

Iowa Department of Education

CONTACTS SCREEN

Note: The Contacts screen must be completed in order to proceed with the application process.

For technical assistance on entering contact information, contact the Title I consultant for your particular AEA.

The Contacts screen is where the Title I coordinator will enter contact information in the available areas. The contact person is the individual who will be contacted about information given in this application.

Contacts

+ Add New Contact

No Contacts

The user will see a listing of the Title I application programs that pertain to their local education agency and may see information listed for the last Title I contact of record. The user will have the option to click the **Delete** button if the contact information is incorrect or the **Edit** button to update the contact information or leave it as listed. Please verify the contact person's e-mail address, name, mailing address, office telephone number, and title.

Title I

First Name	Last Name	Email	Phone	Title	
Joe	Smith	jsmith@school.k12.ia.us	123/456-7890 Ext. 987	Superintendent	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Delete</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Edit</div>

If no contact information is listed, the user may click the **Add New Contact** button under the Contacts heading and the following screen will appear. Check all program areas as they apply

to the contact entered. If the same person is responsible for each of the designated program areas, check "Select All" and the same contact information will appear for each program area.

The screenshot shows a 'Contact' form with the following fields and options:

- Email:** Input field with example text: "Ex: John.Doe@example.com, John.Doe@example.org"
- First Name:** Input field
- Last Name:** Input field
- Phone:** Input field with example text: "Ex: 111-222-3333, (111)222-3333, 1112223333"
- Ext:** Input field
- Title:** Input field
- Options:**
 - Select all
 - Title I
 - Delinquent
 - Title I Comparability Report
 - Schoolwide Indication
- Buttons:** Save (red), Close (black)

Once the user clicks the **Save** button, the district contact information will display for each program.

Title I

First Name	Last Name	Email	Phone	Title	
Jane	Doe	jdoe@school.k12.ia.us	123/456-7890 Ext. 987	Superintendent	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Delinquent

First Name	Last Name	Email	Phone	Title	
Jane	Doe	jdoe@school.k12.ia.us	123/456-7890 Ext. 987	Superintendent	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Migrant

SINA

No Contacts

SIG

No Contacts

SIG Annual Report

No Contacts

Title I Comparability Report

No Contacts

The user will have the option to delete an entry or to edit as necessary.

Return to the main application screen by clicking on the **Open Menu** button at the top right of the screen to begin the application process.