

Office of Title Services (OTS)

Office Hours

May 21, 2026



OKLAHOMA
Education



Topics

- Due Date Communication
- CCOSA Summer Leadership Conference
- ESEA Consortium Opportunities
- End of Fiscal Year Reporting
- Public Comment – ESEA Ed-Flex Application
- New and Expanding Charter Schools – Initial Application for Federal Funds

Topics

- GMS Closeout
- FY27 Assurance Application (GMS)
- Unique Entity Identifier (UEI)
- FY27 Central Contacts Application (GMS)

Due Date Communication

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](#)

CCOSA Summer Leadership Conference

- Staff from the Office of Title Services (OTS) will be located in the Exhibit Hall - 835.
- Exhibit Hall Hours
 - Wednesday, May 27, 2026 from 11:00 a.m. to 6:00 p.m.
 - Thursday, May 28, 2026 from 8:00 a.m. to 4:00 p.m.

ESEA Consortium Opportunities

Applications are available for districts to create consortiums using the following ESEA grant funds.

- Title II, Part A
- Title III, Part A
- Title IV, Part A

Applications will be accepted until **June 30, 2026**.

End of Fiscal Year Reporting

- Real Property Status Report SF429A
(realpropertystatusreport@sde.ok.gov)
- Homeless Census Report (SSO) – **Now Open**
- Title I, Part A and Title V Annual Report (SSO) – **Now Open**
- Language Instruction for English Language Learners and Immigrant Students Report (SSO)
- Assurances Application Due (GMS)
- Title I, Part D Subpart 1 and Subpart 2 Reports (SSO)

End of Fiscal Year Reporting

Office of Management and Budget (OMB) SF429A Real Property Status Report

- The information submitted by the district will likely be the same unless the district has completed a significant remodel, there has been significant damage, or the district has sold the building.
- Every June for 15 years (from the original submission)

Public Comment – ESEA Ed-Flex Application

- Request to increase the Title I, Part A Carryover Cap from 15% to 25%.
- Public comment will be open from May 7, 2026, through June 8, 2026.
- Email any comments to Kory.Kile@sde.ok.gov.
- Visit the [web page](#) for additional details.

New and Expanding Charter Schools – Initial Application for Federal Funds

The following application must be completed and submitted by any new or expanding charter schools to the Oklahoma State Department of Education's (OSDE) Office of Title Services (OTS). The information provided is important to begin the process of awarding federal funds.

Oklahoma State Department of Education
 Office of Title Services
 2500 North Lincoln Boulevard
 Oklahoma City, Oklahoma 73105
 Email – charterfedfunds@sde.ok.gov
 Phone – 405-521-6850

Due Date – June 1, 2026

New or Expanding Charter School Information	
Applicant (Legal Name of Charter School):	
Charter School Representative Name:	
Charter School Representative Title:	
Phone Number:	
Email Address:	
Mailing Address:	
Date the charter school notified the OSDE Office of Accreditation:	
Attach a copy of the written notification.	
Date the charter school will open or the date the expansion will be effective:	

By signing below, the charter school representatives **affirm** that all information provided is correct and transfer paperwork has been **completed** on all student counts provided to the OSDE.

Charter School Representative Name:		
Charter School Representative Signature:		Date: <input type="text"/>

Sponsor Administrator Name:		
Sponsor Administrator Signature:		Date: <input type="text"/>

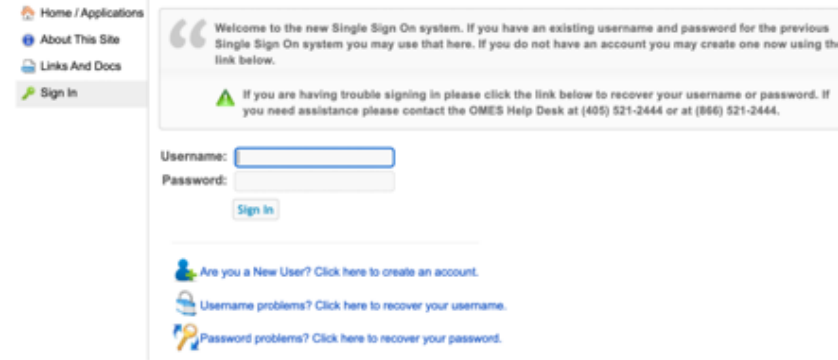
GMS Closeout Process

Office of Title Services Grants Management System (GMS) Program Closeout Process

In late June or early July, when districts have finished expending funds and received reimbursement for the 2025 – 2026 fiscal year, the LEA must perform the closeout process in the Grants Management System (GMS).

All programs must be closed out, even if all funds are transferred out of the program (e.g. if funds were transferred from Title II to Title I, Title II must still be closed out). Close the receiving program first.

Step 1 Log on to the Single Sign On System.



The screenshot shows a web interface for the Single Sign On system. On the left is a navigation menu with links for Home / Applications, About This Site, Links And Docs, and Sign In. The main content area contains a welcome message, a warning about login issues with contact information, and a login form with fields for Username and Password, and a Sign In button. Below the form are links for creating a new account and recovering usernames or passwords.

Step 2 Select the Grants Management System.



The screenshot shows a selection screen with a single option: "Grants Management and Expenditure Reporting" with a sun icon. Below this option is the text "SDE Administrator".

FY27 Assurances Application (GMS)

- Due no later than July 1.
- Superintendent employment effective date is a factor for approval.
- Review the list of assurance and reconcile with existing LEA policies and procedures.

GMS Access Select

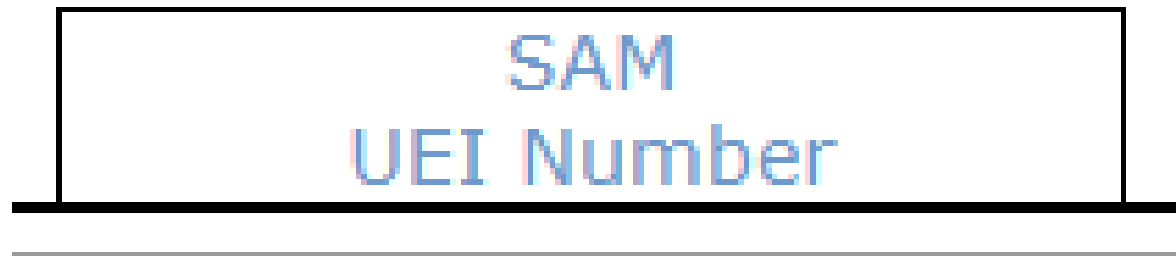
55-I012 EDMOND

Select Fiscal Year:

2027 ▼

Unique Entity Identifier (UEI)

- Review annual renewal.
- Number must match the uploaded document.
- File name must not have any special characters.



FY27 Central Contacts Application (GMS)

- Completion required, submission is not required.
- Be mindful of the individual listed in the Federal Programs Director/Coordinator position.
- Identification of an individual as a Foster Care point of contact is required by ESEA.
- Identification of an individual as a Homeless Liaison is required by ESEA.

Claims for Reimbursement

- Dates for May claim must be the 1st through the 31st.
- June is the only month where the dates may be split.
- Tip - Use the word 'final' in the file name.

Title I, Part D – USDE Monitoring

- Preliminary finding – facility eligibility issues
- Primary focus of the facility must be for children that are identified as neglected or delinquent
- The Office of Title Services (OTS) will be completing an eligibility review before FY27 final allocations are awarded
- Resource Available - NDTAC Tipsheet - Identifying Eligible Institutions and Children to be Served under Title I, Part D

Contact Information

Phone: (405) 521-6850

Email: FirstName.LastName@sde.ok.gov

Address: 2500 North Lincoln Boulevard Oklahoma City,
Oklahoma 73105-4599

Website: [Office of Title Services](#)