Davidson County Schools
Title I Budget Amendment Request

All budget amendment requests must be submitted to the Coordinator of Title I (Coty Bradley) by the 7th of the month. Funds will be presented for approval at the following Board of Education meeting.

Amendment requests must be justified and relevant to:

- For Title I Schools – the school's Title I intention for services and school improvement plan
- For Departments with LEA Improvement Funds – the department's professional development plan

School/Department: _____

Amendment Requested By: _____

Social security (7.65%) and benefits (as applicable) will be transferred when requests are made to transfer money from/to a payroll related code (salaries, substitutes, etc). When transferring funds from a non-payroll code to a payroll code and the amount should not exceed the amount listed in the line item below, please check "deduct SS from this amount". If this box is <u>not</u> checked, and additional amount will transferred to compensate for these expenses.

Amount	Transfer from Account Code	Transfer to Account Code	Deduct SS from this amount	Justification
$			☐	
$			☐	
$			☐	
$			☐	
$			☐	

Principal or Department Director's Signature: _____ ***Date:*** _____

Budget Amendment Request Approval:

❒ The above budget amendment request has been approved. These funds will be available for use after the _____ Board of Education meeting.

❒ The above budget amendment request has been denied. Comments: _____

_____

Title I Director's Signature: _____ ***Date:*** _____