

# **Dr. Tony Sanders,** State Superintendent of Education **Dr. Steven Isoye,** Chair of the Board

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# **Overview of EL-Title III Application Amendment in eGMS**

This document is intended as an overview for school districts that need to submit a budget amendment to their Title III Application in IWAS.

#### A district is required to submit a budget amendment if:

- There is a significant change in program scope (e.g., adding a new component, such as summer school); or
- The grantee intends to budget for more available funds (e.g., federal carryover); or
- The expected expenditures exceed the ISBE expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater; or
- The grantee adds a new expenditure item.

Districts that were eligible for Language Instruction Educational Program (LIEP)/Immigrant Student Education Program funding may have carryover funds or additional funds allocated later in the grant year. An amendment submission is needed to budget for those additional funds.

#### Items to review when creating an amendment:

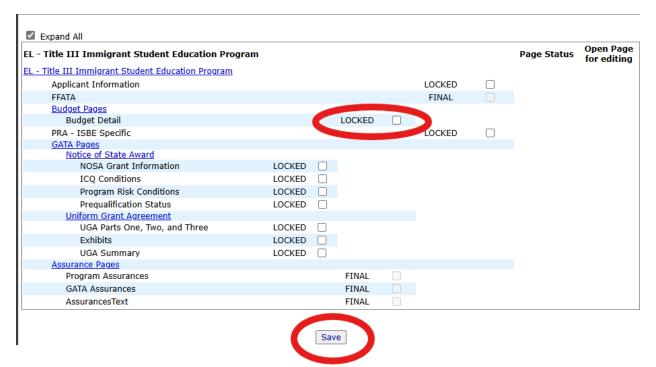
- Expenditures already claimed in the Financial Reimbursement Information System for payment cannot be deleted from the budget detail.
- Districts may not use more than 2 percent of the district's current fiscal year funds for administrative costs.
  - Any funds the district reserves for administrative costs may be used only for *direct* administrative costs.
- All three required functions for Title III LIEP must be present (1000/2210/3000) for single and administrative districts.
- Any budget amendments must be submitted by July 31 for the fiscal year of the grant.
- Activities added as an amendment are retroactive to the submission date of the amendment.
- You cannot create an amendment unless you have an approved original application.

## **Creating an Amendment:**

- 1. Log in to IWAS.
- 2. Choose the application you are going to amend.
- 3. Click Create Amendment.



- 4. Once the amendment is created:
  - a. Choose Page Lock Control tab to unlock the pages that need to be amended.
    - i. Please note that if you are adding new activities to your Title III budget, you also may need to add those to the **FFATA** tab.
    - ii. Your <u>assigned principal consultant for technical assistance</u> will need to unlock this tab for your district.



### **Budget Detail Amendment Format**

Function Code	Object Code	Exclude from MTDC*	Expenditure Description and Itemization		Delete Row
1000 ❤	400 ✔		from Continental Press; Ready, Set, Go Newcomers! (Book 1, Book 2, and Book 3). AMENDIVIENT #1: Reduce line item by \$673	3000	
2210 🗸	300 ✔		Improvement of Instruction Services: Professional development learning opportunities for a district-wide team, including 14 staff members with representation from all schools, supporting newcomers and immigrant students; three sessions (session dates: 3/6/25, 4/3/25 and 5/15/25) provided by Single Story Inc. The PD will focus on Culturally Responsive Teaching Practices, specific to meeting the needs of the influx of students new to the country. At the completion of the three-part PD series, this team will be responsible for providing additional training at their schools to all staff that work with newcomers and immigrant students. This shared learning will build the capacity of all teachers working directly with our newcomers and mimigrant student population.	5500	0
2210	400		AMENDMENT 1: Purchase of "Educating Immigrant Students in the 21st Century" for 20 teachers.	673	
3000	100		AMENDMENT 1: Using carryover funds to add a new parent liaison to work with Immigrant families. Title III ISEP will pay .25 FTE, district will pay the .75 of the salary.	2000	1

Function Code	Object Code
1000 ❤	400 ✔
2210 ✔	300 ✔
2210	400
3000	100

Expenditure Description and Itemization  Supplies and Materials: Consumable supplies and books to support English language development for immigrant and newcomer students. Purchase of additional student books from Continental Press; Ready, Set, Go Newcomers! (Book 1, Book 2, and Book 3). AMENDMENT #1: Reduce line item by \$673  Improvement of Instruction Services: Professional development learning opportunities for a district-wide team, including 14 staff members with representation from all schools, supporting newcomers and immigrant students; three sessions (session dates: 3/6/25, 4/3/25 and 5/15/25) provided by Single Story Inc. The PD will focus on Culturally Responsive Teaching Practices, specific to meeting the needs of the influx of students new to the country. At the completion of the three-part PD series, this team will be responsible for providing additional training at their schools to all staff that work with newcomers and immigrant students. This shared learning will build the capacity of all teachers working directly with our newcomers and immigrant student population.	
AMENDMENT 1: Purchase of "Educating Immigrant Students in the 21st Century" for 20 teachers.	673
AMENDMENT 1: Using carryover funds to add a new parent liaison to work with Immigrant families. Title III ISEP will pay .25 FTE, district will pay the .75 of the salary.	2000

- 1. Adding funds to a function/object code OR creating a new function/object code line item:
  - a. Create a new line item.
  - b. Add **AMENDMENT** # at the beginning of the line item and write in the detailed description of the additional purchase.
- 2. Removing/reducing funds in a function/object code:
  - a. At the end of the current line item where funds are being removed from, write"AMENDMENT # Reduce funds by \$\_\_\_\_"
- 3. Naming an amendment:
  - a. When amending entries, the AMENDMENT # must match what is listed on the top left of your application.

Application: 2024-2025 EL - Title III Language Instruction Educational Pr - 00 Cycle: Amendment 3

- 4. You may also delete a function/object code:
  - a. Only if funds have not been expended/reported.