

**Mississippi Department of Education**  
**School Improvement**  
**Revision Procedures**  
**(For School Improvement 1003 ONLY)**  
**Effective Immediately**

The Office of School Improvement is issuing the following guidance on processing and approving revisions within MCAPS for **Title I School Improvement 1003**.

**WHAT?** A revision is any change to the approved application.

Revisions in MCAPS

**WHEN?** You will need to submit a revision within MCAPS for the following:

- Any transfers among functions and/or objects which exceed or are expected to exceed the approved cost/budget;
- Any revision of the LEA Plan or School Plan (regardless of whether there is an associated budget revision requiring prior approval); and
- Any changes in personnel who are specified in approved application.

**HOW?** In order to start a revision to the LEA Plan, School Plan, and/or Funding Application, take the steps below:

1. Select “Planning Tool” or “Funding Application” from the left navigation column
2. Select appropriate year (e.g. 2018 for FY18 Application)
3. Select appropriate plan for revision (e.g. School Improvement 1003)
4. Change status to “Revision Started”
5. Make revisions as needed
6. After revisions have been completed, change status to “Revision Completed”  
Note: Revisions to the Funding Application require business manager approval
7. Upload the Revision Request Form to the “Related Documents” of the Funding Application, regardless of the reason. When you have completed the revision form, please upload the form in the designated school’s application in Related Documents which is located directly under Personnel Details.

Mississippi Department of Education  
**School Improvement 1003**  
 MCAPS Revision Form

<b>District Name:</b>	
<b>School Name: (Please submit one <u>REVISION FORM</u> per school):</b>	

**DETAILED DESCRIPTION**

(Please provide the following responses in complete sentences):

<b>Which intervention/strategy in your application is being revised?</b>	
<b>Why is the revision being requested?</b>	
<b>Revision Number (e.g. Revision 1,2,3):</b>	
<b>Fiscal Year (e.g. FY20):</b>	
<b>Program Name (e.g. Title I, Part A):</b>	

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**Required Signatures:**

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*School Principal (1003 ONLY)*

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*Date*

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*Federal Programs Director/Project Coordinator*

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*Date*

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*Business Manager*

\_\_\_\_\_

*Date*

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*Superintendent/Executive Director*

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*Date*