April 22, 2014

TO:   Chief School Administrators  
      Charter School Lead Persons  

FROM:  Susan Martz, Assistant Commissioner  
        Division of Student and Field Services  

SUBJECT:  Title III Policy Guidance  

During the week of September 9, 2013, the Office of Student Achievement and Accountability from the United States Department of Education (USDE) monitored the New Jersey Department of Education’s (NJDOE) Title III program. While in New Jersey, USDE representatives visited three school districts and met with representatives of nonpublic schools. In response to issues identified during the monitoring, the NJDOE is reminding districts of their role as recipients of Title III funds.

Attached is policy guidance to provide clarification on the district’s role as a Title III subgrantee. Please review and share this guidance with your staff responsible for administering the district’s Title III program. Note that the NJDOE’s Title III monitoring process will hold districts accountable for carrying out these policies.

The NJDOE thanks you and your staff for your commitment to improving the educational opportunities for English language learners in your district. If you have any questions, please contact the Office of Title I, Bureau of Bilingual/ESL Education via email at lep@doe.state.nj.us or via phone at (609) 292-8777.

SMRS/g/Title III Policy Guidance MemoLetterhead  
Attachment  
c:   Members, State Board of Education  
      Acting Commissioner David C. Hespe  
      Senior Staff  
      Karen Campbell  
      Michael Yaple  
      Diane Shoener  
      Executive County Superintendents  
      Executive County School Business Administrators  
      Executive Directors for Regional Achievement Centers  
      Garden State Coalition of Schools  
      New Jersey Lee Group

www.nj.gov/education  
New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper