



THE FEDERAL BUZZ

DECEMBER 1 - 5, 2025

- Artifact Dashboard Reminders:
 - Your MOY Title I Dashboard items are due on December 17th! Please be sure that you have uploaded all required items by that date.
 - Samples of information to parents in alternate languages must be things that your school has created, you cannot use the district flyer from our Title I event.
 - Evidence of parent teacher conferences should be from the district mandated October Conference date. (This can be your invitation to parent conferences, a sign-in sheet from the conference night (dated), or documentation of who was scheduled to attend)
 - Each folder requires an artifact - if something does not apply to you, please upload as a document that states this does not apply to your school. (For example, if you don't have any contract employees (normally Remediation Teachers or Teacher Stipends for additional responsibility) you would upload a document stating you do not have any contract employees.)
 - Please remember that examples of PLT minutes must be complete (do not just submit a blank form)
 - Be sure that all links are set to **"anyone with link can view"**. This is VERY important!!!
 - Please note, I will not be doing website "rechecks". All artifacts must be uploaded and set to "anyone with link can view" by the due date.
- Bookkeepers are reminded to please use the checklists when submitting reimbursements for parent events and travel reimbursements.
- 50% of Title I funds must be spent before Christmas.
- The last day to submit a PO for new software or for technology is December 11th at 5:00 pm. There will be NO exceptions to this deadline. As a reminder, our courier comes on Tuesday and Thursday.

"Behind children who believe in themselves are teachers who believed in them first."