**Tool #27: Title III Fiscal Planning**

*This tool can help Catholic school leaders maximize their Title III allocation to support the Title III service needs identified using tool 26 and other data sources. The Excel version of this tool is the best tool to use when planning your Title III program. You can access the Excel version of this document on the government programs page of the OCS website.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Desired Title III Services** | | **Description** | **Students/ Teachers/ Parents Served** | **Cost** | **Supporting Data for Service** |
|  | Assessment to determine status/ monitor progress |  |  |  |  |
|  | Bilingual books |  |  |  |  |
|  | Group language instruction |  |  |  |  |
|  | Individual language instruction |  |  |  |  |
|  | Manipulatives/ visual materials to support learning |  |  |  |  |
|  | Parent workshops to help parents support their child at home |  |  |  |  |
|  | Professional development for the student’s teacher |  |  |  |  |
|  | Simplified books/texts |  |  |  |  |
|  | Software |  |  |  |  |
|  | Summer school |  |  |  |  |
|  | Translation services |  |  |  |  |
|  | Weekend language instruction |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Cost Desired Services | | | |  |  |
| Administrative Costs | | | |  |  |
| **Total Cost with Administrative Fees** | | | |  |  |
|  | | | |  |  |
| Total Allocation for Catholic School Services | | | |  |  |
| **Surplus/Deficit** | | | |  |  |

**Instructions for Completing this Workbook:**

1. Use the OCS Title III student needs summary form, student assessment data, teacher observation data, and other data sources to determine your school community's Title III service needs.
2. After determining need, check the boxes next to the desired Title III services that will meet the needs of your school community. You may add other desired services not listed above.
3. Add a description of the desired services if you wish.
4. List the students, teachers, and/or parents who will benefit from the services when appropriate.
5. List the estimated cost of services.
6. List the administrative costs associated with the desired services and the total allocation available for services. You should consult with your school district to determine these amounts.
7. Review the surplus/ deficit and adjust your program accordingly so that the highest priority needs can be addressed through Title III services.