***Title I Tutoring Assurance 2021-2022***

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title I Facilitator Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the following assurances are to be implemented for monitoring the fidelity of the requirements of the Title I Tutoring Program whether tutoring in person or virtually for the school year 2021 – 2022.

* Ensure that the Title I Tutoring Assurance is signed and submitted prior to the start of tutoring to Jayne Baxter, Compliance Specialist in Federal Programs and Grants Development at DeLand High School – Portable 38.
* Ensure that the Title I Tutoring Plan is submitted for approval to Jayne Baxter and the Grants Requisition/Rationale form to Nichole Brake for approval complete with the following:
	+ Student-to-teacher ratio should be no more than 6:1
	+ List of the names of the teacher tutors
	+ List the days and times of tutoring for each teacher
* Ensure the Title I Tutoring Parent Permission form has been signed and returned.
* Ensure that only certified instructional personnel are tutoring during non-work hours per the contract.
* Ensure that original documentation (i.e.: attendance and timesheets) is utilized for processing payroll of instructional personnel stipends. Attendance needs to be documented in the Title I Tutoring TEAMS group and original timesheets need to be mailed via county mail to Jayne Baxter, Compliance Specialist for Federal Programs and Grants Development at DeLand High School – Portable 38 by the given due dates for proper processing.

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Principal Signature Date Compliance Specialist Date

***Submit scanned copy via email along with Tutoring Plan to Jayne Baxter.***

***Send original copy via county mail to:***

 ***Federal Programs – DeLand High School –Portable 38***