



**Richmond Public Schools**

**Office of Grants Management and Compliance**

301 North Ninth Street- 12<sup>th</sup> Floor

Richmond, VA 23219

Telephone: (804) 780-8592, Fax: (804) 780-7605

Grant Manager: Sabrina Beamon

December 19, 2018

To: Title I Principals

From: Sabrina Beamon  
Grant Manager

Subject: 2018-2019 Attestation Forms are **due by Wednesday January 9, 2019**

As the principal of a school receiving Title I funds, you are required to maintain certain records to document compliance with the Elementary and Secondary School Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA). Under section 1119 of ESEA/ESSA, you must attest annually (in writing) whether or not your Title I staff is in compliance with the federal and state requirements. This process must be done twice during the school year. The Attestation form also verifies that employees paid with federal funds work specifically with the program for which they are funded.

The attached document should be used to verify federal compliance of Title I regulations. Please sign the Attestation Form and return with original signatures to the Office of Grants Management and Compliance by **Wednesday, January 9, 2019**. This is the first of the two required Attestation forms for the 2018-2019 school year.

Please maintain a copy for your records and send an electronic copy to [sbeamon@rvaschools.net](mailto:sbeamon@rvaschools.net).

cc: Dr. Shannon McCall, Director of Grants Management and Compliance  
Dr. Tracy Epp, Chief Academic Officer  
Mr. Darin Simmons, Jr., Chief Operating Officer

First Semester \_\_\_\_\_

Second Semester \_\_\_\_\_



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Telephone: (804) 780-8592, Fax: (804) 780-7605

Grant Manager: Sabrina Beamon

December 18, 2018

Attestation-01.0

### **2018-2019 Title I ATTESTATION FORM**

Please indicate your school's compliance with the Title I ESEA/ESSA requirements (Section 1119). If you have any questions or concerns, please contact Sabrina Beamon in the Office of Grants Management and Compliance at 780-8592.

The requirements of ESSA Section 1119 are:

1. **Newly hired teachers** in the district must meet state licensure requirements.
2. **Other teachers** previously hired must also meet state licensure requirements.
3. **Instructional assistants/paraprofessionals in Title I schools** must meet at least one of the following qualifications:
  - a. Two years of higher education
  - b. Associate's degree; or
  - c. Passed the state's paraprofessional assessment ParaPro.
4. **Title I Paraprofessionals** must work under the supervision of a qualified teacher and may not perform more non-educational duties (such as lunch duty, hall monitoring, etc.) than non-Title I paraprofessionals.

I hereby attest that \_\_\_\_\_ School is in full compliance with above requirements of Section 1110 of the Elementary and Secondary School Act.

Principal's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please send an electronic copy of this form to [sbeamon@rvaschools.net](mailto:sbeamon@rvaschools.net).**

First Semester \_\_\_\_\_

Second Semester \_\_\_\_\_

Attestation -02.2

Title I Staff Verification

I certify that the employees listed below spent 100% of their time performing services and duties that are in compliance with the Title I program. These services were supplemental to local educational services and in the absence of Title I resources would not have been supported with local funds. The majority of the Title I staff is 100% funded; however, if you have an employee that has a split salary, please specify the percentage paid from Title I funds. The following employees are paid from Title I funds and work at this school. If additional space is needed, please attach pages to this form.

Teachers:

Name	100% funded through Title I (indicate yes or no)	If not 100% funded by Title I explain:

Instructional Assistants/Paraprofessionals:

Name	100% funded through Title I (indicate yes or no)	If not 100% funded by Title I explain:

Principal's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*Please send an electronic copy of this form to [sbeamon@rvaschools.net](mailto:sbeamon@rvaschools.net)

First Semester \_\_\_\_\_

Second Semester \_\_\_\_\_