Davidson County Schools Title I Program
Parent and Family Engagement Activities

Prior Approval Form

All Title I school parent and family meetings must be approved **at least Three weeks prior to the meeting**.

- Submit completed form, for approval, electronically or by interoffice mail to the **Coordinator of Federal Services, Coty Bradley.**
- Once the form is approved the form will be need to be uploaded on the documentation monitoring site.
- **Immediately after** the activities are approved:
  - Submit a purchase order request to the school treasurer for necessary purchases. Purchase orders should be entered on the system at least three weeks in advance of the meeting to allow time for all approvals.
  - Submit completed contracts to the Coordinator of Federal Services/Joni Mills to get Title I Directors and CFO signature before a purchase order is completed.

School: Choose your school name **Date of Activity:** **Time of Activity:**

Activity Title:

Purpose of Activity:

Explain how this activity is related to your school's Title I Project:

Explain how you will evaluate the effectiveness of this activity:

Number of Parents Expected to Participate:

Expenses for Activity:

☐ PI Supplies & Materials (411) Estimated amount: $
☐ PI Food Purchases (459) Estimated amount: $
☐ PI Contract (311) Estimated amount: $

★ ***After approval, please complete school's purchase order request form and forward request to your school treasurer. Remember, products may not be purchased until the paper purchase order copy has been received from the Title I District Office.***

_____ _____
Lead Teacher's Signature *Date*

_____ _____
Principal's Signature *Date*

Forward Prior Approval Form electronically to Coordinator of Federal Services, Coty Bradley @ cotybradley@davidson.k12.nc.us

☐ Activity Approved ☐ Activity Not Approved

_____ _____
Title I Director *Date*

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