

A green, curved line representing a hill spans the width of the header. Silhouettes of five people are walking along the top of the hill from left to right. The first person is sitting on the ground, the second is walking, the third is walking, the fourth is walking, and the fifth is wearing a graduation cap.

**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

M E M O R A N D U M

TO: Title I Program Administrators

FROM: Federal Title Grant Programs and Support
(formerly Grants Management, Monitoring, and Reporting Office)

DATE: October 15, 2015

SUBJECT: Data Collection –Title I, Part D Final Report for 2014-2015

The 2014-2015 program data collection for students residing in delinquent institutions opens today, October 15, 2015. Our records indicate that your school corporation received a Title I, Part D Subpart 2 grant award for Title I services in one or more delinquent institutions in 2014-2015. This report is to document the program activities and outcomes for the 2014-2015 school year. **Please submit the required data no later than December 4, 2015.**

Accessing the report:

You may access the report via the following link.

<http://form.jotformpro.com/form/52745755552968>

- Please work with the delinquent institution official(s) to collect and report this data.
- For multiple institutions, reports must be completed separately.
- Specific directions for each table are embedded in the report.
- The 'Next' button will save your data and move you to the next section.
- (Note: Please do not use the 'Back' and 'Forward' buttons in your internet browser.)

Attached with this memo is:

- A .pdf Sample Template of the Final Report Layout (for reference only)
- A Data Collection Instructional Guide

Paper and email submissions will not be accepted. Please use the above-referenced link to electronically submit data for each applicable delinquent institution.

For additional questions or problems with submitting this report, please contact Lenee M Reedus-Carson at lreedus@doe.in.gov.

Thank you.