

# STRENGTHENING YOUR TITLE II, PART A INVESTMENTS WITH A PLAN TO INCREASE EQUITY

2018-2019





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### **Notes**

This manual may be periodically updated to reflect changes to state and federal statute or regulation that may impact guidance. When such updates or revisions occur, they will be noted. This document is available on the PED website at <https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>.

## **Title II, Part A –Contacts**

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## Strengthening Title II, Part A Investments to Increase Equity

The Title II, Part A program is designed to increase student achievement; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective at improving student academic achievement; and provide students from low-income families and minority [or culturally and linguistically diverse] students greater access to effective teachers, principals, and other school leaders. Title II, Part A investments should align with the New Mexico Public Education Department (PED) and local school districts<sup>1</sup> overall strategies to support effective instruction to improve student academic outcomes. For more information on Title II:

<https://www2.ed.gov/policy/elsec/leg/esea02/pg20.html>.

## Using Title II, Part A Investments to Support Educators

High-quality teaching and learning require a diverse cohort of educators; including teachers, principals, and other school leaders. This cohort of educators must be prepared and supported to meet the many challenging demands that they and their students face, particularly underserved and culturally and linguistically diverse students. The continuum of the educator profession and associated opportunities to support educators—from recruitment through career advancement—may be viewed broadly as five interrelated steps that build upon one another. There are many opportunities to use Title II, Part A funds to develop new ways to support educators at various points in this continuum, as well as augment and strengthen existing efforts to improve individual parts and the overall system of supports. While not exhaustive, this section highlights important opportunities to support educators, while acknowledging that Title II, Part A funds alone likely are not enough to fully address and support the entire educator career continuum.



## Focusing the Title II, Part A Investments Plan of Action on Educator Equity

To ensure that every student has access to effective educators, districts and schools must work together to develop, attract, and retain effective educators in all schools, especially in high-need schools. Part of the purpose of the Title II, Part A program is to provide students from low-income families and minority [or culturally and linguistically diverse] student's greater access to effective teachers, principals, and other school leaders. To realize this outcome, the PED and districts should use Title II, Part A funds to improve equitable access to effective teachers. To learn more, see sections 2101(c)(4)(B)(iii) and 2103(b)(3)(B) here:

<https://www2.ed.gov/policy/elsec/leg/esea02/pg20.html>.

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<sup>1</sup> For this manual, the term "district" means local districts and state charter schools as defined in Sections 21-1-2 and 22-8B-2, NMSA 1978.

## Consultation to Strengthen Title II, Part A Investments

Consultation is a critical part of ensuring that Title II, Part A funds are used effectively and decisions about resource allocation are fully informed. The PED and districts must engage in meaningful consultation with a broad range of stakeholders from diverse backgrounds (e.g., families, students, educators, private school officials, community partners), as required by ESEA sections 2101(d)(3) and 2102(b)(3). Under Title II, Part A and Title VIII, the PED and districts are **required** to:

Meaningfully consult with teachers, principals and other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a State that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the statutory purpose of Title II, Part A.

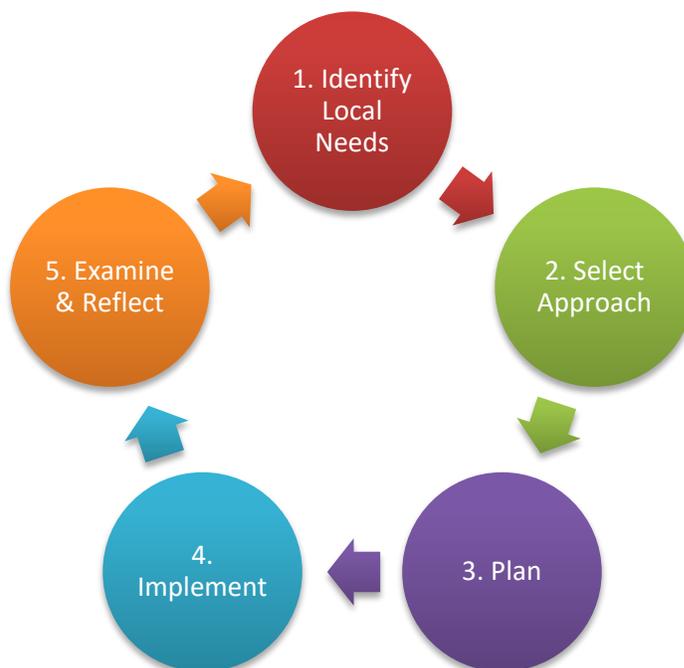
For more information: <https://www2.ed.gov/policy/elsec/leg/esea02/pg20.html>

## A Cyclical Framework for Maximizing Title II, Part A Investments

Title II, Part A interventions are more likely to result in sustained, improved outcomes for students if:

- 1) Chosen interventions align with **identified local needs**;
- 2) The **evidence base** and the **local capacity** are considered when **selecting a strategy**;
- 3) There is a robust **implementation plan**;
- 4) Adequate resources are provided so the **implementation** is well-supported;
- 5) Information is gathered regularly to **examine** the strategy and to **reflect** on and **inform** next steps.

This framework is designed to help decision-makers make more effective Title II, Part A investments and to make the use of evidence, research, and data part of the decision-making process. Here's how this framework should look in practice:



## Title II Application Instructions

The following is a step-by-step guide for districts to use when completing a Title II application. As LEAs complete the application, it is important to keep in mind the purpose of Title II: provide students from low-income families and minority [or culturally and linguistically diverse] students greater access to effective teachers, principals, and other school leaders; increase student achievement; improve the quality and effectiveness of teachers, principals, and other school leaders; and increase the number of teachers, principals, and other school leaders who are effective at improving student academic achievement.

## Link to Title II Application

The Title II application is now housed in SharePoint along with the Title I and Title III applications. You will find the application at this link:

<https://eui.ped.state.nm.us/sites/ESEAConApp/default.aspx>

Your login credentials are the same that you would use to access other SharePoint sites (i.e. Title I application, NMTEACH summative reports). Should you need assistance with credentials please contact Regina Madrid at [reginaa.madrid2@state.nm.us](mailto:reginaa.madrid2@state.nm.us) or Seana Flanagan at [seana.flanagan@state.nm.us](mailto:seana.flanagan@state.nm.us).

## Title I, II, and III Cross Program Questionnaire

Before gaining access to any of the Title applications, LEA teams will complete the Cross Program Questionnaire section of the application. This section should be completed only once by the LEA team and not by the individual/s who are submitting the separate Title applications.

### Title III Cross Program Questionnaire

Edit	District▼	TitleIApproval	TitleIIApproval	TitleIIIApproval
	_TESTDISTRICT	Approved	Approved	Approved

To access the questionnaire, click on the edit button which will bring you to the following screen:

Use the data in your district's report card to analyze the following sections: Achievement - Proficiency Summaries by Grade and Achievement; Proficiency Summaries by Subgroup; demographics; and Graduation - 4-Year Cohort.  
Please describe five specific actions the district will take, above and beyond the basic educational programs, to address any achievement gaps identified in the district report card.  
The five actions must describe how use of the Title I, Title II and Title III funding will have a specific focus on federally defined subgroups: Race/Ethnicity (Caucasian, African American, Hispanic, Asian/Pacific Islander, American Indian), English learners (ELs), students with disabilities, and economically disadvantaged (eligible for Free/Reduced Priced Lunch Program).

*\*You can access your district report card here\**

Text boxes will be available for LEA teams to populate their responses. Once the responses are complete check the submission box and the Title teams at PED will be notified.

Submission	<input type="checkbox"/> Checking this box will notify Title I, II, III with an Email notification, please check this box only if you have finished answering the questions above.
------------	---

The Title teams at PED will review the responses, once approved the LEA will receive an email and the applications will be available in the system.

To access the application, click on the edit button this will take you to the main page of the application where you will find your preliminary allocation:

**Title II**

Select	Edit_ButtonII	SchoolYear	District:DistrictCode
↙		2018-2019	000

Sections 1-5
Sections 6-13

**Title II Part A : 2018-2019**

<b>Preliminary Allocation</b>	<b>3,895,629.00</b>
<b>Admin Indirect Funds</b>	<b>0.00</b>
<b>Increase Equity Funds</b>	<b>0.00</b>
<b>Mentor Teacher Support Total Funds</b>	<b>0.00</b>
<b>PD Budget Domain Funds</b>	<b>0.00</b>
<b>Additional PD Funds Total</b>	<b>0.00</b>
<b>Other Salary Funds Total</b>	<b>1,000.00</b>
<b>Charter School Amount Total</b>	<b>0.00</b>
<b>Private School Amount Total</b>	<b>0.00</b>
<b>Transferred Funds</b>	<b>0.00</b>
<b>Preliminary Allocation</b>	<b>3,895,629.00</b>
<b>Debit</b>	<b>1,000.00</b>
<b>Credit</b>	
<b>Balance</b>	<b>3,894,629.00</b>

As you allocate funds in the application this table will keep a running total.

## Section 1: Contact Information

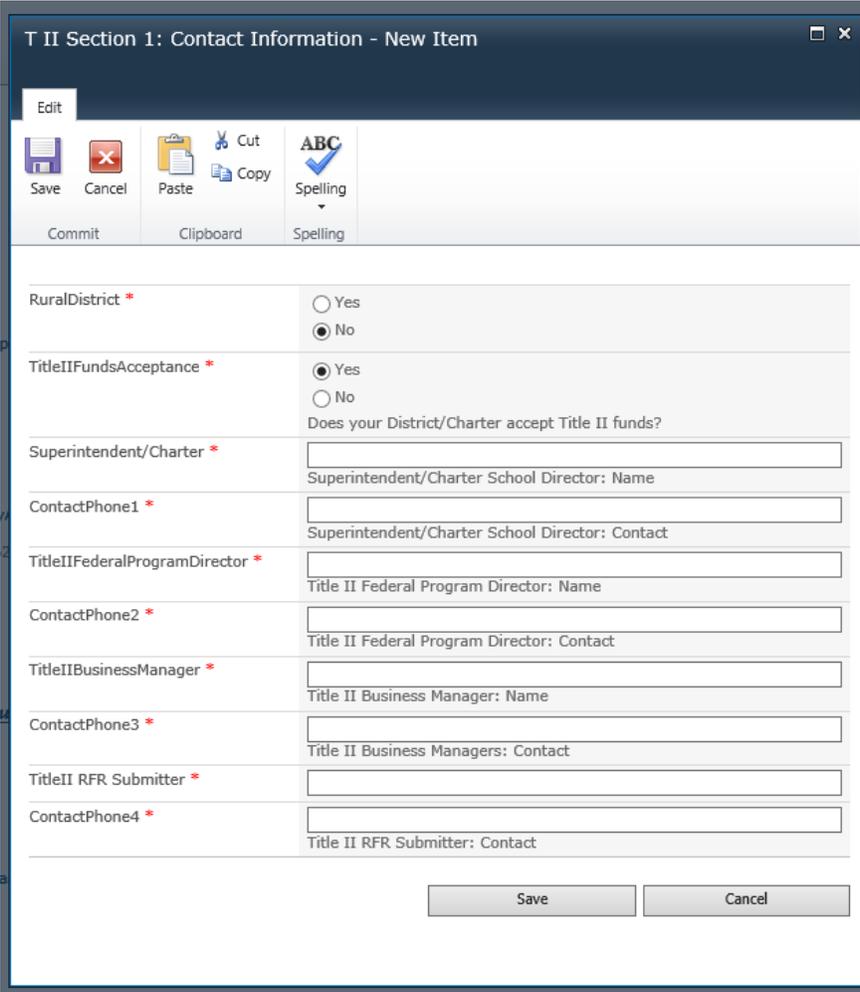
Click on Add Contact Information:

### *T II Section 1: Contact Information*

Edit    DistrictID     RuralDistrict

#### Add Contact Information

Complete the form and click on save to update the information:



T II Section 1: Contact Information - New Item

Edit

Save    Cancel    Paste    Cut    Copy    Spelling

Commit    Clipboard    Spelling

RuralDistrict \*     Yes  
 No

TitleIIFundsAcceptance \*     Yes  
 No  
Does your District/Charter accept Title II funds?

Superintendent/Charter \*    Superintendent/Charter School Director: Name

ContactPhone1 \*    Superintendent/Charter School Director: Contact

TitleIIFederalProgramDirector \*    Title II Federal Program Director: Name

ContactPhone2 \*    Title II Federal Program Director: Contact

TitleIIBusinessManager \*    Title II Business Manager: Name

ContactPhone3 \*    Title II Business Managers: Contact

TitleII RFR Submitter \*    Title II RFR Submitter: Contact

ContactPhone4 \*    Title II RFR Submitter: Contact

Save    Cancel

## Section 2: Indirect Costs

Click on the edit button and indicate if the district plans to use Title II, Part A funds for indirect administrative costs. The application automatically defaults to “NO”, selecting “YES” will automatically calculate what that amount is, click on save and the amount will populate on the table at the beginning of the application.

AdministrativeCosts	<input type="radio"/> Yes <input checked="" type="radio"/> No
PreliminaryAllocation	3,895,629.00
IndirectCostRate_Percentage	5.43
AdminIndirectFunds	0.00 Leave this field blank and it will be "CALCULATED AUTOMATICALLY" for you once you click on "SAVE"
IndirectCostRate	1.0543
IndirectBaseAmount	3,895,629.00

Created at 2/12/2018 2:28 PM by [Mahesh Reddy](#)  
 Last modified at 5/8/2018 11:36 AM by [Seana Flanagan](#)

Save

Cancel

AdministrativeCosts	<input checked="" type="radio"/> Yes <input type="radio"/> No
PreliminaryAllocation	3,895,629.00
IndirectCostRate_Percentage	5.43
AdminIndirectFunds	200,638.01 Leave this field blank and it will be "CALCULATED AUTOMATICALLY" for you once you click on "SAVE"
IndirectCostRate	1.0543
IndirectBaseAmount	3,694,990.99

Created at 2/12/2018 2:28 PM by [Mahesh Reddy](#)  
 Last modified at 5/8/2018 11:39 AM by [Seana Flanagan](#)

Save

Cancel

## Section 3\_1: Educator Quality Measures:

The table in this section is populated with the following data:

- The 2016-17 overall NMTEACH Summative Report effectiveness ratings of the teachers reported in the LEA's 2017-2018 STARS 80-day submission
- The percentage of minority (MIN\_%), economically disadvantaged (ED\_%), English learners (EL\_%), and students with disabilities (SWD\_%) served by teachers at each effectiveness level.

## Section3\_2: Educator Quality Measures by Student Achievement

The table in this section is populated with the following data:

- The 2016-17 NMTEACH Summative Report effectiveness ratings, based only on student achievement measures of the teachers reported in the LEA's 2017-2018 STARS 80-day submission
- The percentage of minority (MIN\_%), economically disadvantaged (ED\_%), English learners (EL\_%), and students with disabilities (SWD\_%) served by teachers at each effectiveness level.

## Section 3\_3: Plan of Action to Increase Equity

After reviewing the data reported in sections 3\_1 and 3\_2 the LEA will describe its plan to increase the number of economically disadvantaged, minority, English learners, and students with disabilities served by an effective or better teacher.

The US Department of Education's, Office of Elementary and Secondary Education (OESE), has information and guidance that may support the development of the LEAs plan.

<https://www2.ed.gov/about/offices/list/oese/oss/technicalassistance/educatorequity.html>

This section must be completed and funds allocated prior to submission. **Failure to complete this section may result in the application not being approved.**

## Section 4: Mentorship Support for Teachers

Please explain how the LEA plans to use Title II, Part A funds to establish and support high-quality evidence-based educator induction and mentorship programs. Programs should be designed to improve classroom instruction, student learning and achievement, and increase the retention of effective teachers, principals, or other school leaders.

Click on: "Add Mentorship Support for Teachers" under section 4 and populate the table. Please note when available NMTEACH ratings are required to be populated for both the mentor and the mentee.

## T II Section 4 : Mentorship Support for Teachers

Edit SchoolLocations NameOfMentor Mentor's Licen

### Add Mentorship Support for Teachers

T II Section 4 : Mentorship Support for Teachers-New Item

Edit

Save Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

SchoolLocations \* Testing School

NameOfMentor \* Enter the name of the Mentor

Mentor's LicenseNumber \* Enter the Mentor's License Number

Mentor's NMTEACH Rating (None)

Name of Teacher to Receive Support

License Number of Teacher Receiving Support \*

NMTEACH Rating (None) If Applicable

MentorshipSupportFunds \* 0.00

Save Cancel

## Section 5: Professional Development by NMTEACH Domains

This section relates to professional development for teachers and/or leaders to strengthen areas in the NMTEACH Domains and Elements.

Click on: "Add PD by NMTEACH Domain" under section 5 and populate the table:

## T II Section 5 : Professional Development By NMTEACH Domains

Edit DistrictID DistrictID:DistrictCode Domains Name of Tea

### Add PD by NMTEACH Domain

Click here to access the NMTEACH rubric:

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/nmteach/nmteach-toolbox/>

**Once you have completed section 5 click on the tab labeled Sections 6-13 to access the remaining sections of the application.**

Sections 1-5

Sections 6-13

## Section 6: Additional Professional Development Activities Planned:

Include professional development that is consistent with local planning requirements and a needs assessment. Focus on evidence-based professional development that will help increase academic achievement by improving teacher and principal quality.

For allowable activities, refer to:

- Non-Regulatory Guidance for Title II, Part A: Building Systems of Support for Excellent Teaching and Leading <https://www2.ed.gov/policy/elsec/leg/essa/essatitleiipartaguidance.pdf>
- Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments <https://www2.ed.gov/policy/elsec/leg/essa/guidanceuseseinvestment.pdf>

If these resources do not address your questions, please contact your Title II Liaison for assistance. To find the LEAs Title II Liaison visit the Title II webpage:

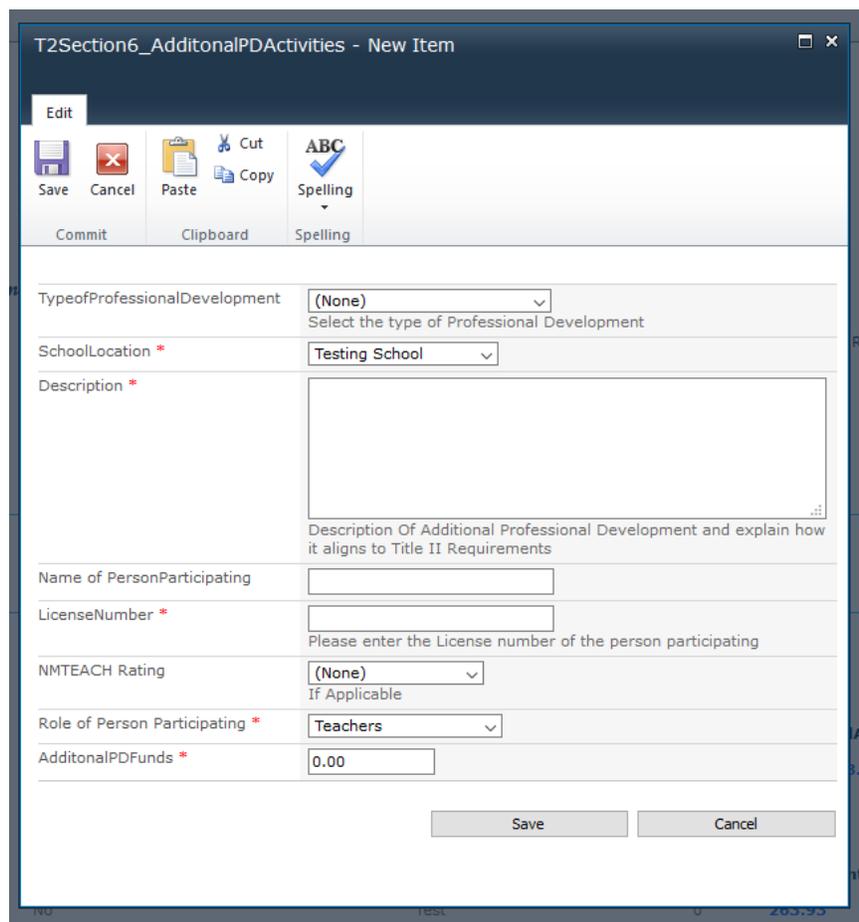
<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>

Click on “Add Additional PD Activities” under section 6, populate the table and click save; repeat this action for each activity.

### *T II Section 6: Additional Professional Development Activities Planned*

Edit    DistrictID     TypeofProfessionalDevelopment    Description 

Add Additional PD Activities-Multiple Entries May be required



T2Section6\_AdditionalPDActivities - New Item

Edit

Save Cancel Paste Copy Spelling

Commit Clipboard Spelling

TypeofProfessionalDevelopment (None) Select the type of Professional Development

SchoolLocation \* Testing School

Description \* Description Of Additional Professional Development and explain how it aligns to Title II Requirements

Name of PersonParticipating

LicenseNumber \* Please enter the License number of the person participating

NMTEACH Rating (None) If Applicable

Role of Person Participating \* Teachers

AdditionalPDFunds \* 0.00

Save Cancel

## Section 7: Other Salaries

Click on: "Add Other Salaries" in section 7, populate the table and click on save, repeat this action for each salary.

### *T II Section 7: Other Salaries*

Edit DistrictID N

Add Other Salaries

The screenshot shows a web-based form titled "Other Salaries - New Item". At the top, there is a toolbar with icons for Save, Cancel, Paste, Copy, and Spelling. Below the toolbar, the form contains several input fields and dropdown menus:

- SchoolLocations \***: A dropdown menu with "Testing School" selected.
- Name of Person**: An empty text input field.
- LicenseNumber \***: An empty text input field.
- Role Of Person \***: A dropdown menu with "Other" selected.
- Name of the Position**: An empty text input field with a note below it: "Please enter the Name of the 'Other' position that you have selected."
- Description \***: A large text area with a note below it: "Please explain how this Salary aligns with Title II requirements".
- OtherSalaryFunds \***: A text input field containing "0.00".

At the bottom of the form, there are two buttons: "Save" and "Cancel".

## Section 8: Total Enrollment

This section is for LEAs with local charter schools and private schools, state charters do not need to complete this section of the application. LEAs must obtain charter and private school enrollments from each school before completing this section. The data for local charters will be populated in section 9 and for private schools in section 10.

To access this section, click on the edit button and populate the table with the data collected in sections 9 and 10. Once populated hit save and the per-pupil amount will be calculated.

### T II Section 8: Total Enrollment

Edit DistrictID  District  
 1249 \_TESTDISTRICT

PreliminaryAllocation	<input type="text" value="3,895,629.00"/>
AvailableT2Allocation	<input type="text" value="3,895,629.00"/> <small>This is coming from T II Section 2 : Indirect Costs: Indirect Base Amount</small>
PublicEnrollment	<input type="text"/>
PrivateEnrollment	<input type="text"/>
CharterEnrollment	<input type="text"/>

Created at 3/21/2018 1:36 PM by Mahesh Reddy  
Last modified at 5/8/2018 4:45 PM by Seana Flanagan

## Section 9: Charter Schools

This section should be completed only by LEAs that have local charters, if you are a state charter or an LEA without local charters you may skip this section. To access this section, click on: "Add Consolidated Charter School Enrollment" and populate the table. If a charter school declined funds, please upload their official correspondence declining funds in section 13 of the application.

*T II Section 9: Charter Schools*

Edit DistrictID Were all Charter

Add Consolidated Charter Schools Enrollment

T2Section10\_CharterSchools - New Item

Edit

Save Cancel Paste Copy Spelling Commit Clipboard Spelling

Were all Charters offered T2 Funds? \*  Yes  No

Did any Charters Schools decline T2 Funds? \*  Yes  No

CharterEnrollment

PerPupilAmount

Description \*

Please list all district charters that declined funds. Upload a letter from district charter stating that they have declined the funds. All the uploads should go into Module 12: Upload Related Documents

Save Cancel

All district charter schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found on the Title II website.

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>

Districts must review completed charter applications to ensure alignment with Title II objectives. Please upload all charter applications in to section 13.

## Section 10: Private Schools

This section should be completed only by LEAs that have private schools, if you are a state charter or an LEA without private schools you may skip this section. To access this section, click on Add Consolidated Charter School Enrollment and populate the table; this process will be repeated for each individual private school. If a private school declined funds, please upload their official correspondence declining funds in section 12 of the application.

All private schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found on the Title II website.

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>

Districts must review completed private school applications to ensure alignment with Title II objectives. Please upload all private school applications into section 12.

### *T II Section 10: Private Schools*

Edit DistrictID Were all Priv

#### Add Private Schools Enrollment

T2Section11\_PrivateSchoolsSummary - New Item

Edit

Save Cancel Paste Copy Spelling

Commit Clipboard Spelling

PrivateSchoolLocation MISC PRIVATE

Were all Private Schools offered T2 Funds?  Yes  No

Did any Private Schools decline T2 Funds?  Yes  No

Participants (None)

Description

Please list all private schools that declined funds. Upload a letter from the private school stating that they have declined the funds. All the uploads should go into Module 12: Upload Related Documents

IndividualPrivateEnrollment 0  
Please enter the respective Private School's enrollment number.

PerPupilAmount

Save Cancel

## Section 11: Funds Transferred to Other Federal Programs

This section only needs to be completed if the LEA is choosing to transfer funds to another Title program.

**Note: Per New Mexico's ESSA plan Title II dollars shall be focused on creating equitable access for all students in New Mexico. To this end, prior to transferring Title II award dollars to another federal program, a district must set aside 5% of its overall award to provide targeted professional development for all teachers rated below effective.**

If all teachers are rated effective or better and the district plans to transfer Title II funds to another federal program, please provide a detailed explanation of how this transfer of funds aligns with Title II.

To access this section, click on: "Add to Transfer Funds", populate the table and click "save".

### *T II Section 11: Funds Transferred to Other Federal Programs*

Edit

Are you Transferring/REAP Title II Funds?

D

Add to Transfer Funds

Section 11 : Transfer Funds to other Federal Programs - New Item

Edit

Save Cancel Paste Copy Cut Spelling

Commit Clipboard Spelling

**Note:** Per New Mexico's EESA plan Title II dollars shall be focused on creating equitable access for all students in New Mexico. To this end, prior to transferring Title II award dollars to another federal program, a district must set aside 5% of its overall award to provide targeted professional development for all teachers rated below effective.

Are you Transferring/REAP Title II Funds? \*  Yes  No

Do you have Teachers that are not Effective? \*  Yes  No

Transferring\_InTo  Title I A  Title I C  Title I D  Title III  Title IV A  RLIS  
Please select the Federal Program that you would like to transfer.

TITransferAmount   
Amount that you would like to transfer to Title I A

OtherTransferAmount   
Amount that you would like to transfer other than Title I A

FundUtilization \*   
Please state the name of the fund the Title II funds will be transferred to and how the funds will be used.

Save Cancel

## Section 12: Application Approval Screen

Once the application is complete, including the uploading of all supporting documents and the assurances page into Section 13, the LEA may submit the application for approval.

Click on: “submit your application”

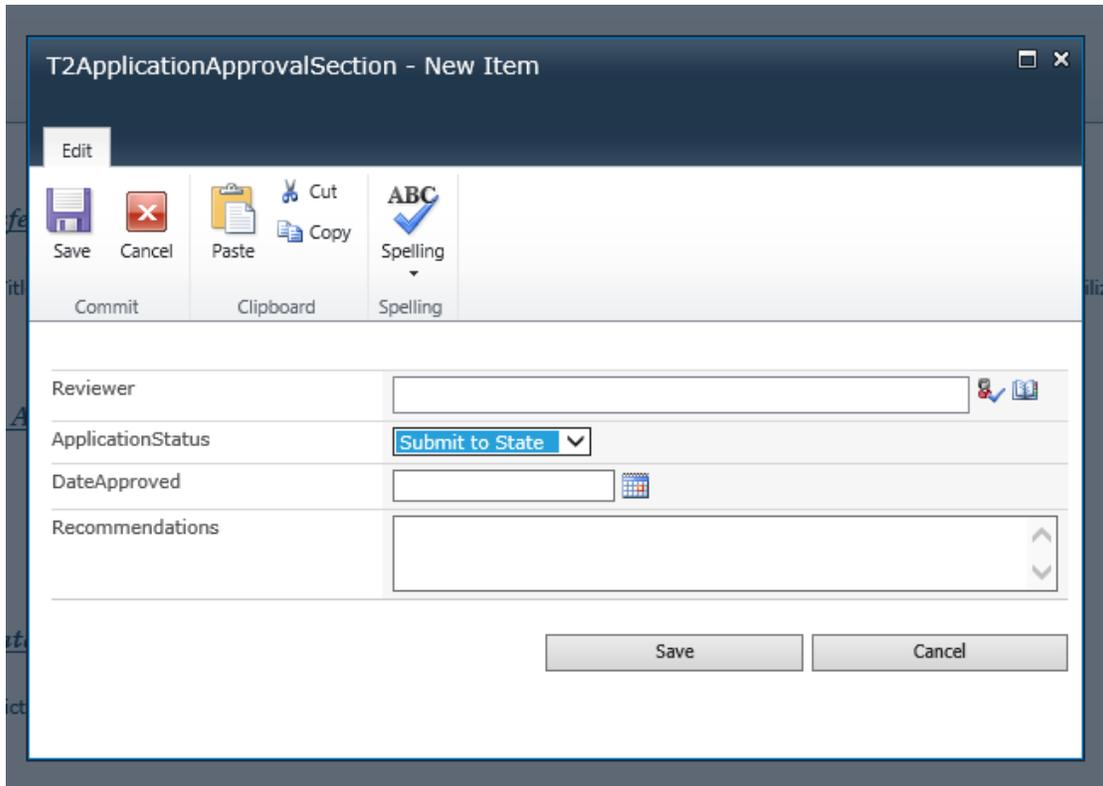
### *T II Section 12: Application Approval Screen*

Edit DistrictID:DistrictCode

 000

**Submit Your Application**

Under application status select submit to state and then click save. This will notify the Title II team that your application is ready for initial review.



T2ApplicationApprovalSection - New Item

Edit

Save Cancel Paste Clipboard Spelling

Commit Clipboard Spelling

Reviewer

ApplicationStatus **Submit to State** ▼

DateApproved

Recommendations

Save Cancel

The Title II team member assigned to your district will review the application and either approve or return to the district for additional information.

To see who the Title II team member is that is assigned to your LEA please refer to the Title II Liaison list located on the Title II website.

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>

## Section 13: Upload Related Documents

LEAs will use this section to upload all supporting documentation including the signed Assurances Page. To add a document, click on: "Upload Documents"

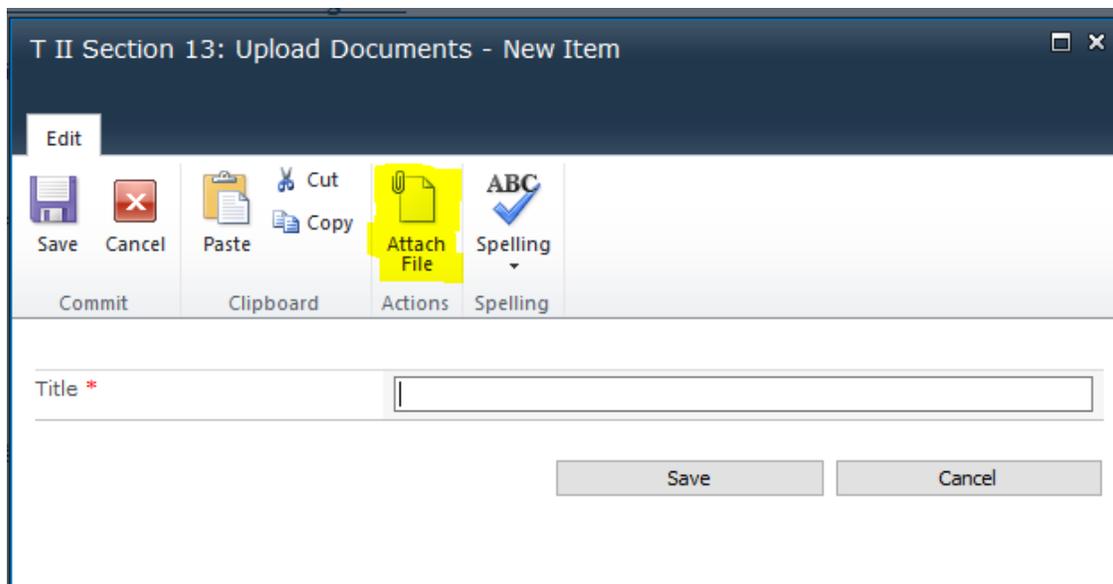
### *T II Section 13: Upload Related Documents*

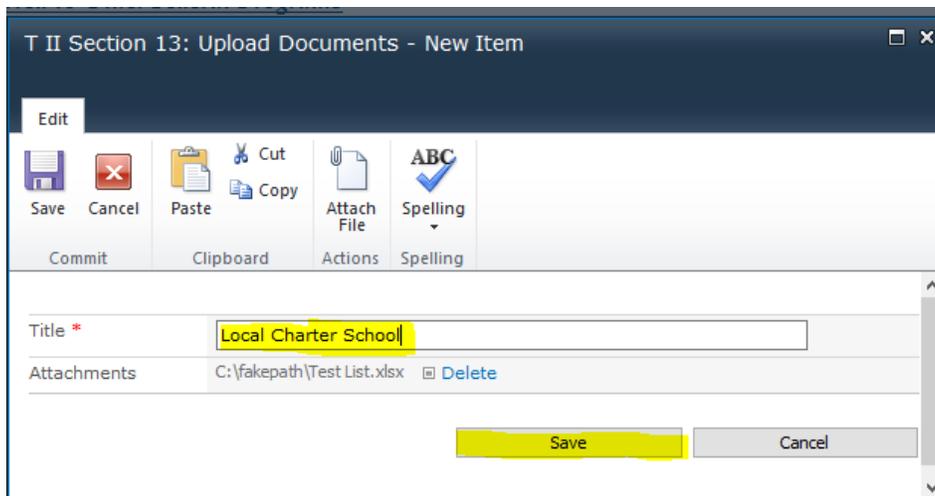
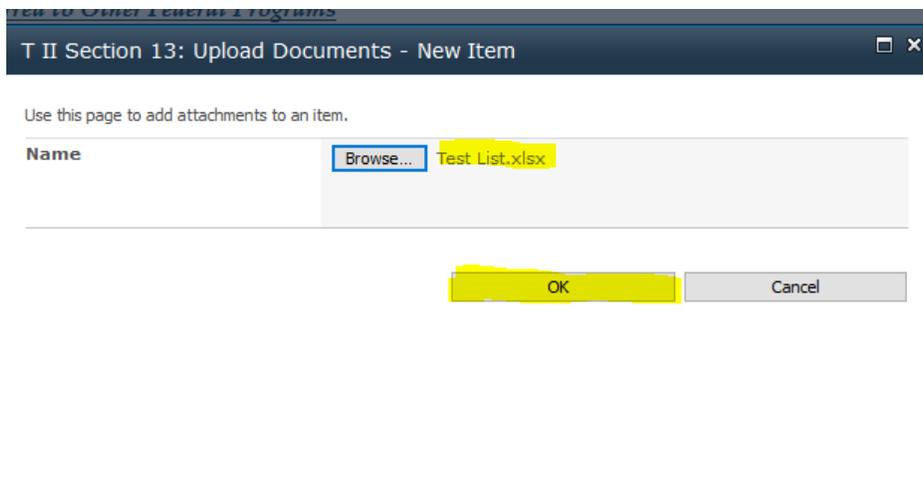
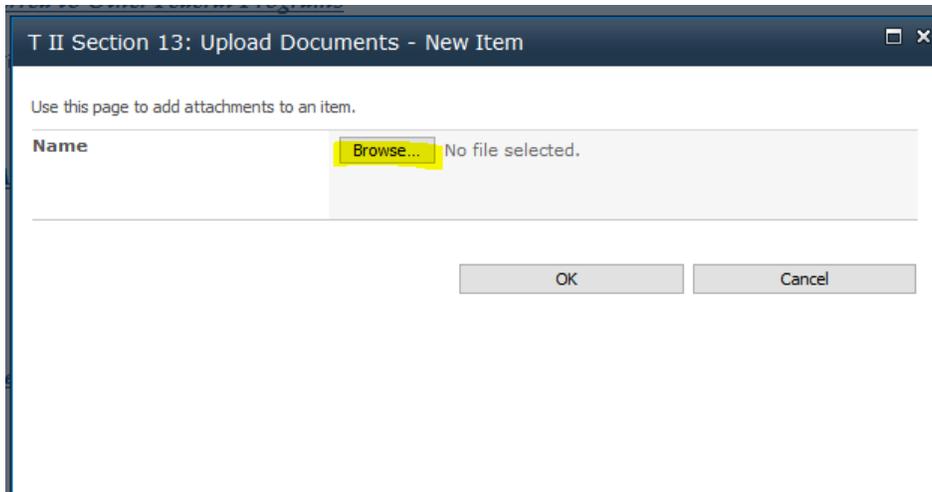
 Title	DistrictID 
<b>Upload Documents</b>	

Using the table that pops up complete the following steps:

1. Click on attach file
2. Click on browse to find the document to upload
3. Click on OK
4. Name the document (i.e. Local Charter School)
5. Click on Save

This process will be repeated for each document you need to upload.





## Title II Assurances Page Document

This document must be downloaded, reviewed, and signed by the Superintendent or Charter School Director. The signed document will then be uploaded into the application in section 13.

## Links to Resources

Please visit the Title II website to access resources to assist you with the completion of your application.

<https://webnew.ped.state.nm.us/bureaus/educator-growth-development/title-ii/>