title III Application.

# Administer Existing User

- Search for existing user by last name, email, role, and/or organization.
- Click Administer Roles icon for the desired record.

Search Users

Last Name:


Email Address:

Role:

Organization Name:

Organization Number:

There are 1 matching record(s). Displaying 1 through 1.

Email Address	First Name	Last Name	Reset Password	Administer Roles
<a href="mailto:thomas@tpsd.org">thomas@tpsd.org</a>	Thomas	Carlucci	<a href="#">Reset Password</a>	



# Planning Tool Conceptual Overview – Entry Screen

- Serves as a launching point to LEA Plan
- View filters
  - Fiscal Year
  - Plan status filter

The screenshot displays the MCAPS web application. The top navigation bar includes the Mississippi Department of Education logo, the name of the State Superintendent, and the system title. A left-hand menu lists various administrative functions. The main content area is titled 'LEA and School Planning' and shows the 'CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017'. It features a table with columns for LEA Plan, Revision, Status, and Status Date. Below this, there is a section for 'LEA School Plan Assurances' with a table listing individual schools, their services, revision numbers, and approval status.

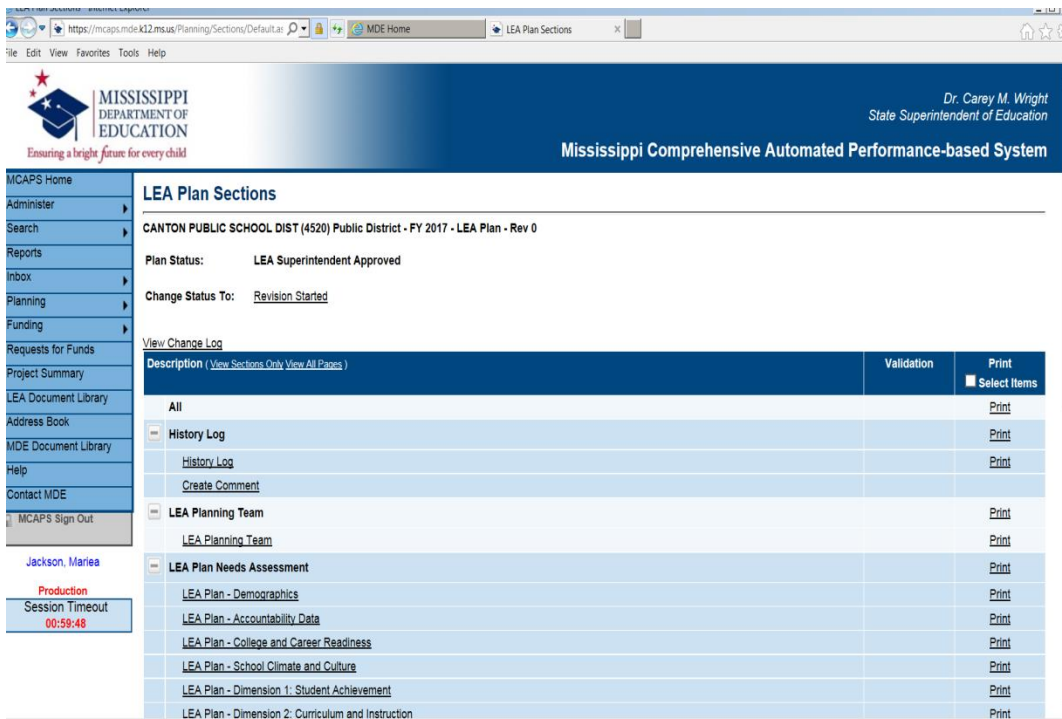
LEA Plan	Revision	Status	Status Date
CANTON PUBLIC SCHOOL DIST (4520) - LEA Plan	0	LEA Superintendent Approved	6/27/2016

School Plan	Service	Revision	Status	Status Date	LEA School Plan Assurances
CANTON ELEMENTARY SCHOOL (4520004) - School Plan	SW	0	School Plan Reviewer Approved	1/09/2017	Not Verified
CANTON PUBLIC HIGH SCHOOL (4520008) - School Plan	SW	0	School Plan Reviewer Approved	1/11/2017	Not Verified
HUEY L. PORTER MIDDLE SCHOOL (4520018) - School Plan	SW	0	School Plan Reviewer Approved	1/12/2017	Not Verified
JIMMIE M. GOODLOE ELEMENTARY SCHOOL (4520022) - School Plan	SW	0	School Plan Reviewer Approved	1/09/2017	Not Verified
MC NEAL ELEMENTARY SCHOOL (4520012) - School Plan	SW	0	School Plan Reviewer Approved	1/12/2017	Not Verified
NICHOLS MIDDLE SCHOOL (4520016) - School Plan	SW	0	School Plan Reviewer Approved	1/12/2017	Not Verified

# Sections - Status

- Displays current status and next possible status(es)
- Only displays next status for current plan
- **Tip: The plan must be moved into Draft Started or Revision Started status before edits can be made.**



The screenshot shows the MCAPS web application interface. The top navigation bar includes the Mississippi Department of Education logo, the name of the State Superintendent of Education, and the system title. A left sidebar contains various navigation links. The main content area displays the 'LEA Plan Sections' for 'CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017 - LEA Plan - Rev 0'. It shows the current 'Plan Status' as 'LEA Superintendent Approved' and a 'Change Status To' dropdown set to 'Revision Started'. Below this is a table of plan sections with columns for Description, Validation, and Print/Select Items.

Description (View Sections Only View All Pages)	Validation	Print Select Items
All		Print
History Log		Print
History Log		Print
Create Comment		
LEA Planning Team		Print
LEA Planning Team		Print
LEA Plan Needs Assessment		Print
LEA Plan - Demographics		Print
LEA Plan - Accountability Data		Print
LEA Plan - College and Career Readiness		Print
LEA Plan - School Climate and Culture		Print
LEA Plan - Dimension 1: Student Achievement		Print
LEA Plan - Dimension 2: Curriculum and Instruction		Print



# Accessing Plan Sections

- **Section** – a grouping of related pages in a plan.
- Contains one to several pages.

All
<input type="checkbox"/> History Log
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> LEA Planning Team
<a href="#">LEA Planning Team</a>
<input type="checkbox"/> LEA Plan Needs Assessment
<a href="#">LEA Plan - Demographics</a>
<a href="#">LEA Plan - Accountability Data</a>
<a href="#">LEA Plan - College and Career Readiness</a>
<a href="#">LEA Plan - School Climate and Culture</a>
<a href="#">LEA Plan - Dimension 1: Student Achievement</a>
<a href="#">LEA Plan - Dimension 2: Curriculum and Instruction</a>
<a href="#">LEA Plan - Dimension 3: Professional Development</a>
<a href="#">LEA Plan - Dimension 4: Family and Community Involvement</a>
<a href="#">LEA Plan - Dimension 5: School Context and Organization</a>
<a href="#">LEA Plan - English Learners (EL)</a>
<a href="#">LEA Plan - Immigrant Children and Youth</a>
<a href="#">LEA Plan - Prioritized List of Needs</a>
<input type="checkbox"/> LEA Plan Overview
<a href="#">LEA Plan Overview</a>
<input type="checkbox"/> LEA Plan Related Documents
<a href="#">LEA Plan Related Documents</a>
<input type="checkbox"/> LEA Plan Assurances

# Funding Applications Main Page

- Access from “funding” link on left navigation.
- Launching point to all of a LEA’s funding applications

Ensuring a bright future for every child Mississippi Comprehensive Auto

[MCAPS Home](#)  
[Administer](#)  
[Search](#)  
[Reports](#)  
[Inbox](#)  
[Planning](#)  
[Funding](#)  
[Requests for Funds](#)  
[Project Summary](#)  
[LEA Document Library](#)  
[Address Book](#)  
[MDE Document Library](#)  
[Help](#)  
[Contact MDE](#)

## Funding Applications

CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017

2017  All Active Applications

Entitlement Funding Application	Revision	Status
Funding Applications	1	Revision Sta
Sections	0	Not Starte
Budget Summary		
Last Page Visited		

Competitive Funding Application	Revision
There are no matching Competitive applications for this fiscal year.	



# Funding Applications Main Page

- Entitlement versus competitive
- Revision
- Status
- Status Date

## Funding Applications

CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017

2017  All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
<u>Consolidated</u>	1	Revision Started	9/6/2016
<u>Title III</u>	0	Not Started	1/13/2017

Competitive Funding Application	Revision	Status	Status Date
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There are no matching Competitive applications for this fiscal year.



# Sections

- Overview of a selected funding application revision
- Launching point to pages within the application
- Change the status to “draft started” to make edits.

## Sections

CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017 - Title III - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

[View MDE History Log](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print ■ Select Item
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Allocations</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Contacts			<a href="#">Print</a>
	<a href="#">Contacts</a>		<a href="#">Print</a>
<input type="checkbox"/> Title III English Learners		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Budget Overview</a>		<a href="#">Print</a>



# Sections

- Section – a grouping of related pages in a funding application
- Contains one to many pages
- Each grant in funding app will have its own section.
- May be grant-specific or general to overall application
- Sections for unallocated grants will not display.

CANTON PUBLIC SCHOOL DIST (4520) Public District - FY 2017 - Title III - Rev 0

Application Status: **Not Started**

Change Status To: [Draft Started](#)

[View MDE History Log](#)

[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

All

☐ History Log

[History Log](#)

[Create Comment](#)

☐ Allocations

[Allocations](#)

☐ Contacts

[Contacts](#)

☐ Title III English Learners

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Personnel Details - Districtwide](#)

[Personnel Details \(Summer School K-12 School Level\)](#)

[Personnel Details \(Regular School Year K-12 School Level\)](#)

[Plan Relationships](#)

[Related Documents](#)

[Program Assurances](#)

☐ Title III Immigrant

[Budget](#)

[Budget Overview](#)

[Program Details](#)

[Personnel Details - Districtwide](#)

[Personnel Details \(Summer School K-12 School Level\)](#)

[Personnel Details \(Regular School Year K-12 School Level\)](#)

[Plan Relationships](#)

[Related Documents](#)

[Program Assurances](#)

☐ Title III Checklist

[Title III Checklist](#)

All





# Page Locking

- Pages are locked down when application is in approval process.
  - Application must be returned unapproved if changes are desired to an application that has been moved into Draft Completed or Revision Completed.
  - Revision must be started to modify an application that is approved.
- MCAPS prevents multiple users from editing the same page simultaneously.
  - User will see message indicating the user that is locking the page.
  - Lock is released after that user leaves the page or the session times out.

Program Details				
TUPELO PUBLIC SCHOOL DIST (4120) Public District - FY 2015 - Consolidated - Rev 0 - Title II-A				
Page is being edited by 'Victor Devereaux'.				
GO TO				
Program Guidance: <a href="http://www2.ed.gov/programs/teacherqual/index.html">http://www2.ed.gov/programs/teacherqual/index.html</a>				
Proposed Activities - Please check each activity being funded				
Public School Activities		Teachers	Principals	Paraprofessionals
<input type="checkbox"/> Professional Development for Core Academic Subjects only ++ (Public School)				



# Validation

- Business rule checks put in place to ensure quality of data being submitted by LEA
- System automatically runs validation as application is completed.
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column:
  - Messages do not appear on the page as user fills out data.
  - System does not prevent *saving* of “invalid” data; prevents *submission* of invalid data.
  - Validation checks can span pages.
  - “Invalid” data can become valid based on subsequent input.

Sections	
TUPELO PUBLIC SCHOOL DIST (4120) Public District - FY 2015 - Consolidated - Rev 0	
Application Status: Draft Started	
Change Status To: <a href="#">LEA Federal Programs Draft Completed</a>	
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation
All	<a href="#">Messages</a>
<a href="#">History Log</a>	
<a href="#">Allocations</a>	
<a href="#">ESEA Requirements</a>	<a href="#">Messages</a>

- There are two types of validation messages:
  - Errors: Prevent submission of application.
  - Warnings: Point out potential issues but allow submission.

- Each message is a clickable link.
- Clicking link will take the user to the screen on which the issue occurred.

Validation Messages	
TUPELO PUBLIC SCHOOL DIST (4120) Public District - FY 2015 - Consolidated - Rev 0	
<a href="#">Return To Sections Page</a>	
Title I-A	
Budget	
The Title I-A budget of \$933,125.00 is less than the Adjusted Allocation amount of \$2,319,331.00.	Warning
Program Details	
Questions marked with an asterisk (*) require a response.	Error

# Mississippi Department of Education Contacts

**Quentin Ransburg, Executive Director**

Office of Federal Programs

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