

INTENDED BENEFICIARIES:

Students Teachers
 Parents Principals
 Paraprofessionals
 School Leader* Central Office
 Specialized Instructional Support**



SELECT APPROPRIATE PROGRAM:

Title I-Part A F211 Title I-Part C F212
 Title II F255 Title III F263
 Title IV F289

ESSA FUNDS - EXPENDITURE JUSTIFICATION

Date of Request: _____

Date Needed: _____

Budget Code(s) affected _____

You will need access to the following documents to complete this form:

- a. Comprehensive Needs Assessment
- b. Campus, District or School Improvement Plan (CIP / DIP / SIP)
- c. Vendor order form, quote(s), or other applicable vendor info (to be attached)

| | | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|
| 1 | How is the expenditure reasonable and necessary to carry out the intent and purpose of the program? | Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F289) | |
| 2 | What need, as identified in the comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need. | Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F289) | |
| 3 | How will the expenditure be evaluated to measure a positive impact on student achievement? | Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F289) | |
| 4 | Provide the description, as written in the campus or district improvement plan, of the program, activity, or strategy that will be addressed by the expenditure requested. | Title I-A (F211) Title I-C (F212) Title II (F255) Title III (F263) Title IV (F289) | |
| 5 | If for a schoolwide campus, how will the expenditure upgrade the entire educational program on the campus? | Title I-A (F211) | |
| 6 | If PD, see options below or describe how it is sustained, intensive, collaborative, job embedded, data-driven, or for teacher based on TTESS PD plan. | Title I (F211) Title II (F255) | |
| 7 | How the expenditure supplements nonfederal programs? | Title II (F255) Title IV (F289) | |
| 8 | How the expenditure supplements federal & nonfederal programs? | Title I-C (F212) Title III (F263) | |

Is a Budget Amendment required to process this request? Yes ___ No ___ *If yes, contact Federal Programs office for guidance.*

Products and/or services associated with this expenditure _____

- Evidence-based research **must be attached or check below for Professional Development.** [What Works Clearinghouse](#)
 Integrate technology Using data to improve achievement PD for engaging parents Collaborative PD for STEM planning/curriculum/observations ECE or Career Readiness Training to support for trauma/mental illness

| | | |
|----------------------------------------------|-----------|--|
| Total Amount of Requested Expenditure | \$ | |
|----------------------------------------------|-----------|--|

***** Attach Supporting Documents*****

Requested by: _____ Campus/Dept. _____
Principal/Coordinator Signature

| | |
|-----------------------------------------|-------------------------|
| <i>Federal Programs Office Use Only</i> | |
| Approved _____ Denied _____ | Comments (if any) _____ |
| _____ | Date _____ |
| Budget Manager Signature | |

* School Leader – 1.) LEA employee **AND** 2.) Responsible for the daily instructional leadership and managerial operations in the elementary or secondary school building.

** Specialized Instructional Support Staff – School counselors, language pathologists, librarians, nurses, psychologists, social workers, and related services.