

# Instructions for submitting FY16 (2015-16) Title I data

May 2016

MASSACHUSETTS DEPARTMENT OF  
ELEMENTARY AND SECONDARY  
**EDUCATION**



# Overview

- ★ Data collection timeline
- ★ Title I data entry steps
- ★ Reminders

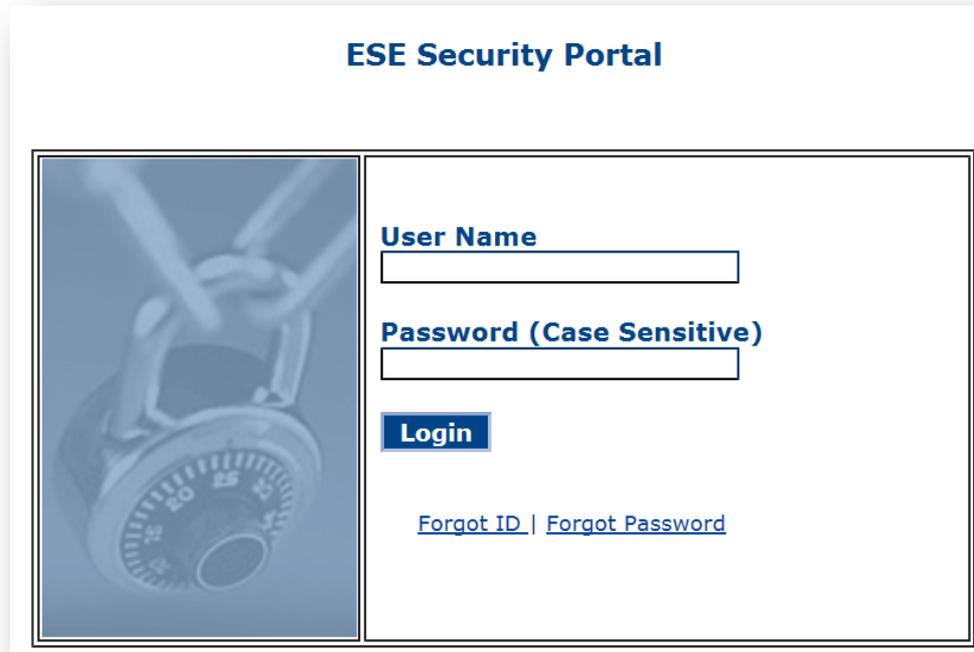


# Timeline

- ★ The Title I Data collection application is currently available for entering data at the district & school levels
- ★ You can save your progress & return to it at any time, but you must complete both district- & school-level reporting sections in order to submit the data to ESE
- ★ Data must be submitted via the Security Portal no later than **July 14, 2016**
- ★ Districts that fail to meet this deadline may be subject to withholding of Title I, Part A grant payments



# Step 1 – Security Portal login



**ESE Security Portal**

**User Name**

**Password (Case Sensitive)**

**Login**

[Forgot ID](#) | [Forgot Password](#)

District personnel with the *Title I Grant Application & Amendments Drop Box* security role have access to the application. Your district directory administrator assigns this role. For a list of directory administrators in your district, please visit:

<http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx>.



# Step 2 – Access Title I Data

## ESE Security Portal

**Assessment/Accountability**



> [Title I Data](#)

The Title I Data collection application is located under the heading **Assessment/Accountability** on the Security Portal's application list page.



# Step 3 – Select your district

## Welcome to the FY16 Title I Data Collection Application

This tool assists ESE in the collection of information and data related to the provision of Title I, Part A services at the district and school levels from the 2015-16 program year. Instructions for using the tool are available in [Powerpoint](#) and [PDF](#).

All districts receiving federal Title I funds in FY16 are required to report the following information using this application:

- **Data at the district level** related to federal reporting requirements around Title I services in private schools and local neglected programs; and
- **Data at the school level** related to the provision of certain Title I requirements that apply to individual schools, such as parent/guardian notifications and actions taken as a result of each school's Accountability & Assistance Level (if applicable).

The deadline for submission of these data is **July 14, 2016**.

*Districts that fail to meet this deadline are subject to withholding of Title I, Part A grant payments.*

As you complete your information you may save your work and return to it later.

For questions please contact [titlei@doe.mass.edu](mailto:titlei@doe.mass.edu).

To begin, please select an organization from the list below and then click **Next**.

**Your Organizations**

Abby Kelley Foster Charter Public (District)	
Abington	▲
Academy Of the Pacific Rim Charter Public (District)	
Acton (non-op)	
Acton-Boxborough	
Acushnet	
Adams (non-op)	
Adams-Cheshire	
Advanced Math and Science Academy Charter (District)	
Agawam	
Alford (non-op)	
Alma del Mar Charter School (District)	
Amesbury	
Amesbury Academy Charter Public (District)	

**Next**



Only your district's name will appear

The welcome page gives an overview of the data you are required to report, has links to the instructions, & allows you to select your organization to get started.



# Step 4 – Enter data

## **PART I: DISTRICT-LEVEL REPORTING (PARTICIPATION)**

In this section you will answer questions related to Title I participation.  
**You must complete this section even if you do not have Title I services.**  
Click your district's name to begin.

District	Title I Status
<a href="#">Cambridge</a>	Title I District

## **PART II: SCHOOL-LEVEL REPORTING**

In this section you will answer questions related to Title I services - that apply to individual schools.

School	Title I Status
<a href="#">Fletcher/Maynard Academy</a>	Title I School
<a href="#">Peabody</a>	Title I School
<a href="#">Morse</a>	Title I School
<a href="#">Kennedy-Longfellow</a>	Title I School
<a href="#">Martin Luther King Jr.</a>	Title I School

## **PART III: REVIEW AND SUBMIT**

Districts must report data at the district & school level:

- ★ Part I: For the district as a whole
- ★ Part II: For each Title I school



# Part I: District-level reporting

Enter data:

Private school students

Students in local neglected programs

**PART I: DISTRICT-LEVEL REPORTING (PRIVATE SCHOOL AND LOCAL NEGLECTED PROGRAM PARTICIPATION)**

Districts that provide Title I services in non-public schools will respond to these questions. Charter schools, regional vocational/technical schools, and districts programming in local neglected facilities will only appear for districts in which Title I-funded local neglected facilities are located. **Please enter a whole number complete.**

**Private School Participation in Title I**

In FY16 how many **private school students** did the district provide Title I, Part A services to? (if applicable)

Grade	Under age 3	PreK (ages 3-5)	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
# Students	<input type="text"/>															

**Local Neglected Program Participation in Title I**

In FY16 how many students in **local neglected programs\*** in the district participated in Title I, Part A programs?

Grade	Under age 3	PreK (ages 3-5)	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
# Students	<input type="text"/>															

In FY16 how many students in **local neglected programs\*** received each of the following Title I, Part A services? (Count may be duplicative.)

Title I Service	# Students	Title I Service	# Students
<b>Instructional</b>		<b>Non-Instructional</b>	
English Language arts	<input type="text"/>	Guidance/ advocacy**	<input type="text"/>
Mathematics	<input type="text"/>	Health, dental, eye care	<input type="text"/>
Science	<input type="text"/>	Other non-instructional services	<input type="text"/>
Social studies	<input type="text"/>		
Vocational/ career	<input type="text"/>		
Other instructional services	<input type="text"/>		

- ★ Districts that provide Title I services in non-public schools will respond to these questions. Charter schools, regional vocational/technical schools, & districts that do not have private school participation should enter zeros
- ★ Questions pertaining to Title I programming in local neglected facilities will only appear for districts in which Title I-funded local neglected facilities are located



# Part II: School-level reporting

Parent/Guardian notifications:

- ★ For each Title I school, select the date & method of distribution for each of the required parent/guardian notifications
- ★ If one or more notifications were not distributed, select “Not sent”

## Part II: School-Level Reporting

All fields are required.

### Required Parent/Guardian Notifications

Please provide the month of distribution for the following required NCLB parent/guardian notifications.

Notification	Date	Method
"Right to Know" (requesting certain information about the qualifications of their child's teacher)	---	---
2015 accountability and assistance level	---	---
2015 school report card overview and/or complete report card	---	---



# Part II: School-level reporting

## Accountability-related activities:

- ★ Schools in Levels 2-5 of Massachusetts' Framework for District Accountability & Assistance must report on activities & interventions that occurred as a result of the school's Level designation
- ★ These questions will not appear in the data collection application for Level 1 schools or schools with insufficient data

### Accountability-Related Activities

If the school's Accountability and Assistance Level changed from SY 2014-15 to 2015-16, when did the school  
---

Identify any activities or interventions that occurred during the 2015-16 school year that were implemented a  
Assistance Level designation.

- Data collection/ management
- Establishment of a strong school leadership team
- Extended day/week/year instruction
- Family and community engagement opportunities
- High quality professional development
- Hiring of staff for additional school day supports
- Needs analysis or other planning and evaluation activities
- Purchase of supplemental assessment/ intervention materials
- Social/emotional/behavioral supports to establish a safe school environment
- Tiered intervention system(s)

Identify any organizations that the school used Title I funds to partner with during the 2015-16 school year to  
Select a Partner **Add Partner**

If you selected "Other" in the question above, please provide the name of the organization(s).

# Part II: School-level reporting

Supports & interventions in Level 3 focus schools:

- ★ For each Level 3 focus school, briefly describe up to three (3) supports & interventions implemented to address the low performance &/or graduation rates of the school's focus group(s)
- ★ These questions pertain only to Level 3 focus schools & will not appear for other schools in Levels 1-5 or schools with insufficient data

## Supports and Interventions in Level 3 Focus Schools

Schools with one or more subgroups that are among the lowest performing subgroups or have the lowest graduation rates statewide are classified into Level 3 and designated as Level 3 *focus* schools. The majority of Level 3 focus schools are also amongst the lowest performing 20 percent of schools for students in the aggregate.

In 2015, this school was designated a Level 3 focus school due to low performance or low graduation rates for the following student group(s):

**Students w/disabilities -High needs**

Use the table below to briefly describe the supports and interventions implemented to address the low performance or low graduation rates of the school's focus group(s). Describe one intervention/strategy per row. You can report a maximum of three (3) supports/interventions in this tool. To add additional rows, click the 'Add Support/Intervention' button.

Supports/interventions	Staff, student & partner involvement	Impact/outcomes	
What support or intervention was implemented? (e.g., tiered system of support, extended time, strategic staffing, data analysis, professional development, etc.)	What staff, students, and/or partners were involved? (e.g., professional development or other service providers, DSAC staff, ESE liaisons, etc.)	Provide quantitative and/or qualitative data to describe the impact or outcomes. (e.g., site visit findings, student achievement or growth data, etc.)	
↑ ↓	↑ ↓	↑ ↓	<b>Add Support/Intervention</b>



# Part III – Review & submit

As you enter data for the district & each school you will see a completion status:

- ★ **In progress:** You have started entering data for this section
- ★ **Completed:** You have finished entering data for this section, but your data has not yet been submitted
- ★ **Submitted:** You have submitted your data to ESE by clicking the submit button

**Note:**

- ★ You can save what you have entered & return to it at any time
- ★ We recommend you print your data so you may refer to it later (e.g., for auditors)

Completion Status	
	IN PROGRESS

nd targeted  
ool's name to

Completion Status	
	IN PROGRESS

r data to ESE. Please



# Step 5 – Submit data

## **PART III: REVIEW AND SUBMIT**

Once you have completed and saved the district and school data in parts I and II above, you will see a button below to submit your data to ESE. Please review your responses carefully and print a copy of district and school data for your records before pressing 'Submit.'

**Once you have submitted your data you will not be able to make additional changes.**

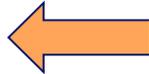
### **Certification of Title I Data**

The Massachusetts school district identified above has completed entering information and data related to the provision of Title I programming and services at the district and school level.

In submitting these data to the Massachusetts Department of Elementary and Secondary Education I certify that:

1. I am acting on behalf of, and with the knowledge of, my superintendent or charter school leader.
2. My district has collected and maintains for further review supporting evidence for all information and data reported in this application.
3. I understand that the data reported in this application will be used for official federal and state reporting purposes.

I have read and agreed to the above statement.



**Submit Data**

You **must** check this box in order to submit the data to ESE & complete the data collection process!



# Troubleshooting

On the district & school sections:

- ★ When asked to provide a number, enter a whole number value.  
You must enter at least a zero (0) for the questions to be completely answered.
- ★ Once the status of each section displays as 'Completed', you may then submit your data to ESE by reviewing the statement of assurance, checking the checkbox, & clicking the 'Submit' button.



# Reminders

- ★ Ensure the person responsible for entering the data has the *Title I Grant Application & Amendments Drop Box* security role; if not, check with your directory administrator
- ★ Print copies of all data (both for the district & for each Title I school) for your records
- ★ Both sections (district & school) must be complete before you will be able to submit data to ESE
- ★ You must submit your data via the Security Portal no later than **July 14, 2016**



# Questions?

[titlei@doe.mass.edu](mailto:titlei@doe.mass.edu)

781-338-6230

