Office of Title Services (OTS)

Office Hours

October 15, 2026

OKLAHOMA Education

Topics

- Upcoming Reminders
- Annual October Student Count Survey (Neglected and Delinquent)
- Data Reminders
- Student Privacy Policy Office (SPPO) Dear Colleague Letter
- October Grant Management Tasks

Due Date Communication

Title Services

- November 13 - Annual October Student Count Survey for Students Identified as Neglected and/or Delinquent
- November 13 - FY27 ESEA Grant Performance Review Application Due (assigned districts)
- September 30 - 2nd Year Carryover Obligation Due Date - If the district has unexpended FY2025 funds, ensure these funds are obligated by September 30, 2026.
- September 30 - Submit Comprehensive District Academic Plan (CDAP) with the ESEA Consolidated Budget Application
- September 30 - ESEA Consolidated Budget Application Due (Now Available in GMS)

Special Education

- Please allow us to clarify a miscommunication. The Special Education Finance Workshops are NOT required. Thank you.
- REMINDER: Our finance workshops begin tomorrow. If you have not yet signed up to attend a workshop see the Internal Informational Bulletin in EdPlan for dates and locations.

School Support & Improvement

DUE DATES:
September 30, 2026 - FY25 Carryover Encumbrance Due (PO in place)
October 15, 2026- CIP, GAP and Budget Due
December 1, 2026 - FY25 Final Claim Submission Due

Check out the School Support page (https://oklahoma.gov/education/services/school-support/budgets-and-claims.html) for a list of FY27 Funding Priorities and a Quick Coding Reference.

Expanded Learning

Fiscal Dates to Remember:
June 1 - Last day to submit a claim in payable form for reimbursement by June 30
June 1 - Annual Report Due in GMS
June 30 - Last day to make budget amendments for Fiscal Year
June 30 - Last day to encumber funds for the Fiscal Year
August 1 - Last date to submit a claim for the Fiscal Year
September 1 - Deadline to complete Fiscal Year closeout

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Due Date Communication



From OSDE Communications

Educators will now receive important updates from the Oklahoma State Department of Education through a **bi-weekly communication**. This change from our previous monthly format ensures that all information is shared efficiently and consistently, while continuing to provide clear, accessible updates in one central place.

For additional details or items not included in this memo, educators are encouraged to visit the Oklahoma Department of Education Website, where comprehensive and up-to-date resources remain available.

Oklahoma Department of Education Website

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Title I Excess Carryover

- The 9/30 Closeout Report is due **Monday, November 2, 2026**.

Initial Claim for Reimbursement

- At least one claim for reimbursement is due on or before **Monday, November 16, 2026.**
- Procedural due date established to comply with 2 C.F.R. 200.302(b)(6) and 2 C.F.R. 200.305(b).

Annual October Student Count Survey

- Survey is for students in **residential facilities** identified as neglected or delinquent.
- OTS recommends both the district and facility review and understand the eligibility requirements for both the count **and** services.
- OTS recommends the district and the facility use a blank calendar for the month of October and record the eligible student count each day.

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Annual October Student Count Survey

- The day in October with the **highest number** of **eligible students** will be the student count submitted on the survey for each facility.
- The survey is due to the Office of Title Services (OTS) on **Friday, November 13, 2026.**

Annual October Student Count Survey

- The link below is for the local educational agencies (LEAs).

Neglected and Delinquent Programs Local Educational Agencies (LEA) Annual October Count Survey

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Annual October Student Count Survey

- The link below is for state agencies.

  Title I, Part D, Subpart 1: State Agency (SA) Annual October Count Survey

Oklahoma State Department of Education Data Team

Accountability

Student Information

Reporting Requirements Calendar

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Reconcile Data

- Student Information System (SIS)
- Third party providers (EduSkills, Ellevation)
- Single Sign On (SSO) Reports

Accountability Reporting - Student Data Viewer

- Offers districts the ability to view student data available before report applications are open in Single Sign On (SSO).
- The district superintendent assigns access to the application in SSO.





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1. The District Superintendent SSO Manual will guide the superintendent on granting access to reports.

2. The Grants Management User Access Form must be completed to grant an individual access to GMS.

3. Reporting requirements calendar is a helpful tool to view a list of all reports.

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October 1 Consolidated Report

- Know the student count numbers in your **Student Information System (SIS)** for each participation group.
  - English Learners
  - Bilingual (does not impact federal funding)
  - Immigrant
  - Homeless
  - Low-Income
  - Neglected
  - Delinquent
  - Foster Care

Small Area Income and Poverty Estimates (SAIPE)

- For public school districts, SAIPE uses model-based county estimates and inputs from federal tax information and multi-year survey data to produce estimates of school age children from families residing within public school district boundaries.
- Find additional information visit the United States Census Bureau's SAIPE webpage.

Low-Income Student Count Report

Data Sources

- LEAs participating in the Child Nutrition Program will use the Low-Income Student Count Report in the Claims, Applications, and Review System (CARS).

OR

- LEAs not participating in the Child Nutrition Program will use the Certified Low-Income Student Count form submitted to the Office of Title Services.

United States Census Bureau

- Uses of Census Bureau Data in Federal Funds Distribution

One Big Beautiful Bill Act (OBBBA)

- Passed into law on July 4, 2025.
- Expands **work requirements** and **administrative rules** in a way that narrows effective poverty eligibility for both Supplemental Nutrition Assistance Program (SNAP) and Medicaid, with significant impacts expected from late 2025 through 2028.

Student Privacy Policy Office

- Dear Colleague Letter (DCL) August 26, 2026
- September 1, 2026, Department of Justice filed suit against Kansas City Public Schools
- Using Title IV funds for mental health assessment of services? Obtain parent permission per ESEA Section 4001(a).
- ESEA Grant Performance Review Indicator SP5

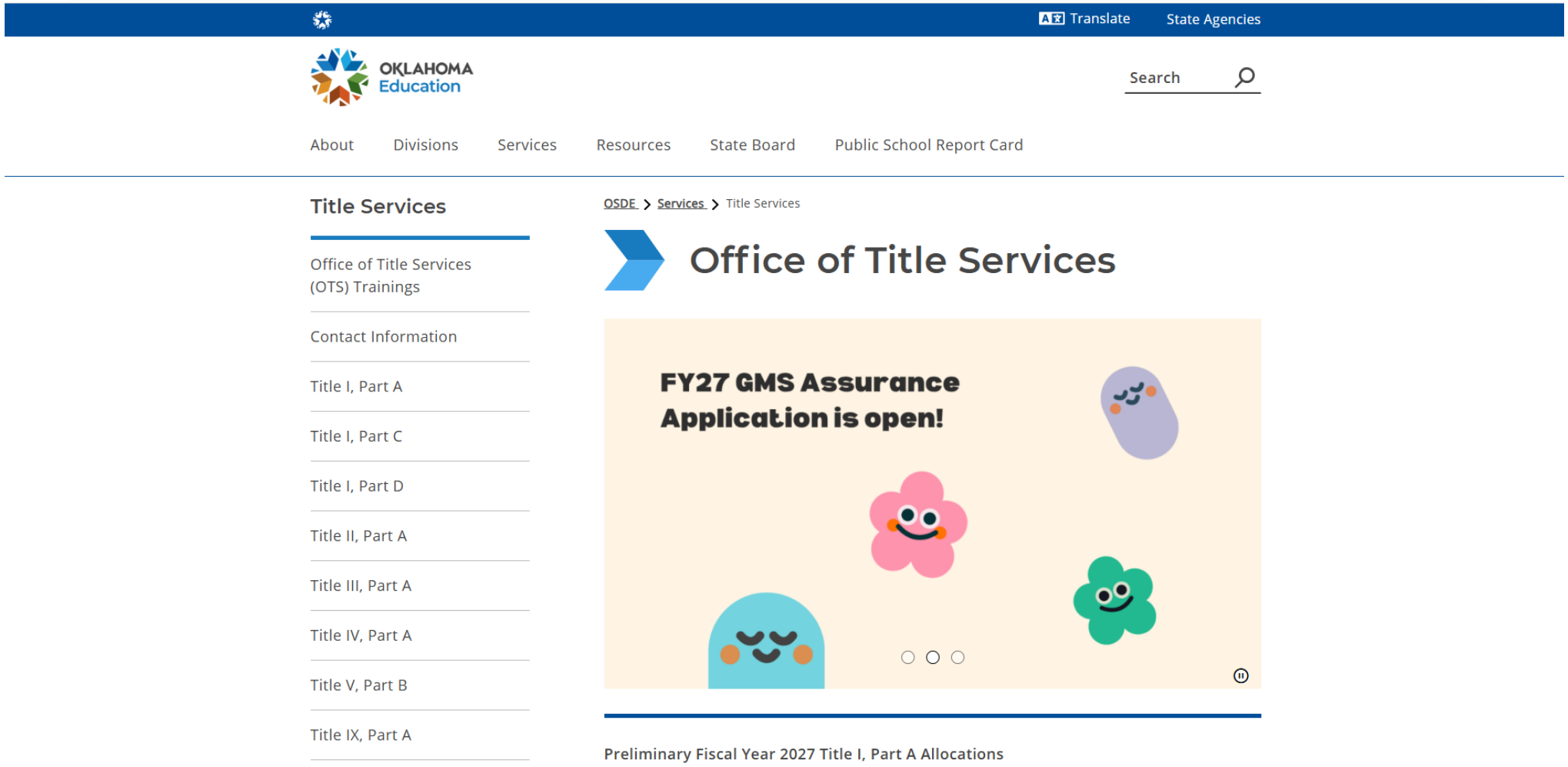
October Grant Management Tasks

- Archive all prior year fiscal and programming documentation for any audit or monitoring purposes.
- Comparability - Collect data. Meet with appropriate staff and calculate comparability. Make corrections to Title I, Part A schools shown not to be comparable. Calculate comparability based on October data and make appropriate adjustments to Title I, Part A schools shown to be non-comparable.

October Grant Management Tasks

- Consult with eligible residential facilities for students identified as neglected or delinquent to collect data for the Annual October Student Count Survey (October 1 to October 30).
- Collect any extra duty or stipend documentation to submit for a claim for reimbursement.
- Collect Monthly Personnel Activity Reports as time distribution records (TDR) for employees working on multiple cost objectives (jobs) **and** paid with multiple funding sources.

Office of Title Services (OTS) Webpage



OKLAHOMA Education

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