

School Improvement Program (SIP) Reallocation Notification For Districts with Stage 1 Campuses Only

Stage 1 campuses are not required to offer Supplemental Educational Services (SES), therefore districts with only SIP Stage 1 campuses are allowed to reallocate their 20% set aside earlier than districts with campuses in SIP Stage 2 or above.

If a district determines that they are unable to expend the full 20% obligation required for School Choice (SC), Supplemental Educational Services (SES) and/or 1% for Parent Outreach, the district is required to:

1. submit a Reallocation Notification with the Texas Education Agency (TEA)
- OR
2. expend any unused funds from the 20% set aside in the subsequent year on SC-related transportation, SES, and /or parent outreach, in addition to the 20% obligation for that school year.

SIP Reallocation Processes and Procedures for a Stage 1 Campus Only

Districts planning to reallocate any unspent 20 % set-aside funds must carry out the processes and procedures outlined below:

1. Review and select the applicable criteria listed in Appendix A.
 2. Complete and submit Appendix C— Notification to Reallocate Funds from 20 Percent Set-Aside for School Choice/Parent Outreach
 3. Retain records and auditable documentation on file locally showing that the required criteria were met before the reallocation notification was submitted.
 4. Once the district Notification to Reallocate is received at TEA, district may reallocate any unused funds reserved for SC and Parent Outreach according to the district needs.
 5. Upon submission of this reallocation notification, the LEA assures:
 - a. That the minimum required criterion, as specified in Appendix A, was met;
- AND**
- b. The district agrees to retain these records, and any applicable documentation on file.
 6. Mail or email a completed Appendix C, as well as supporting documentation that demonstrates compliance with the required Criterion from Appendix A to Becca Marsh at the address listed below. The LEA will receive an email acknowledging receipt within one week.

Texas Education Agency

Becca Marsh
School Improvement and Support Division
1701 N. Congress Avenue
Austin, TX 78701
Phone: 512 936-2256
E-mail: becca.marsh@tea.state.tx.us

APPENDIX A

Required Criteria for Reallocation Notification Request (Districts with only Stage 1 campuses)

- Only 1 submission per LEA
- Grant applicants that do not submit a reallocation notification will forfeit their ability to reallocate these funds for other allowable activities.

Criterion A	The district was able to offer School Choice transportation to all eligible students at the Stage 1 campus(es) without spending the entire 20% set-aside.
Criterion B	The district was unable to offer School Choice because it is a single attendance district, it is a charter school, or all of the campuses in the district are identified in SIP.