

April 17, 2024

Dear EL Coordinators:

As you come to the end of the 2023-24 school year and plan for next year, ODE is doing so as well. As a way to be more efficient, ODE is requesting information from districts now, which will assist ODE in the calculations for 2024-25 Title III regular school year and Title III Immigrant grant allocations. Preliminary Title III Allocations will be posted [here](#)

***All districts are requested to submit the Grant Intent form on the following page.***

Review private school agreements and provide ODE the following information:

- The name of any private school participating in Title III.
- The number of any identified English learners enrolled in a participating private school. These students are added to the district student count for Title III allocations.
- The number of identified Recent Arrivers enrolled in a participating private school. These students will be added to the district recent arriver count in 2024-25

***Fill out the District Intent for the 2024-25 school year section accordingly:***

1. Your district intends to apply for a **2024-25** Title III sub-grant.
2. Your district intends **not** to apply for a **2024-25** Title III sub-grant.
3. Your district intends to join a Title III consortium, as the district anticipates not being eligible for an independent sub-grant. (The district anticipates having a Title III allocation of at less than \$10,000 or less than 85 ELs in the district.)

***Consortium Membership Intent accordingly:***

1. Your district intends to continue with the same consortium.
2. Your district intends to apply for an independent Title III sub-grant (the district anticipates having a Title III allocation of at least \$10,000 or less than 85 ELs in the district).
3. Your district intends to leave your consortium:
  - a. AND may consider joining another consortium, if available; **OR**
  - b. Will be declining Title III allocations.

**Please submit the requested information above no later than 5:00 pm on Friday, May 24, 2024, to Leslie Casebeer - [leslie.casebeer@ode.oregon.gov](mailto:leslie.casebeer@ode.oregon.gov)**

This information will assist ODE in determining student allocation counts, as well as assisting with Title III consortia organization. ODE staff will provide technical assistance, as necessary, as districts make this determination. ODE cannot complete the 2024-25 Title III allocations without this information.

Sincerely,

Kim A. Miller  
Education Specialist  
Oregon Department of Education  
(971) 239-9681  
[kim.a.miller@ode.oregon.gov](mailto:kim.a.miller@ode.oregon.gov)

**District Title III 2024-25 Grant Intent**  
***Please submit no later than May 24, 2024***

District Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email \_\_\_\_\_  
(Please include **summer** contact information)

**Private Schools:**

- Are there private schools in the district boundaries? \_\_\_\_\_ (Yes / No)  
(If No, skip to next section)
- Do the private schools participate in Title III? \_\_\_\_\_ (Yes / No)  
(If No, skip to next section)
- Please fill in the table for the private schools participating in Title III (add more lines if necessary).

Name of private school	Private school address	Number of EL students enrolled	Number of Recent Arrivers enrolled

**District Title III Sub-Grant Intent:**

- The district **intends to apply for a district-level 2024-25 Title III sub-grant.**  
This option is available to districts with at least 85 ELs. \_\_\_\_\_ (Yes / No)

**If no:**

- The district **intends to continue with their current Title III consortium.**  
This option is for districts currently participating in a Title III consortium. \_\_\_\_\_ (Yes / No)

**If no:**

- The district **would like to switch consortia.**  
This option is for districts currently participating in a Title III consortium.  
*Please make sure contact information is complete for ODE assistance.* \_\_\_\_\_ (Yes / No)

**If no:**

- The district **would like to join a** Title III consortium. \_\_\_\_\_ (Yes / No)  
*Please make sure contact information is complete for ODE assistance.*

**If no:**

- The district chooses **not to participate in Title III** for the 2024-25 school year. \_\_\_\_\_ (Yes)

***Please return this form via email to Leslie Casebeer - [leslie.casebeer@ode.oregon.gov](mailto:leslie.casebeer@ode.oregon.gov)***