



Title I, A Supplement not Supplant Checklist

Supplement not Supplant Methodology checklist:

- The district submitted Supplement not Supplant methodology on the district letterhead as a PDF including the following:
 - The name of the LEA
 - Name of schools
 - Student enrollment
 - Grade levels served
 - Student demographics (if used as part of the methodology)
 - School year
- Methodology is submitted in ePlan by Oct. 1, 2018
 - Consolidated Funding Application FY:19 Title I Related Documents folder
- The district explains how state and local dollars are distributed to schools in a manner that is Title I neutral based on one of the following:
 - Student enrollment
 - Student/teacher ratios
 - Student characteristics/demographics (if used as part of the methodology)
 - or a combination of these factors
- Methodology includes purchases/cost items that support student academics such as technology, teacher supplies, staffing, professional development, and school resource officers. Districts are required to state in the methodology:
 - *All purchases/cost that support students' academic (i.e. technology, teacher supplies, staff salaries, professional development, and school resources officers) are considered when demonstrating the methodology.*
- Included an assurance that uses similar language as below:
 - **Assurance:** *Volunteer District attests that to the best of our knowledge the funding methodology for the distribution of state and local funds is neutrally distributed and consistently applied across all schools in the district.*
- Signature of director of schools or designee with a date before Oct. 1, 2018. If the director of schools is not signing the methodology, written prior approval from the Executive Director of CPM must be uploaded with the methodology.

Exempt Schools from Supplement not Supplant Methodology:

Single-school LEAs and LEAs with only one school per grade span are exempted from the test.

- Included an assurance that uses similar language as below:
 - **Assurance:** *(Name of District) attests that the district is exempt from the funding methodology due to only having one school or one school per grade span in the district.*

(Please complete with the correct statement of one school or one school per grade span, not both.)

- Signature of director of schools or designee with a date before Oct. 1, 2018. If the director of schools is not signing the methodology, written prior approval from the Executive Director of CPM must be uploaded with the methodology.