

# Iowa Department of Education

## SUBMITTING THE APPLICATION

**Note: This step must be followed before the district Title I application will be sent to the State for processing.**

For technical assistance on submitting the application, contact the Title I Consultant for your particular Area Education Agency (AEA).

As the user progresses through the menu of application forms required for their Local Education Agency under the Title I Program, "District Finished" will appear as the status as each form is completed.

Once the user has completed each form and attained the "District Finished" status, a **Submit** button will appear at the bottom of the list of required forms.

Form Name	Status
Title I Assurances 	District Finished
Selection of Schools 	District Finished
General Budget 	District Finished
Homeless Education 	District Finished
Staff Assignments 	District Finished
Within District Targeting of Funds 	District Finished
Title I Narratives for Targeted Assistance 	District Finished
Schoolwide Operating Programs 	District Finished
Upload parent policy and compact 	District Finished
Title I Equipment Inventory 	District Finished



Clicking the **Submit** button will notify the Title I consultant that the application is ready for the State review and approval process. Once the user has clicked the **Submit** button, the district will not be able to make changes to the Title I application forms. If there would be the need to make a change to information submitted in the application, please contact the Title I Consultant for your AEA.