



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

November 4, 2015

Dear *Title III* State Directors:

The Office of State Support (OSS) has released beta versions of two new online training modules for *Title III* administrators. OSS invites you to use the modules to refresh your own knowledge and to help others at the state and district levels improve theirs. Both modules are available at: <http://staging.seiservices.com/oss/training/>.

- ***Foundations of Title III (approx. 1 hour)***. Our virtual trainer, Maria, walks you through foundational knowledge on eight topics:
 1. State Use of *Title III* Funds
 2. Formula Subgrants
 3. Immigrant Children and Youth Subgrants
 4. Administration of *Title III* Funds
 5. Supplement, not Supplant
 6. English Language Proficiency Standards, Assessments and Accountability
 7. Parent Notification Under *Title III*
 8. *Title III* Services to Limited English Proficient Students and Their Teachers or Other Educational Personnel in Private Schools

- ***Title III Fiscal Management (approx. 90 minutes)***. Maria guides you through scenarios similar to those you encounter on the job to deepen your understanding of state and local education agencies' fiscal responsibilities for *Title III*:
 1. About *Title III*
 2. SEA Fiscal Responsibilities
 3. LEA Fiscal Responsibilities

Module features include answers to many frequently asked questions, links to relevant legislation and guidance documents, true-to-life scenarios, knowledge checks, and job aids you can print or download for later use. If you can't finish a module in one sitting, the online platform makes it easy to resume later where you left off. Anyone who completes a module can print a personalized certificate of completion.

The brief PowerPoint (with script) enclosed with this letter can be used to introduce the modules to your staff as an opportunity for professional development. Several state *Title III* directors who viewed the modules during the Combined Federal Programs Summer Meeting said the modules

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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would be useful for staff training and orientation within the state education agency — and also for *Title III* administrators in local education agencies.

I hope you find these modules timely and useful. A survey at the end of each module provides an opportunity for you to provide comments and feedback. Your input will help the Office of State Support fine-tune its efforts to create tools that support the important work you are doing in your state.

Sincerely,

/s/

Monique M. Chism, Ph.D.
Director
Office of State Support

Enclosure