

North Dakota Department of Public Instruction  
Dr. Wayne G. Sanstead, State Superintendent  
600 E. Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

## **Submission of Title I Private School Information on the STARS**

For the 2012-2013 school year, the targeting and consolidated application forms will again be completed electronically. These reports are available on the **State Automated Reporting System (STARS)**.

### **Title I Funds**

It is anticipated the consolidated application will be available to complete in the STARS in late spring. The private school information on the application that will need to be completed includes:

- Worksheet G (Targeting districts only – must be submitted to NDDPI)
- Title I Nonpublic School Information (includes information regarding Title I staff assigned to the private school)
- Worksheet to determine equitable set-asides for private schools
- Affirmation of Consultation Form (must be submitted to NDDPI) – July 1, 2012
- Private school Title I budget

After the district has entered its information into STARS, the district should generate a print screen and have the private school officials review the completed private school portion of the consolidated application to ensure accuracy.

This electronic process does not allow signatures; however, the law still requires private school representatives to sign off on the Affirmation of Consultation Form. It is the responsibility of the district personnel to keep signature documentation on file. Additionally, a copy of this signed document must be submitted to the state Title I office.

It is very important to remember **NOT** to click on the submit button until your Title I contact person informs you that your consolidated application is in an approvable form.