

Process and Guidelines

2024-2025

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2024-2025 KCS Title I Schools

PRE-K, ELEMENTARY & SECONDARY SCHOOLS	PRINCIPAL	PHONE	ADDRESS
Adrian Burnett Elementary School	Stephanie Prince	689-1474	4521 Brown Gap Rd.
Austin East High School	Rob Speas	594-3792	2800 Martin L. King Ave
Belle Morris Elementary	David Guyer	865-594-1277	2308 Washington Pike
Chilhowee Intermediate	Chris Daniels	865-594-1285	5005 Asheville Hwy.
Christenberry Elementary	Tonya Cash	865-594-8500	927 Oglewood Ave.
Dogwood Elementary	Lana Shelton Lowe	865-579-5677	705 Tipton Ave.
Dr. Paul L. Kelley	Sofia Roth	865-362-6801	535 Chickamauga Ave.
East Knox Elementary	Beth Spence	865-933-3493	9315 Rutledge Pike
Emerald Academy	Carlissa Martin	865-249-7223	220 Carrick St.
Fair Garden Community Center	Tara Howell- Spikes	865-594-1320	400 Fern St.
Fulton High	John "J.D." Faulconer	865-594-1240	2509 N Broadway
Green Magnet Elementary	Jessica Holman	865-594-1324	801 Townview Dr.
Gresham Middle	Melissa Glover	865-689-1437	500 Gresham Rd.
Holston Middle	Katie Lutton	865-594-1300	600 Chilhowee Dr.
Inskip Elementary	Dr. Megan Blevins	865-689-1450	4701 High School Rd.
KCS Virtual Schools (K-12)	Jennifer Garrett	865-622-3902	600 N. Chilhowee Dr.
Lonsdale Elementary	William Smith	865-594-1330	1317 Louisiana Rd.
Maynard Elementary	Shaunna Foster	865-594-1333	737 College St.
Mooreland Heights Elementary	Josh VanPelt	865-579-2105	5315 Magazine Rd.
Northwest Middle	Joann Gardner	865-594-1345	5301 Pleasant Ridge Rd.
Norwood Elementary	Robyn Ellis	865-689-1460	1909 Merchant Dr.
Pleasant Ridge Elementary	Jennifer Morrell	594-1354	30013 Walnoaks Rd.
Pond Gap Elementary	Taiesha Young	865-909-9040	1400 Hollywood Dr.
Richard Yoakley	Ashley Ketner	865-594-3790	4415 Washington Pk.
Ridgedale Alternative	Donna Brunson	865-909-9099	4600 Ridgedale Rd.
Sarah M Greene Magnet Elem	James Slay	865-594-1328	3001 Brooks Rd.
South-Doyle High School	Brad Carr	865-577-4475	2020 Tipton Station Rd.
South-Doyle Middle	Anthony Norris	865-579-2133	3900 Decatur Rd.
South Knox Elementary	Dr. Tanna Nicely	865-579-2100	801 Sevier Ave.
Spring Hill Elementary	Tiffany Watkins	865-594-1365	4711 Mildred Dr.
Sunnyview Primary	Sydney Upton	865-594-1173	412 Bagwell Ln.
Vine Magnet Middle	Robin Curry	865-594-4461	1807 Martin L King Jr
West Haven Elementary	Taiwo Sutton	865-594-4467	3620 Sisk Rd.
West View Elementary	Dr. Amy Brace	865-594-4471	1714 Mingle Ave.
Whittle Springs Middle	Kathleen Turnmire	865-594-4474	2700 White Oak Ln.

2024-2025 Knox County Title I Non-Public Schools

Non-public School	Principal	Phone	Address
Annoor Academy	Reem Abelrazek	865-525-3399	724 Foxvue Rd SW
First Lutheran	Jessie Irwin	865-524-0308	1207 N. Broadway
Knoxville Jewish Day School	Miriam Ester Wilhelm	865-719-9911	8042 Gleason Dr.
Saint Joseph	Andy Zengel	865-689-3424	1810 Howard Dr.
Sacred Heart	Mary Sue Kosky	865-588-0415	711 S. Northshore Dr.

2024-2025 Federal Programs Contacts

Name	Title	Phone	Email
Cheryl Martin	Federal Programs Director	865-594-8009	cheryl.martin@knoxschools.org
Judy Pickering	Federal Programs Supervisor	865-556-4737	judy.pickering@knoxschools.org
Sherry Smith	Federal Programs Supervisor	865-594-1808	sherry.smith2@knoxschools.org
Tim Berry	Federal Programs Supervisor	865-594-9581	tim.berry@knoxschools.org

2024-2025 FEDERAL PROGRAMS CALENDAR

JULY		
1	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
4	INDEPENDENCE DAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
8	Board of Education Executive @ 4:30 pm Board of Education Work Sessions @ 5:00 pm	Summer Place Boardroom
11	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
17	Board of Education Agenda Deadline	
25	Board of Education Quarterly Workshop @ 5:00 pm	Summer Place Boardroom
31	Agenda Published	
AUGUST		
1	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
1	First Day for Teachers	School-based In-Service Day
2	Systemwide in-service Day	PreK - 12
5	Administrative Day	Teacher Workday
5	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
6	Systemwide In-Service Day	½ Day School ½ Day Administrative - Teacher Work Day
7	Administrative Day	Teacher Workday
8	First Day for Students	½ Day
8	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
14	Early Release Day for Students	
14	Board of Education Agenda Deadline	
22	Board of Education Quarterly Workshop @ 5:00 pm	Summer Place Boardroom
28	Board of Education Agenda Published	
30	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 30th will be processed the following month.
SEPTEMBER		
2	LABOR DAY HOLIDAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
3	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
5	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
9	End of first 4 ½ Weeks Grading Period	
9	Board of Education Executive Session @ 4:30 pm Board of Education Work Session @ 5:00 pm	Summer Palace Boardroom
11	Board of Education Agenda Deadline	
18	Early Release Day for Students	
18	Board of Education Agenda Deadline	
25	Board of Education Agenda Published	
OCTOBER		

1	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
3	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
4	End First 9-Weeks Grading Period	
7-11	FALL BREAK	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED (10th-11th)
16	Board of Education Agenda Deadline	
24	Board of Education Quarterly Workshop @ 5:00 pm	Summer Place Boardroom
30	Board of Education Agenda Published	
NOVEMBER		
1	Monthly Payroll – Electronic payroll and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
4	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
5	In-Service Day / Student Holiday	PreK - 12
7	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
13	End second 4 ½-Weeks Grading Period	
13	Board of Education Agenda Deadline	
20	Early Release Day for Students	
26	Board of Education Agenda Published	
27-29	THANKSGIVING HOLIDAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
DECEMBER		
2	Monthly Payroll – Electronic payroll and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 2nd will be processed the following month.
2	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
5	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
11	Board of Education Agenda Deadline	
20	½ Day for Students End of 2nd 9 Weeks Grading Period End of 1st Semester	
20	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 20th will be processed the following month.
23-31	WINTER HOLIDAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED (24-26th)
30	Board of Agenda Published	

JANUARY

1-2	WINTER HOLIDAY/NEW YEAR	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED (1st)
3	Systemwide In-Service Day	½ Day School-based ½ Day Administrative - Teacher Work Day
3	Agenda Published	
6	First Day for Students After Winter Break	Full Day
6	Board of Education Executive Session @ 4:30 pm Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
9	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
15	Board of Education Deadline for Agenda	
20	MARTIN LUTHER KING, JR. DAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
22	Early Release Day for Students	
23	Board of Education Quarterly Workshop @ 5:00 pm	Summer Place Boardroom
29	Board of Education Agenda Published	

FEBRUARY

3	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 3rd will be processed the following month.
3	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
5	End of third 4 ½ weeks Grading Period	
6	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
12	Early Release Day for Students	
12	Board of Education Agenda Deadline	
17	Systemwide In-Service Day	PreK-12 Student Holiday
26	Board of Education Agenda Published	

MARCH

3	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 3rd will be processed the following month.
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3	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
6	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
10	End Third 9-Weeks Grading Period	
12	Board of Education Agenda Deadline	
17-21	SPRING BREAK	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED (20th & 21st)
26	Early Release Day for Students	
APRIL		
1	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
2	Board of Education Agenda Published	
7	Board of Education Executive Session @ 4:30 pm Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
10	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
16	Board of Education Agenda Deadline	
17	End of fourth 4 ½ Weeks Grading Period	
18	HOLIDAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
21	In-Service Day	
24	Board of Education Called Meeting @ 5:00 pm	Summer Place Boardroom
30	Board of Education Agenda Published Professional Development - Hours Completed	

MAY

1	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 1 st will be processed the following month.
5	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
8	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
14	Board of Education Agenda Deadline	
22	Last Day for Students (½ Day) End of fourth 9 Weeks Grading Period End of 2nd Semester	
26	MEMORIAL DAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED
28	Agenda Published	

JUNE

2	Monthly Payroll – Electronic time cards and all documentation are due to the Federal Programs Department by 4 pm.	Submit electronically into SIS Apps (sisapps.knoxschools.org). Time cards submitted after the 2nd will be processed the following month.
2	Board of Education Work Session @ 5:00 pm	Summer Place Boardroom
5	Board of Education Regular Session @ 5:00 pm	Summer Place Boardroom
18	Board of Education Agenda Deadline	
19	JUNETEENTH HOLIDAY	KNOX COUNTY SCHOOLS CLOSED CENTRAL OFFICE CLOSED

Updated: June 14, 2024

DISCLAIMER: Dates are subject to change. Updates will be sent via Grade Level Directors/Principal Weekly

Elementary and Secondary Education Act (ESEA) Compliance Requirements

All Knox County Schools (KCS) receiving Title I funds are considered school-wide programs. These programs utilize federal, state, and local funds to improve the school's academic performance as reflected in the school improvement plan. Four compliance meetings are required of all Title I schools and will be part of TDOE monitoring.

For all required meetings, schools will need to submit the documentation noted in blue text below to the appropriate Federal Programs Supervisor or Director. These meetings include:

School Wide School

- Principals are responsible for Identifying school-wide committee members who represent all stakeholders, including teachers, staff, parents, guardians, and community members.
- Schools must hold an SWSC meeting to discuss the development of the Title I budget, gather input from all stakeholders in the school budget development, and align the budget to the school improvement plan.
- Parents and the supervisor from the Federal Programs department are required to attend the SWS meeting.

Student-Teacher-Parent Compact

- Each Title I School is required to develop a Student/Teacher/Parent Compact annually.
- The compact must be developed collaboratively with parents.

School-Level Family Engagement Plan

- Each Title I School must annually update the school-level Family Engagement Plan that addresses the six-state Family Engagement standards annually.
- The school-level family engagement plan should be developed collaboratively with parents.

The following documentation is required for EACH of the aforementioned meetings:

Documentation of an invitation sent to parents asking for their collaboration

Documentation of an agenda for the meeting.

If a powerpoint is utilized, the powerpoint should be submitted.

Documentation of sign-in sheet AND notes from the meeting showing parent and Federal Programs participation. Sign-in sheet should denote role next to signatures (parent, teacher, admin).

SWS, Compact, and Family Engagement Meetings should occur by JULY 31, 2024

***NOTE:** The Compact Meeting and Family Engagement Meeting are often combined with the School-wide School Committee Meeting. **If a school chooses to do this, all three meetings should be listed on the invitation, the agenda, and the sign-in sheets. The agenda must be time-bound with a designated start and end time for each meeting.**

Annual Title I Parent Meeting

- Each Title I School is required to hold an annual Title I Parent Meeting. *
- Annual Title I Parent Meetings should be completed in August or September.
- Annual Title I Parent Meetings should be held at different times to accommodate the schedules of parents/guardians.

Documentation of an invitation to all parents regarding the date and time of the Annual Title I meeting.

Documentation of an agenda for the meeting

Documentation of a sign-in sheet for the meeting titled “Annual Title I Parent Meeting”

***Annual Title I Parent Meeting can be held in conjunction with other school events but must have a separate agenda for the meeting and be time-bound (a designated start and end time separate from another event).**

MEETING SHOULD BE HELD BY SEPT. 30, 2024

Federal Programs and School Improvement Planning

School Improvement Plans

Federal Programs’ involvement in the development of school improvement plans is necessary due to the required alignment of expenditures of federal funding related to the strategies or action steps within the school plan. Schools will determine the use for funding based on needs assessments and school goals.

- The expectation for use of federal funding is grounded in positive student academic outcomes.
- Prior to submitting school plans for approval to regional directors and supervisors, principals will work with their federal programs point of contact (Cheryl, Sherry, Tim, Judy) to make sure all expenditures are accurately noted in the school plan. It is only necessary to note in the funding source that Title I-A funds are being used; specific amounts do not need to be included.
- If budgets are revised during the school year, it will be necessary to revise school plans to reflect the change, and resubmit through the approval process. Changes to the school plan would not need to occur if the change/additional resource is already included in the school plan.

Federal Programs and Progress Monitoring

Federal monies are being utilized to provide supplemental support, resources and research-based strategies to level the playing field for all at-risk students and have a positive impact on student performance. Progress monitoring helps to ensure that training, personnel, technologies, interventions, and instructional strategies are working effectively; progress monitoring allows for adjustments to be made if necessary. By monitoring progress, educators can make informed decisions and adjustments to support the continued growth and development of the individuals with whom they work. This year, we will focus on the following areas:

Professional Development Expectations

- Action step that ties back to your School Improvement Plan / Needs Assessment
- Activity is shared with faculty / department / grade-level
- Field testing new research-based strategies gained during professional development
- Summary of new learning and its impact on student achievement or behavior
- Survey results from teacher / administrator input about specific strategies

Diagnostic / Prescriptive Software Expectations

- Action step that ties back to your School Improvement Plan / Needs Assessment
- Monitoring number of staff members utilizing it with students
- Ensurance that it is used for active teaching and learning
- Software is used by students for whom it is intended
- High frequency of utilization
- Growth Gains (By: school, grade level, department, subgroup populations)
- Mastery Gains (By: school, grade level, department, subgroup populations)
- Improved Discipline Data (By: school, grade level, department, subgroup populations)
- Positive teacher feedback on the products' success, and measure for success

Purchasing Materials and Supplies

All orders should be aligned to school goals and approved by the School-Wide School Committee.

School Level

- School submits the Request for Funds Form and quote from the vendor. A digital copy of the KCS-approved vendor's list may be requested through your Federal Programs Supervisor.
- Quote should contain quantity, description of items, and total cost, including shipping.
- If the quote is from a vendor listed on the KC approved contract list, it must include **"Bid #3419."**
- The **SHIP TO ADDRESS** should be the school.
- The **BILL TO ADDRESS** should be
Knox County Schools
Attention: Accounts Payable
PO Box 2188
Knoxville, TN 37901
- Federal Programs Supervisor reviews to ensure the purchase is reasonable/allowable/necessary and may ask follow-up questions.
- **When materials, site licenses, etc. are received, the school will initial and date the packing slip and give it to the Federal Program Supervisor. In lieu of a packing slip, other confirmation of items received will be accepted with the principal signature.**
- Quotes for site licenses should show an end date of service as June 30, 2024.
- **If an order is not received within 21 days, SPOC should notify Federal Program Supervisor for follow-up.**
- Federal Programs cannot reimburse schools for purchases; individuals making a purchase should only occur under extenuating circumstances, such as light refreshments for Family Engagement events. Reimbursements need to be approved by the Federal Programs Department before purchase.

Federal Programs Level

- Federal Programs Supervisor tracks and submits quotes to appropriate Federal Programs Specialist.
- Federal Programs Specialists input quotes into MUNIS software.
- Federal Programs Director approves and electronically routes to KCS business office.
- Knox County Procurement receives electronic requisition and converts to PO, emails PO to the vendor.
- Federal Program Supervisor will follow up with the school SPOC to ensure that the order has been received and is complete.
- Order should be completed within 21 school days.

Warehouse Orders

Link for order form:

<https://www.knoxschools.org/cms/lib7/TN01917079/Centricity/domain/1245/BO/BO-165G.pdf>

- School submits a Request for Funds form with the warehouse order form.
- The same process applies to warehouse orders for purchasing materials and supplies.

ALL MATERIALS AND SUPPLIES ORDERS/FUNDS MUST BE SPENT BY FEBRUARY 28, 2025.

Knox County Procurement Guidelines

- Any single purchase that is below **\$10,000**, excluding equipment, only requires one quote.
- Any single purchase that is **\$10,000 - \$24,999** requires one additional comparable quote.
- Any single purchase that is **\$25,000 - \$49,999** requires two additional comparable quotes.
- The three-quote rule applies if Knox County Procurement informs Federal Programs that cumulative spending with a vendor has reached \$25,000.
- Per CFR 200 Guidelines, \$50,000 is the cumulative spend limit per vendor (for all of Knox County entities).
- The exception to the \$50,000 limit is when Knox County Procurement has a competitively bid purchasing contract in place with the vendor.
- When requesting a quote please ensure to not activate, reactivate, initiate goods or services.
- If a quote includes Terms and Conditions or a link to a web page to view the vendor's Terms and Conditions, Knox County Purchasing will reject the quote.
- Any expenditures (invoice, reimbursements, etc.) submitted after the fiscal year deadline will be charged to the following fiscal year. The deadline for this school year is ***Tuesday, June 30, 2025.***

Family Engagement Guidelines

All FCE materials and supplies must be for parents to use at home to help their students with all academic, social, and behavioral needs.

Examples of Allowable Expenditures

- Books, school project materials, pencils, notebooks, paper, educational games, simple calculators, educational brochures, parent resource books, and school or teacher-created materials.

Examples of Non-Allowable Expenditures

-
- Door prizes, table decorations, door decorations, balloons, tablecloths, toys, t-shirts, hats, paper products, and banners.

Purchases for Family Engagement Events

Materials and Supplies

- The SPOC should send a Request for Funds form (RFF) and quote to the FP Supervisors at **least six (6) weeks before the event and must include a copy of the flyer event.**
- Include the estimated number of attendees **NOT** including staff on the RFF form.

Food

Schools are not authorized to sign quotes when the purchase is made with Federal Funds.

Per Knox County Procurement guidelines, any vendor requiring a signed agreement/contract must be reviewed and vetted through Knox County Procurement before it can be considered for a board agenda item. The quote and agreement should be given to the Federal Programs Supervisor.

Please note the requirement of a signature on a contract or agreement will delay the purchasing process by 8 to 12 weeks because it will go through BOE, County Commission, Law Department, and County Mayor for all appropriate signatures.

- Light refreshments are allowable. Some examples may be juice, lemonade, water, fruit trays, cookies, pretzels and cheese, cheese and crackers, bagels, and muffins.

- Schools should submit the Request for Funds form along with the quote from the vendor at least **six (6) weeks** before the event.
- If the item cost is under \$100, an individual (school employee) may purchase it, and they will be reimbursed after the event. After the event, the single point of contact (SPOC) should submit the original receipt and a redacted credit card statement, bank statement, or canceled check. Local sales tax will not be reimbursed, and the individual should use a tax-exempt form. SPOC must include the name and home address of the person to be reimbursed.

Speakers

- The school submits a quote from the vendor and a Request for Funds Form to their FP supervisor.
- Please ensure the vendor knows that payment will not be rendered until after the event.
- If a check is needed for payment on the event's day, please submit all required documents to the appropriate Federal Programs Supervisor at least three (3) weeks before the event.

Equipment

- All equipment purchased with Family Engagement funds may only be used by parents and kept in a separate room or table designated for parent use.

Equipment Guidelines

Equipment Purchases

All equipment orders must be aligned to the school plan.

- Equipment can include printers, projectors, document cameras, cables, and chargers.
- To order equipment, schools should submit a mock TRS request with an RFF to the Federal Programs Supervisor.
- Schools should notify their FP Supervisor that equipment has been received by sending an email with the TRS number.
- Federal Programs will ensure that all equipment is labeled appropriately before it leaves the KCS warehouse.
- Any single equipment purchase that is **\$5,000** or greater must be approved by the TN Department of Education (TDOE) prior to purchase.

Equipment Inventory

All Title I schools must submit a full technology inventory that includes all equipment items in their school purchased with Title I-A funds.

- School level inventory must be updated in Incident IQ as changes occur and at least monthly by the principal designee and/or the building level tech contact (BLTC).
- Equipment inventory should include purchase date, description of the item, asset number, serial number, cost, the physical location of the property, use/condition, and disposition date.
- **School inventories must be submitted annually (July) to the Director of Federal Programs and be signed by the building level administrator.**

Equipment Disposition

- **No equipment may be surplus/disposed of before contacting the Federal Programs Asset Manager.**
- Equipment purchased stays at the school of purchase and does not go with personnel who move to another school or leave the district.

ALL EQUIPMENT ORDERS/FUNDS MUST BE OBLIGATED BY FEBRUARY 28, 2025.

Travel and Professional Development Guidelines

Please refer to the *Approved Knox County-Knox County Schools Travel Policy Handbook and Regulations*. This book will outline policies and procedures for travel including Travel Regulations, Travel Procedures, and Reimbursement rates and Forms. Online, go to KCS "Home," "Board of Education," "Overview," "Travel Policy Handbook." (Last Revision January 2023)

<https://www.knoxschools.org/travel>

Travel Request

- Travel Request Authorization forms must be submitted **in Concur at least eight (8) weeks prior to travel.**
- All travel must be approved in advance of travel by the Federal Programs Director.
- [All questions should be directed to federalprogramstravel@knoxschools.org](mailto:federalprogramstravel@knoxschools.org)
- **Schools/individuals are responsible for registering all personnel that will be attending training/conference.**
- If vendors will accept PO for registration prior to the training, and payment by invoice after training has concluded, the school will need to send a notice of wanting to use a PO, a quote for registration that includes the name of each attendee, registration amount per person, and a total registration cost.
- All other related expenses to travel (hotel, flight, baggage, per diem, parking) will be reimbursed after conference/training completion. Hotel folios should be submitted with itemized nightly costs and a zero balance. The name(s) of the KCS employee(s) should be included on the hotel folio, with the last four digits of the credit card to which the room is charged.

- **Original receipts** are required for all items or fares in excess of \$10 except for meals and gasoline, which are paid on a per diem basis and require no receipt. **Knox County Finance will not approve or reimburse expenditures without the original receipts.**
- Ride-sharing services (i.e., Uber, Lyft, taxi, shuttle) are reimbursable for necessary travel associated with professional development. These services are not reimbursable for travel to dinner or entertainment venues. Receipts should show to and from location. **An original receipt** which contains the last 4 digits of debit/credit card is required.
- Claims for reimbursement **must be submitted within 1 week after completion of the travel**, by the traveler in Concur. **Reimbursements will be submitted in Concur.** **Unsubmitted** forms can delay processing.
- Proof of attendance is required when applicable.

Concur instructions can be found in the Appendices.

Questions about Travel or using Concur contact

FederalProgramsTravel@knoxschools.org

Personnel Guidelines

Hiring Time Card Personnel

- The hiring principal must complete the KCS Federal Programs Hiring Timecard Form and submit it to your Federal Programs Supervisor.
- Federal Programs Supervisors route to the FP Director for approval.
- HR will contact the recommended person, conduct a background check and fingerprinting for new hires, or approve current employees or retirees.
- **Candidates cannot begin to work until HR has contacted them.**
- Timecards are submitted by the 1st of the month **via Sisapps** to the Federal Programs department for processing. See Appendix for step-by-step instructions.
- Backup documentation that describes the specific activities performed must be attached to each timecard in Sisapps. See Appendix for example.
- The maximum hours per day on a timecard are **7.75 hours**; time cards should not be submitted that reflect more than 7.75 hours in a single day.
- Personnel hired on a timecard must perform duties as outlined by the job description for which they were hired.
- Retired KCS employees hired on a timecard must follow all HR guidelines for work schedules.

Hiring Full-Time Personnel

- The first step in the process is for the principal to submit a position proposal form to the appropriate Federal Programs Supervisor.
- HR will verify the highly qualified status before sending it to the Federal Programs Director for approval and budget code.

- Once the Federal Programs Director approves the request, it is routed back to HR.
- The hiring principal must complete the hiring process through MUNIS.
- HR will contact the recommended person, conduct a background check and fingerprinting for new hires, or approve current employees or retirees.

Personnel Requirements

- All core subject teachers must be highly effective in all schools.
- Paraprofessionals must be highly qualified if providing instructional services. Only paraprofessionals in Title I schools or programs must be highly qualified.
- New hires must be either highly effective/qualified and/or appropriately licensed before hiring. **NO EXCEPTIONS.**
- Principals are responsible for monitoring and ensuring the appropriate staff is highly qualified. If you are unsure, please contact your Human Resources Supervisor.
- Parent notification is required when a non-highly qualified teacher in a Title I school has taught a child after four (4) consecutive weeks.

TITLE I OVERVIEW

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA), provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by —

- (1)) Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) Meeting the educational needs of low-achieving children in our nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- (3)) Closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4)) Holding schools, local educational agencies, and states accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5)) Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) Improving and strengthening accountability, teaching, and learning by using state assessment systems

designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

(7) Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;

(8) Providing children an enriched and accelerated educational program, including the use of school wide programs or additional services that increase the amount and quality of instructional time;

(9) Promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;

(10)) Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;

(11)) Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and

(12) Affording parents substantial and meaningful opportunities to participate in the education of their children.

SCHOOL ALLOCATION BUDGET

Title I is a federal formula grant in which states and districts are eligible to receive funding. Schools are ranked from highest to lowest poverty, based on their free and reduced lunch (FRL) percentage and/or direct certification. By federal law, schools with a poverty level of 75% or higher must be served. Schools with a 40% - 74% poverty level may be served based on the district's threshold and eligibility criteria. Knox County Schools uses direct certification criteria. Schools are served in rank order, with the highest poverty schools receiving the most funding based on the per-pupil amount (PPA). Schools may receive a different PPA as long as the higher poverty school receives more or equal to the lower poverty school. Title I school allocations is calculated by multiplying the number of students receiving direct government financial support services with an assigned per-pupil amount (PPA).

FINANCIAL REQUIREMENTS

- All federal funds are to impact student achievement *in the year in which funds were awarded* and must be linked to the school's and district's Annual Measurable Objectives (AMOs) and prioritized needs identified in the school improvement plan.
- The District is required to set aside 1% of Title I funding for school-based Parental Involvement activities. The activities must include informing parents about Title I funding.
- The District is required to set aside a certain percent of its Title I funding for indirect costs. The State sets the indirect cost rate annually, and these costs are taken from Title I's total expenditures, excluding equipment. These funds are then repurposed to the general fund.
- The District must provide equitable services for private school students who reside in a Title I-funded attendance area and are academically at risk. These will receive the same PPA as the Knox County School in which they are zoned.
- The amount of federal funds used in a school-wide program must be supplemental to the amount of state and local funds the school would otherwise receive. A school district may only use Title I funds to supplement, and, in no case may Title I funds be used to supplant non-Federal funds. (Federation Regulation 200.44 Supplement vs. Supplant).
- School-Wide School Committee (SWSC) will determine, based on the review of student data and the school improvement plan, how funding will be used to best meet the prioritized needs of its students. The SWSC should

include a school-level administrator, grade level representative(s), parent(s), Federal Programs Supervisor, and any other individual as determined by the school site. This committee will develop a budget that outlines allowable expenditures. Allowable expenditures are broken down into four categories:

- o Regular Instruction (i.e., tutoring, subs for teachers, instructional supplies & materials, and equipment expenses) o Other Student Support Services (i.e., supplies & materials for Parental Involvement)
- o Regular Instructional Program Support Services (i.e., staff development, travel, stipends for teachers, subs for coaches)
- o Transportation

Once the school budget is finalized with the Federal Programs office, funds cannot be moved from one category to another, nor can funds be moved from one small code within a series to another (i.e., moving money from “teachers” to “tutors”). The district and school have an opportunity to amend the budget once the Tennessee Department of Education (TDOE) has approved the final budget in October. Amendments should align with changes to school goals in the school improvement plan. As the school improvement plan is revised, these changes should be recorded in the school improvement document housed in the Inform TN software.

When a school is ready to revise its goal and amend its T1 Budget, the school principal should contact the appropriate Federal Programs Supervisor to meet and discuss revisions and amendments. A Schoolwide School Meeting is required to amend the school’s T1 Budget. ***TDOE must approve the amended budget before funds can be moved and used.***

- Principals must approve all expenditure requests before submitting them to the Federal Programs department.

PARENTAL NOTIFICATION

Under the Elementary and Secondary Act (ESEA)

The Elementary and Secondary Education Act (ESEA), as amended in Dec. 2015 by Every Student Succeeds Act (ESSA), makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an **LEA** shall notify parents that they may request, and the LEA will provide information regarding if professionals are highly effective, including the qualifications of the student’s teachers and paraprofessionals. This includes information about whether the student’s teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional’s qualifications [ESSA § 1112(e)(1)(A)].

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- ✓ activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- ✓ administration of surveys containing request for certain types of sensitive information; and
- ✓ any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of student.

A **district** must develop and adopt policies regarding the rights of parents to inspect:

- ✓ third-party surveys before they are administered or distributed to students;
- ✓ measures to protect student privacy when surveys ask for certain sensitive information;
- ✓ any instructional materials;
- ✓ administration of physical examinations or screening of students;
- ✓ collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- ✓ the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an ***LEA*** must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the ***school*** routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A ***district*** receiving Title I funds must develop jointly with, agree with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- ✓ hold at least one annual meeting for Title I parents;
- ✓ offer a flexible number of meetings;
- ✓ involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- ✓ provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- ✓ if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- ✓ develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state's report card** [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All **schools** must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- ✓ the reasons for the identification of the child as an English learner;
- ✓ the child's level of English proficiency;
- ✓ how that level was determined and the status of the child's academic achievement;
- ✓ methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- ✓ how the program will meet the educational strengths and needs of their child;

- ✓ how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- ✓ the specific exit requirements for the program;
- ✓ in the case of a child with a disability, how the program meets the child's IEP objectives; and
- ✓ information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- ✓ the choice of schools homeless children are eligible to attend;
- ✓ that no homeless child is required to attend a separate school for homeless children;
- ✓ that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- ✓ that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens [ESSA Title X, Part C, §722(g)(6)(A)(v)].

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided [ESEA §4205(b)(2)].

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)].

APPENDICES



Federal Programs Request for Funds Form

Federal Programs Request for Funds Form 2024-2025

School: _____ Date: _____

Person/Position Requesting Funding: _____

Vendor/Amount: _____

Funding Source (Please Select One)

☐ Title I ☐ _____ ☐ Other (Please Elaborate Below)

Funding Category (Please Select One)

☐ Materials/Supplies ☐ Equipment ☐ Tutoring ☐ Subs
☐ Other ☐ Travel ☐ PD

FCE Other Charges: A copy of the flyer must be attached to this request

☐ Food ☐ Speaker ☐ FCE Equipment
Estimated number of
attendees (not including
school staff): _____

☐ APPROVED ☐ NOT APPROVED ☐ MORE INFORMATION REQUIRED

School Administrator: _____

Date: _____

Title I Supervisor: _____

Date: _____

KNOX COUNTY SCHOOLS – FEDERAL PROGRAMS HIRING FORM (revised 8/2022)

Principal completes the following after interviewing and communicating with last employer.

NAME OF SCHOOL	
APPLICANT'S NAME	
APPLICANT'S ADDRESS	

APPLICANT'S PHONE	Home: Cell: Other:
APPLICANT'S BIRTHDATE	
APPLICANT'S EMAIL	
APPLICANT'S SSN	
POSITION	
HOURS PER WEEK	
RATE OF PAY	
START DATE	
EMPLOYEE STATUS (mark with "X")	New Hire: Current KCS Employee: Former KCS Employee:
APPLICATION SUBMITTED IN SEARCHSOFT (mark with "X")	Yes: No:

Principal Signature	Date
To be completed by Federal Programs Department Position Cleared: (mark with "X") YES _____ NO _____ Budget Code: Signature: Date:	

To be completed by HR Staffing Manager Applicant Cleared (mark with "X") YES _____ NO _____ Signature: Date:	
To be completed by HR Generalist Applicant Cleared, Background Check and Drug Test (mark with "X") YES _____ NO _____ Principal, Employee, and Title I Accountant Contacted: _____ <div style="text-align: right;">Date</div> Start Date for Employee: _____	

ELECTRONIC TIME CARDS (Step by Step Process for Title I Timecard Submission)

Step #1 - Go to <https://sisapps.knoxschools.org>

Step #2 - Sign in with your **Active Directory** Log-in

<https://sisapps.knoxschools.org/authenticate/?url=/>

KNOX COUNTY SCHOOLS

<< Knox County Schools Website

Welcome to SIS Apps.
Login using your Active Directory Credentials.

If you have forgotten your password or need to change it then please visit <http://10.1.43.62/password/User>

Employee ID:

Password:

Active Directory Log in Login

#3

on

KNOX COUNTY SCHOOLS

<< Knox County Schools Website

STEPHANIE THOMPSON | : Staff | [My Apps](#) |

My Apps

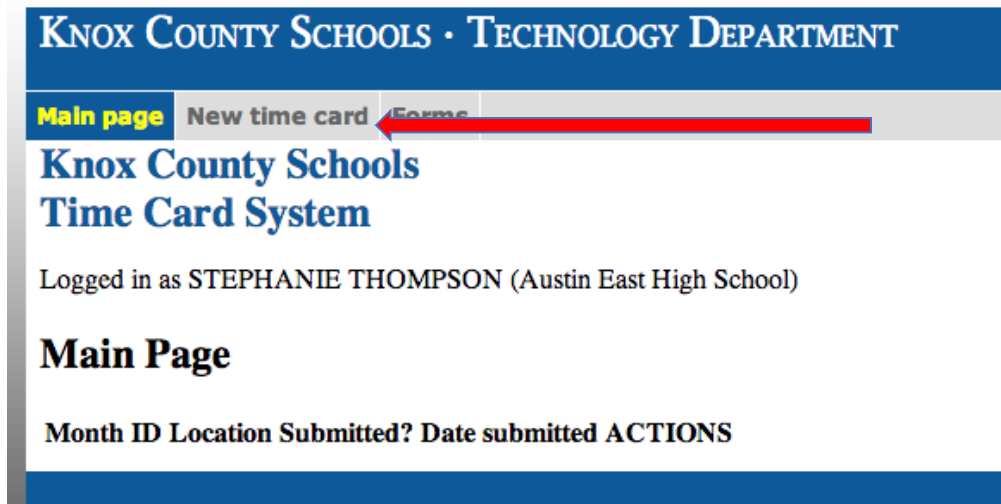
APEX Rollover List Time cards TRS

Step

- Click

"Time Cards" box

Step #4 - Click on "New Time Card"



KNOX COUNTY SCHOOLS · TECHNOLOGY DEPARTMENT

Main page New time card Forms

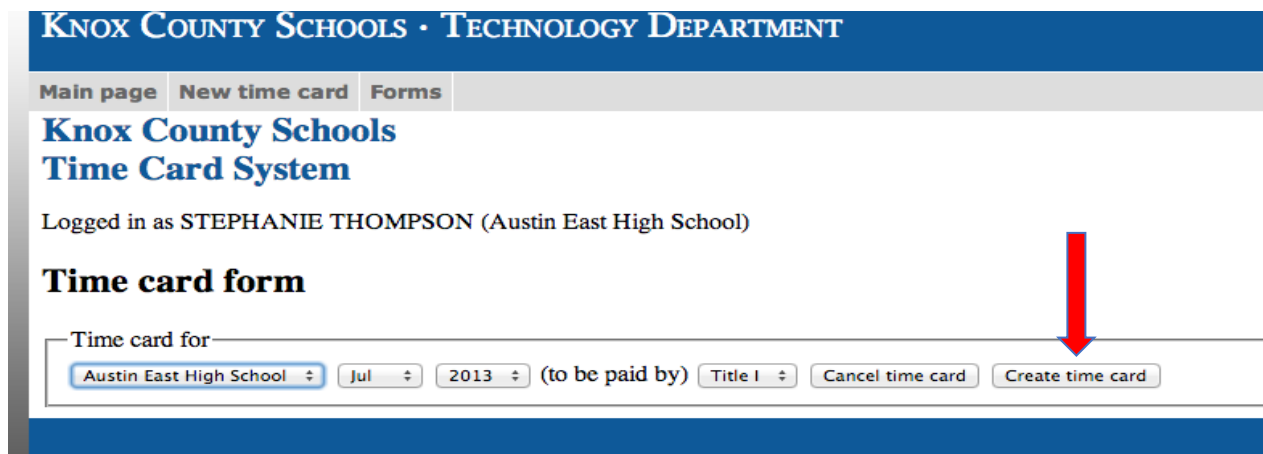
Knox County Schools
Time Card System

Logged in as STEPHANIE THOMPSON (Austin East High School)

Main Page

Month ID Location Submitted? Date submitted ACTIONS

Step #5 - The next screen will identify the school and user. If you work at multiple locations, please select the appropriate school. Verify the month/year and the funding source – Title I or School (SIG, if applicable) and [click "CREATE TIME CARD"](#)



KNOX COUNTY SCHOOLS · TECHNOLOGY DEPARTMENT

Main page New time card Forms

Knox County Schools
Time Card System

Logged in as STEPHANIE THOMPSON (Austin East High School)

Time card form

Time card for

Austin East High School Jul 2013 (to be paid by) Title I Cancel time card Create time card

Step #6 - Fill in appropriate information for EACH person: Name, Employee ID, Hours, Rate of Pay

- The Time Card CAN be Canceled, Saved as Incomplete or Printed!!!!

Step #7 - Fill in ALL boxes where a RED STAR appears!

Time card form

Time card for

Austin East High School Jul 2013 (to be paid by) Title I Cancel time card Save as incomplete Print

Add / edit record

Employee's name
 Smith (last) John (first) A (middle)

Employee number
 xxxxxxxx

Activity
 Tutoring

Pay rate
 \$15.00

Hourly ☒ Daily ☐

Days / hours worked: (Jul 2013)

Su	M	Tu	W	Th	F	Sa
1 2.5	2	3 3.0	4	5 2.5	6	
7	8 2.5	9	10 3.0	11	12 2.5	13
14	15 2.5	16	17 3.0	18	19 2.5	20
21	22 2.5	23	24 3.0	25	26 2.5	27
28	29 2.5	30	31 3.0			

Cancel Save record

- In our example where it says “form” in bold, next to “Time card” at the top of the page, you will have a number instead. This is the identifier for the specific time card that you are working on. Please take note of that number as it is what our department needs to know in order to troubleshoot any issues that you may have.

Step #8 – To save any of your work that you have input, you MUST click “**SAVE RECORD**” before the information is seen across the system. Once you do so, the employee information box will be blank again. Do not panic. All of the information will be saved as a record at the bottom of the page. Select “Edit entry” on the desired record to continue editing.

21	22	23	24	25	26	27
28	29	30	31			

Cancel Save record

Employee ID	Name	Activity	Budget code	Time worked	Pay rate	Total pay	ACTIONS
xxxxxxx	Smith, John A	Tutoring		37.5 hours	\$15.00 / h	\$562.50	Edit entry

Attachments (use this space to attach documentation of this employee's work activities)

Attach a file

- For those schools that have to fill out multiple time cards, please only include **eight (8) employees** on each time card. In order to do so, all you will need to do is save the current employee information, wait for the “Add/edit record” box to become empty, and then start entering in the next employee’s information. Don’t forget to save their information!

Step #9 – In order to verify the hours for each employee, you will have to upload documentation of their hours that match the information you’ve entered. Please use the excel sheet available under “Forms” at the top of the page. Please create a new excel sheet in the workbook for each employee. Attaching the file is as simple as attaching a document to an email. In order to streamline the process, be sure that the file you upload includes

all of the employees' information that is on your current time card. Since the system requires you to attach a file for every employee, you'll simply have to attach the same file multiple times.

KNOX COUNTY SCHOOLS · TECHNOLOGY DEPARTMENT

Main page | New time card | Forms ← | Log out

Knox County Schools Time Card System

Forms and other documents

Title I

- [Federal Programs Documentation Form-1.xlsx](#)
←
Save this document to your computer to use.

Employee ID	Name	Activity	Budget code	Time worked	Pay rate	Total pay	ACTIONS
xxxxxxx	Smith, John A	Tutoring		37.5 hours	\$15.00 / h	\$562.50	Edit entry
Attachments (use this space to attach documentation of this employee's work activities) upload/0000000918-Federal Programs Documentation Form-1 (1).xlsx <input type="button" value="Attach a file"/>							
xxxxxxx	Second, Employee E	Tutoring		39.5 hours	\$15.00 / h	\$592.50	Edit entry
Attachments (use this space to attach documentation of this employee's work activities) upload/0000000919-Federal Programs Documentation Form-1 (1).xlsx <input type="button" value="Attach a file"/>							
xxxxxxx	Third, Employee E	Tutoring		42.0 hours	\$15.00 / h	\$630.00	Edit entry
Attachments (use this space to attach documentation of this employee's work activities) upload/0000000920-Federal Programs Documentation Form-1 (1).xlsx <input type="button" value="Attach a file"/>							

↑
Notice the same file uploaded for each employee.

Final Step #10 - You will be asked to VERIFY the record. Check the box AFTER you have checked once again for accuracy. Only select this if you have entered the entire month's information for every employee. Finally, hit **"Submit Time Card."**

Employee ID Name Activity Budget code Time worked Pay rate Total pay ACTIONS

★

Submit time card

This time card has not been finalized yet. When you are ready to submit it for review and approval, check the box and use the "Submit time card" button below.

☐ I certify that the information on this page is correct to the best of my knowledge.

←

Check for accuracy, then check the box and click on "Submit Time Card."

Approvals

Event Recipient's e-mail Was sent? Sent on

- For some users, this may result in an error that does not allow you to submit. You can let your Federal Programs Supervisor know who will fix it for you and/or submit it for you.
- To access unfinished time cards or to view ones that you have already submitted, they should appear under the “Main Page.” You can view them based on location and whether or not they are still opened (not yet submitted) or closed. Select “View details” if you want to edit any previously saved cards.
- If there are time cards created by mistake, or if you selected the incorrect month, inform your Federal Programs Supervisor who can remove them.

Time Card Documentation Example