



Title IIA Coursework Funds Reminders

for ADW DC Teachers

1

All coursework documentation must be obtained by the teacher and provided to your school administrator or school POC for DC Title II submissions so that they can submit the PD request to DCPS on your behalf.

2

PD requests including coursework must be submitted into the DCPS Title IIA online portal 45 business days BEFORE the course start date, so be sure to get all coursework documentation to your school POC for DC Title II submission prior to those 45 days.

3

Documentation Needed from University/Program: Course Name and Number, Course Description, and Cost. This document needs to be on institution letterhead.

4

Two weeks before the course start date, follow up with your school POC for DC Title II submissions to see if your coursework has been approved by DCPS. If there has been no DCPS response, teacher should email federalprograms@k12.dc.gov and CC your school POC for DC Title II submissions to ask for an update on the PD request.

5

If your request is denied, you may apply for the Cardinal Baum Scholarship [here](#). This scholarship is reviewed annually. Financial reimbursement is not guaranteed.