

## Topic

ESEA Program Contact Sheet

## Introduction

Welcome to the ESEA Program Contact Sheet page! Its purpose is to provide the program managers here at Maine DOE with a list of contacts for each Title, to the extend the district employs different personnel for each Title. This page also lists the Homeless Liaison and Foster Care Liaison. Under ESSA, each district is required to have a Homeless Liaison. Having that person listed on this page allows Maine DOE to pull a list of all Homeless Liaisons from across the state in the event there was a PD offering that pertained to that position, as well as ensuring compliance with the law. The Foster Care Liaison was new under ESSA and Maine DOE has strongly encouraged districts in being proactive in selecting their liaison rather than being reactive in selecting one if / when a foster care student enters the district.

## Content

By clicking on the button in the upper right of the page that is labeled “Select Batch Input” it will open a page where you can type in the contact information for a single individual. While all the information is important, the fields most commonly used are Contact Person, Phone, and E-mail. The bottom section allows you to choose which roles the person is fulfilling. If the district does not have individual Title personnel, the ESEA Coordinator would be listed as the contact for Titles for which the district receives funds. In the event that a district does not receive funds under a given title (example: Title III or Title V) then they could simply put “N/A” in for the Contact Person.

In this example we will be putting in the contact information for our ESEA Coordinator who is also our Title I program director. In the Contact Person box we simply put the person’s first and last name, in this case it is Betty White. In the first box next to Address we put the street portion of the address, 25 Maine Street. In the three boxes below that, is where we put City, State, and Zip code. For Betty that would be Augusta, ME 04330. On the right side we will put in Betty’s phone number, 207-999-9999, and her email address, [bettywhite@pinersu.org](mailto:bettywhite@pinersu.org). Once that has been put in we select the roles that Betty fulfills, in this case it would be the ESEA Coordinator and Title IA-Basic Disadvantaged. After selecting those roles we simply click the button at the bottom: Post/New. It then returns us to the Program Contact Sheet and we see that Betty’s information has been placed in the sections for ESEA Coordinator and Title IA – Basic Disadvantaged.

When you have gone through and completed the form for all your ESEA Program Contacts, click the Post / Update button at the bottom of the page.

## Closing

“This concludes this guidance material on the ESEA Program Contact Sheet page. For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member.”