The Elementary and Secondary Education Act, reauthorized in 2015 as the Every Student Succeeds Act (ESSA), was passed as a civil rights law to provide funding and resources to states, districts, and school leaders to enhance their capacity to meet the strengths and needs of educators and students in their community. Each Title program under ESSA has a specific purpose to provide focused resources to support students who are historically, or currently, marginalized and/or are experiencing barriers to an academically enriching curriculum in a safe and inclusive environment. The Federal Systems Team administers many of the grant programs under ESSA and partners with districts in the implementation and oversight of these programs.

# What materials do I submit?

The quantity and type of materials required for submission vary by program and are designed to provide evidence of the district’s use of funds and compliance with programmatic requirements. **The district should submit materials from the previous school year.**

The [*Submission List*](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Submission%20List.pdf) outlines the evidence, by indicator, to be submitted for each program. **Please submit PDFs whenever possible,** however, Excel, Word and graphic formats (e.g., JPEG) can also be accommodated. Programs monitored include:

* Title I, Part A Improving the Academic Achievement of the Disadvantaged
* Title I, Part D Subpart 2 Neglected or Delinquent or At-Risk Children
* Title II, Part A Supporting Effective Instruction
* Title IV, Part A Student Support and Academic Enrichment (SSAE)
* Title V, Part B Rural Education Achievement Program & Rural Low Income Schools
* Title VII Education for Homeless Children and Youth program
* Equitable Services to Private Schools
* Foster Care

# When are materials due?

In order to provide ODE staff ample time to prepare, districts are asked to complete submission of materials **two weeks prior to the desk monitoring date**.

# How do I submit materials?

All materials must be submitted electronically In OneDrive. **Please send an email to** [federalprograms@ode.oregon.gov](mailto:federalprograms@ode.oregon.gov) **with** **the names and email addresses of any district staff** who will be uploading materials to the district folders created by ODE. ODE will restrict access to the folders to only those staff members the district designates.

Once email addresses have been provided to ODE, each person who is given access will receive a notification via email and should follow these steps:

1. Click on the **OPEN** link within the email from ODE.
2. Click on the **SEND CODE** link to request the Verification Code.

*Note: The Verification Code email will come from “noreply@sharepointonline.com” and may be routed to your SPAM folder.*

1. Open the Verification email and enter the code.

# Where do I put materials?

After completing the steps above, staff will be able to access the folder structure named for their district. ODE has designed the folder structure (see below) to align with the title programs being monitored.

Additional folders are embedded within each program folder. Materials should be uploaded to the folder that corresponds with the monitoring indicator to which it relates.

One Drive> District Name

Columns:
File folders by Title Program
Date Modified
Modified by
File Size (how many files are in the folder)
Sharing (who has permission to access this folder)

# Special Directions for Title I, Part A

Title I-A programs fall into two categories – School Wide and Targeted Assistance. Within the Title I-A folder structure districts will find a folder for each of these types of programs.

My files> School District Name > Program Name (Example: Title I-A)

Columns

Folder names (School wide Programs and Targeted Assistance Programs)

Date Modified

Modified by

File Size (how many items are in this folder)

Sharing (who has access)

Embedded in each of these program folders are placeholder folders for schools**. ODE has identified which schools materials should be submitted for and has named the folders accordingly.**

My files > School District Name > Title I-A > School Wide Programs

Columns

Name - There should be a folder named for each school

Modified - Lists the date it was last modified

Modified by - Lists who made the last modification

File size - Lists the number of files within the folder

Sharing - shows who has access to the folder

Picture of the Title I-A folders in OneDrive. 

Each school listed should have the following folders: 

Annual Parent Meeting
Family Engagement
Compacts
Schoolwide or Targeted Assistance planAll the required evidence should be uploaded for each school identified.

# Who can help me?

For questions about using OneDrive, contact [federalprograms@ode.oregon.gov](mailto:federalprograms@ode.oregon.gov)

If you have questions or need support regarding the materials submission process, please contact your district’s monitoring lead:

* Jen Engberg - [jennifer.engberg@ode.oregon.gov](mailto:jennifer.engberg@ode.oregon.gov); (971) 208-0326
* Sarah Martin - [sarah.martin@ode.oregon.gov](mailto:sarah.martin@ode.oregon.gov); (971) 208-0333
* Lisa Plumb - [lisa.plumb@ode.oregon.gov](mailto:lisa.plumb@ode.oregon.gov); (971) 208-0384
* Amy Tidwell – [amy.tidwell@ode.oregon.gov](mailto:amy.tidwell@ode.oregon.gov); (503) 580-0078