

FLORIDA DEPARTMENT OF EDUCATION



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Commissioner of
Education



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Technical Assistance Paper

Reporting Students in Title I, Part A Programs 2008-2009

Summary: The purpose of this Technical Assistance Paper is to provide information regarding the reporting of students in Title I, Part A programs pursuant to the No Child Left Behind (NCLB) Act via the Florida Department of Education's (FLDOE) automated student information system.

FLDOE reports evaluation information to the United States Department of Education (USED) each year as part of the Consolidated State Performance Report (CSPR) and Education Data Exchange Network (EDEN).

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Status:

- New Technical Assistance Paper
- Revises and replaces existing Technical Assistance:

Source/Reference: These data collection requirements relate to Part A, Subpart 1 of Title I of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act (Public Law (P.L.) 107-110), Sections 1124 and 1412, codified under 20 USCA Section 6333, etseq.

Issued by the
Florida Department of Education

Division of Public Schools
Bureau of Student Assistance

<http://www.fldoe.org/bsa/>

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Reporting Students in Title I, Part A Programs

General Information

A-1. How does the Florida Department of Education (FLDOE) collect Title I data from Local Education Agencies (LEAs)?

LEAs report Title I data to the FLDOE via the Florida Student Information Database - Survey 3 and Survey 5 formats during the school year.

- Survey 3 data are used to determine school eligibility based on percent of free and reduced price lunch (FRPL) students.
- Survey 5 data are used for evaluation of Title I programs and to report annual evaluation data to the U. S. Department of Education (USED) on the Federal Consolidated State Performance Report (CSPR).

A-2. When must LEAs report student data to the Florida Student Information Database system?

School districts must report data for students who qualify under the Elementary and Secondary Education Act (ESEA) reporting requirements in Survey 3 (February reporting period) on the Student Demographic Information format and Survey 5 (August reporting period) on the Federal/State Compensatory Project Evaluation format.

Reporting Student Data on Survey 3

B-1. What data are reported on Survey 3?

LEAs report Title I data to FLDOE on the Student Demographic Information format. The data element 'Lunch Status' is used to report FRPL data on Survey 3. Lunch codes specific to Title I are:

- Code 2 – Student is eligible for free lunch
- Code 3 – Student is eligible for reduced price lunch
- Code 4 – Student is enrolled in a United States Department of Agriculture (USDA)-approved provision 2 school

Lunch codes 6 and 9 should be converted to code 2 for reporting.

- Code 6 – The student is eligible for free meals based on direct certification which is the automatic approval for free meals but declines the free meals.
- Code 9 – The student is eligible for free meals based on direct certification which is the automatic approval for free meals.

Lunch code Z (Unknown) should be used only for private school students participating in Title I programs.

Other lunch codes may be found at the following link -

http://www.fldoe.org/eias/dataweb/database_0809/st194_1.pdf.

B-2. How are Survey 3 FRPL data used?

Survey 3 FRPL data are used to pre-populate the Public School Eligibility Survey (PSES), which is used by districts to determine Title I school eligibility. The data uploaded on the PSES only includes students between the ages of 5 and 17 for total membership and FRPL students.

Reporting Student Data on Survey 5

C-1. How are Title I services reported?

Using the Federal/State Compensatory Project Evaluation format, http://www.fl DOE.org/eias/dataweb/database_0809/0809fscp.asp, LEAs submit a separate record via Survey 5 for each student who participated in a Title I Targeted Assistance, Title I Local Neglected, or Title I Homeless program during the school year and, if applicable, the summer session. Also, LEAs report students in private schools who participate in Title I programs provided by the district using School Number, Current Instruction/Service 9995 for private school students.

NOTE: It is not necessary to submit Federal/State Compensatory Project Evaluation records for students in Title 1 Schoolwide programs.

C-2. Must a Federal/State Compensatory Project Evaluation record be reported for students participating in Schoolwide projects?

No. For evaluation and federal reporting purposes, the school number is used to locate information for students in Schoolwide projects. All students between the ages of 5 and 17 in a Schoolwide project are considered Title I participants and are counted as receiving services. Therefore, no separate Federal/State Compensatory Project Evaluation record is needed.

C-3. How is a school designated as a Schoolwide or Targeted Assistance school?

School Program Type, *Schoolwide* or *Targeted Assistance*, is determined by the LEA and reported to the FLDOE via the PSES. This information is entered into the FLDOE Master School Identification (MSID) file, which contains information for all public PK-12 schools. This file may be accessed at <http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm>.

C-4. How are Title I Targeted Assistance students reported?

Students participating in Title I Targeted Assistance programs are reported using the Federal/State Compensatory Project Evaluation format. On the Federal/State Project, Area and Model http://www.fl DOE.org/eias/dataweb/database_0809/st140_1.pdf data element, use project type code 1 if the program is Title I, Part A and project type code 5 if the program is Title I Basic Part A blended with Title I Migrant Part C. The Model code must be 01 for each Targeted Assistance student.

C-5. How are instructional services reported for Title I Targeted Assistance students?

Using the Federal/State Compensatory Project Evaluation format, report instructional services using the data element Federal/State Project, Area and Model http://www.fldoe.org/eias/dataweb/database_0809/st140_1.pdf. The second digit, Subject Area, should be one of the codes below:

- 0 - Other
- 1 - Language Arts
- 2 - Math
- 3 - Both Language Arts and Math
- 4 - ESOL
- 5 - Multidisciplinary Studies/Tutorial
- 6 - Readiness Skills
- 7 - Transition Skills
- 8 - Science
- 9 - Social Studies
- A - Vocational/Career Prep

C-6. How are support services reported for Title I Targeted Assistance students?

Using the Federal/State Compensatory Project Evaluation format, report support services using the data element Federal/State Project - Support Services http://www.fldoe.org/eias/dataweb/database_0809/st142_1.pdf. Report up to four (4) codes from those below:

- A - Attendance, Guidance, Psychological Services
- D - Dental Services
- H - Health Services
- N - Nutrition
- O - Outreach, Advocacy
- R - At-risk
- S – Social Work
- T – Transportation
- X – Needs Assessment

C-7. Who are Title I Local Neglected students?

Title I Local Neglected students are qualified students attending Non-Title I schools, neglected institutions, and served by Title I, Part A, Neglected set-aside funds, as per Section 1113(c)(3)(B), P.L. 107-110, codified under 20 USCA Section 6313(c)(3)(B).

C-8. How are Title I Local Neglected students reported?

These students should be reported on the Federal/State Compensatory Project Evaluation format using data element Federal/State Project, Area and Model http://www.fldoe.org/eias/dataweb/database_0809/st140_1.pdf. Use project type code 1 (Title I Basic, Part A) or 5 (Title I Basic, Part A, blended with Title I Migrant, Part C), as appropriate, and model code 10 for Local Neglected.

C-9. Who are Title I Homeless students?

Title I Homeless students are students served by Title I, Part A, Homeless set-aside funds in Non-Title I schools, as per section 1113(c)(3)(A), P.L. 107-110.

C-10. How are Title I Homeless students reported?

Title I Homeless students should be reported on the Federal/State Compensatory Project Evaluation format using the Federal/State Project, Area and Model http://www.fldoe.org/eias/dataweb/database_0809/st140_1.pdf data element. Use project type 1 (Title I Basic, Part A) or 5 (Title I Basic, Part A, blended with Title I Migrant, Part C), as appropriate, and model code 11 for Homeless.

C-11. How are private school students receiving Title I services reported?

Private schools students participating in Title I programs should be reported using school number 9995 on the Federal/State Compensatory Project Evaluation Format. Additional information may be found in two technical assistance papers:

- *Providing Services to Eligible Private Schools Children*, available at the following link <http://info.fldoe.org/docushare/dsweb/Get/Document-4455/k12-07-105memo.pdf>, and
- *Reporting Private School Students Receiving Title I Services*, available at the following link <http://www.fldoe.org/eias/dataweb/tech/title1.pdf>.

RESOURCES

2008-2009 Federal/State Compensatory Project Evaluation Format

1. Submit a separate record during reporting period 5 for each student who participated in a Title 1 Targeted Assistance, Title 1 Local Neglected, Title 1 Homeless, Title 1 Migrant, Title 1/Title 1 Migrant, or Title III Immigrant Children and Youth education program during the school year and, if applicable, the summer session. Also report students in private schools who participate in Title I programs provided by the district. Use School Number, Current Instruction/Service 9995 for these private school students.

NOTE: It is not necessary to submit records for students in Title 1 School-wide programs.

2. TERM: To show the student participated in a program during the regular school year, use code 3 (annual). To indicate summer participation, use S (Combined Summer Session). If the student participated in both regular school year and summer school sessions, send separate records indicating the correct term.

3. FEDERAL/STATE PROJECT, AREA AND MODEL: Students who are served in Migrant Continuation of Services should be coded as Title 1 Migrant Part C or Title I Basic (Part A) blended with Title I Migrant (Part C) in the Project Type.

4. Reporting Instructional and Support Services is required for students in Title I Targeted Assistance and Title 1 Migrant only.

5. FEDERAL/STATE PROJECT - SUPPORT SERVICES: Up to four support service codes may be reported for students receiving Title 1 (required for Targeted Assistance schools only) , or Title 1 Migrant services. With the exception of "Z", a support service code may be used only once. If the Title I Migrant participant received any counseling services, report that service first. That is, Attendance, Guidance, Psychological Services (A), Outreach, Advocacy (O) or Social Work (S) services take priority in reporting Migrant-provided Federal/State Project – Support Services.

6. IMMIGRANT STUDENT SERVICES: Report each type of service the immigrant student received using the positional fields specified for each code. If a student did not receive the specified service use code "Z." Also use code "Z" for students not participating in a Title III, Immigrant Children and Youth program.

7. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6 and 8. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

8. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service *
3	7-16	10	A/N	Student Number Identifier, Florida *
4	17-17	1	A/N	Survey Period Code - Always '5' *
5	18-21	4	N	School Year *
6	22-26	5	A/N	Federal/State Project, Area and Model *
7	27-27	1	A	Transaction Code
8	28-28	1	A/N	Term *
9	29-32	4	A/N	Federal/State Project - Support Services
10	33-33	1	A	Migrant Referred Services
11	34-34	1	A	Migrant Priority for Services
12	35-35	1	A/N	Immigrant Student Services - Code L
13	36-36	1	A/N	Immigrant Student Services - Code S
14	37-37	1	A/N	Immigrant Student Services - Code A
15	38-38	1	A/N	Immigrant Student Services - Code C
16	39-39	1	A/N	Immigrant Student Services - Code M
17	40-40	1	A/N	Immigrant Student Services - Code D
18	41-41	1	A/N	Immigrant Student Services - Code F
19	42-42	1	A/N	Immigrant Student Services - Code B
20	43-43	1	A/N	Immigrant Student Services - Code R
21	44-44	1	A/N	Immigrant Student Services - Code T
22	45-45	1	A/N	Immigrant Student Services - Code O
23	46-46	1	A	Migrant Continuation of Services
24	47-62	16	A/N	Filler
25	63-72	10	A/N	Student Number Identifier, Local
26	73-80	8	A/N	Filler/Error Codes