Purpose

The purpose of this data collection is to gather information on Title I services a student received or was eligible to receive throughout the 2015-2016 school year. Count those students served or eligible to receive Title I services during the fall of 2015, spring of 2016 and summer of 2016 in the Title I funded schools. This information is used for federal and state reporting.

Audience

This is a required collection for:

- ✓ Public school corporations. (Nonpublic schools and neglected institutions that receive Title I services should cooperate with their local public school corporation to provide these data. It is the responsibility of the Public School Corporation (LEA) to report the data for public, nonpublic schools, and neglected institutions that receive or provide services.)
- ✓ Charter schools

Collection Year: 2015-2016

READ THIS – IT IS IMPORTANT – Most Common Issue for Public Corporations

Each Public Corporation is responsible for reporting TI data for ALL SCHOOLS listed in Collection Management. These schools were identified by your school corporation's Title I Program Administrator as schools to be served with Title I funds. If, after reviewing the matter with your local Title I Program Administrator, you still believe that a school is listed in error, please contact Lenee Reedus-Carson of IDOE's Title I division at 317/232-0540 or lreedus@doe.in.gov. (The "No Records" checkbox is not available for this collection.)

Instructions

Please note: This data collection no longer includes data fields for School Choice and Supplemental Educational Services (SES).

This is a required collection for public schools, charter schools, nonpublic schools and neglected institutions that receive Title I services. However, it is the responsibility of the Public School Corporation (LEA) to report the data for public, nonpublic schools, and neglected institutions that receive or provide services through the corporation.

The required data should be collected, combined into a file and submitted to the Department of Education via the STN Application Center. Please note: This is different from the Online Title I Application Center and requires a different login. The file must contain all the fields in the order described and must contain the data required for each field. The file may be in any of the formats contained in this document.

This collection should include all Title I-eligible students. (Eligible students are defined as (a) those who are failing or most at risk of not meeting state student-performance standards in a Title I targeted assistance program or (b) any student in a Title I school wide program.) Report those students served by Title I funding at any time during the 2015-2016 school year. (No additional ARRA funding was provided during 2015-2016, so these services will no longer be reported in this collection.)

In targeted assistance schools, only students who receive any Title I services for a period of at least 15 consecutive school days or complete a program during the year should be reported as receiving services on this data collection. (See Scenarios 3-5 below.)

The "No Records" checkbox is not available for this collection. Each corporation is responsible for reporting students for ALL schools listed in Collection Management. These schools were identified by your school corporation's Title I Program Administrator as schools to be served with Title I funds. If, after reviewing the matter with your local Title I Program Administrator, you still believe that a school is listed in error, please contact Lenee Reedus-Carson of IDOE's Title I division at 317/232-0540 or lreedus@doe.in.gov.

Collection Window

PHASE	BEGINS	ENDS
Submission with Signoff	July 8, 2016 at 8:00 a.m. EDT	September 19, 2016 at 11:59 p.m. EDT

COLLECTION YEAR 2015-16

The required collection and signoff periods will run concurrently. The **required collection/signoff period** begins **July 8, 2016,** and ends **September 19, 2016, which is the due date for this collection. Note: You will also notice that field#23 has been updated to a Y/N?**

(***Late submissions*** will be accepted from September 20 through September 30, which is the **final** date for late submission. The submission of late data after the September 19 due date will require a written explanation and plan of correction **from your Superintendent** as a noncompliant corporation and your corporation will also be reported to the Office of Accreditation as *out of compliance with* Legal Standard 5, Timely Submission of Reports.)

During the collection window, you are required to submit a file, review the processing results of the file for errors, and review the reports found under Data Verification for accuracy. These reports are provided for you under Data Verification > Reports > Title I and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of on September 19th.

Only online signoff will be required. (Paper signoff is not required.)

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

Title I Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 **A**	**School Number**	4	**State-Assigned School ID** Required Field: **Yes**	School building number School IDs and Neglected Facility IDs for which your Corp is required to submit will be available in Collection Management in the Application Center when the collection opens.
2 **B**	**Student Test Number (STN)**	9	**Official Student Test Number (STN) assigned to the student** Required Field**: Yes**	STN number must already exist in the STN Lookup
3 **C**	**ESEA Title I Program**	1	What Title Program is providing service to the student? **Allowable Codes Are:** 1 = Regular Title I, Part A program 2 = Migrant Title I, Part C program 3 = Both Regular Title I, Part A program and Migrant Title I, Part C program 5 = Eligible for Regular Title I, Part A program but not served 6 = Title I Neglected **Required Field**: Yes	1. Student receiving services through a regular Title I school wide or targeted assistance program (mostly at elementary) 2. Migrant Title I, Part C; a student certified as migrant and receiving services through a Migrant Education project (only about 15 districts statewide) 3. Both Title I, Part A and Migrant Title I, Part C; a student receiving services through both 1 and 2 4. Intentionally omitted 5. Student is eligible for the Title I program but student is not served. Eligible children are defined as those who are failing or most at risk to meet state student performance standards in a Title I targeted assistance program or any student in a Title I school wide program. Field 21, grade level, must be completed, other fields can be set to the default (N, blank, whatever is applicable to each field) for students that are eligible and not served. 6. Student receiving services through a Title I neglected institution.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4 **D**	**Reading Instruction**	1	Does the student receive Title I instruction in Reading/Language Arts from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
5 **E**	**Math Instruction**	1	Does the student receive Title I instruction in Mathematics from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
6 **F**	**Science Instruction**	1	Does the student receive Title I instruction in Science from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
7 **G**	**Vocational Instruction**	1	Does the student receive Title I instruction in Vocational/Career from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
8 **H**	**Social Studies Instruction**	1	Does the student receive Title I instruction in Social Studies from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
9 **I**	**Guidance Support**	1	Does the student receive Title I Support Services in Guidance/Social Work from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
10 **J**	**Health Support**	1	Does the student receive Title I Support Services in Health/Dental from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	Includes eye care

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
11 **K**	**Home Visitation Support**	1	Does the student receive Title I Support Services in Home Visitation from the reporting school? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
12 **L**	**Prekindergarten Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Prekindergarten**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
13 **M**	**Extended-Day Kindergarten Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Extended-Day Kindergarten**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
14 **N**	**Before School Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day **Before School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
15 **O**	**After School Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day **After School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
16 **P**	**Saturday School Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Saturday School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
17 **Q**	**Summer School Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Summer School**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	This would also include break weeks for schools on a balanced calendar. Summer School Extended Time is beyond the regular school day even if the hours are the same as a regular school day.
18 **R**	**Jump Start Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Jump Start**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
19 **S**	**Year-Round Sessions Extended Time Opportunities**	1	Does the student receive Title I services from the reporting school beyond the regular school day in **Year-Round Sessions**? **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
20 **T**	**Extended Time Opportunities**	1	Does the student receive Title I extended time opportunities from the reporting school in any other category than those in fields 12,13,14,15, 16,17, 18, and 19 **Allowable Codes are:** Y = Yes N = No **Required Field**: Yes	
21 **U**	**Grade Level**	2	**Allowable Codes Are:** PW = Preschool Ages 0-2 PK = Prekindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field:** Yes	Prekindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. Grade 13: These may be students who received *Certificates of Completion* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma. These may be special education students who return for further education after their intended graduation year.
22 **V**	**Migrant Student**	1	Is the student a migrant student? **Allowable Codes Are:** Y = Yes N = No **Required Field:** Yes	Migrant students are migratory workers, or the children of migratory workers, who relocate in order to obtain seasonal or temporary employment in agriculture or fishing.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
23 **W**	**English Language Proficiency Level**	1	NEW Is this student Limited English Proficient (LEP)? **Allowable Codes Are:** Y = Yes, is LEP N = No, is NOT LEP **Required Field: Yes**	
24 **X**	**Special Education Participant**	1	Did this student have an individualized education plan (IEP) at any time during the school year? **Allowable Codes Are**: Y = Yes N = No or not applicable **Required Field:** Yes	Is this student officially considered to be participating in a Special Education Program?

Example Data File Formats

The following section contains example data files in the allowed comma-delimited and XML formats.

Comma Delimited Format

0001,000105001,1,Y,Y,N,N,N,N,N,N,N,N,N,N,N,N,N,N,N,03,Y,Y,N

XML Format

```
<XIF_TIData>
    <Corporation Id="">
        <School Id="">
            <Student STN="">
                <ProgramInfo ESEAProgram="" />
                <Instruction Reading="" Math="" Science="" Vocational="" SocialStudies="" />
                <Support Guidance="" Health="" HomeVisit="" />
                <ExtendedTime PKExtended="" KGExtended="" Before="" After="" Saturday=""
                 Summer="" JumpStart="" YearRound="" OtherExtended="" />
                <SchoolUse Grade=""/>
                <Demographics Migrant="" EnglishProficiencyLevel ="N" SpecialEducation=""/>
            </Student>
        </School>
    </Corporation>
</XIF_TIData>
```

Common Scenarios

The following section contains some likely scenarios of services received and a description of how they would be reported.

Scenario #1: Mobile Students

Scenario: A student received Title I Math services in the first grading period from school B. The student moves to school D and receives Title I Math services during the 2nd grading period for four days. The student moves to school C and receives Title I Math services for the 3rd grading period only. The student moves back to school B and receives Title I Math services again for the 4th grading period.

Reporting Results: School B reports this student once for Title I services. School C reports this student once for Title I services. School D does NOT count this student. If a student received Title I services for a reasonable period of time (at least one grade period or completion of program during the year, such as a summer program, or another extended-time opportunity), the student is reported as having received Title I services.

Scenario #2: Support Services
Scenario: A student receives support services but the support services are not paid by Title I funds.

Reporting Results: In a school wide program the Title I students are reported as Y (Yes) for the support service they receive. In a targeted assistance Title I school, only report Title I funded services for targeted Title I students.

Scenario for Determining Whether to Report Students
Scenario #3: Completion of a program, less than 15 days
Scenario: A student is enrolled in a school or facility for 12 days. During this time, the student completed a 10-day after school program funded by Title I.

Reporting Results: While the student was not enrolled in the program for at least 15 consecutive days, the student did complete an extended time program and should be counted as receiving Title I services.

Scenario #4: Participation in a program for at least 15 non-consecutive days at a targeted assistance school
Scenario: A student is enrolled in a school or facility for 5 days, then leaves. Two months later, the student returns to the same institution for 11 days.

Reporting Results: Because the student did not complete an extended time program and was not enrolled in the school or facility for at least 15 consecutive school days, the Title I services should not be reported by this institution. However, the student should be submitted as ESEA Title I Program Code 5 (eligible for TI Part A but not served).

Scenario #5: Participation in a program, did not complete
Scenario: A student is enrolled in an institution in the middle of a two-week summer program funded by Title I. The student completed four days of the summer program, but then left the program.

Reporting Results: Because the student did not complete the entire duration of the summer program and was not enrolled in the program for at least 15 consecutive school days, the Title I services should not be reported by this institution. However, the student should be submitted as ESEA Title I Program Code 5 (eligible for TI Part A but not served).

Frequently Asked Questions

REPORTING REQUIREMENTS

1. ***Q. Which corporations should submit the Title I data collection (DOE-TI)?***
   A. The DOE-TI is a required collection for any public school corporation and charter school that has public schools, nonpublic schools, and neglected institutions to which it channels Title I funding or provides Title I services. Public school corporations are responsible for reporting for the schools and neglected institutions listed in Collection Management in the Application Center.

2. ***Q. My school corporation is a public school corporation but the name of a neglected institution appears on my DOE-TI report. Why does this residential facility for neglected students appear in Collection Management?***
   A. The neglected institution was included in your corporation's Title I application as a facility to be served with the Title I funding your corporation received. As such, if the neglected institution served students using Title I funds, then data for the neglected institution must also be reported by your school corporation.

3. ***Q. My school corporation is a public school corporation but the name of a nonpublic school appears on my DOE-TI report. Why does this nonpublic school appear in Collection Management?***
   A. The nonpublic school is/was included in your corporation's Title I application as a facility to be served with the Title I funding your corporation received. As such, if the nonpublic school served students using Title I funds, then data for the nonpublic school must also be reported by your school corporation.

OTHER SPECIFIC REPORTING QUESTIONS

1. ***Q. What happened to the fields for School Choice and Supplemental Services?***
   A. The DOE-TI collection no longer includes data fields for School Choice and Supplemental Educational Services. These fields applied only to schools in Improvement status and the feedback we received suggested that these fields made the collection overly complicated. Our Title I Office will contact Public School Corporations (LEA) of schools in Improvement status with information on reporting these numbers apart from the DOE-TI.

2. ***Q. Fields 9 and 10 ask for student information regarding guidance and health services. Is reporting this information against the rules of HIPAA?***
   A. School-based health records are covered by FERPA and supersede the rules of HIPAA. Schools and IDOE are legally allowed to collect these data and may do so even without prior parental consent, pursuant to 34 CFR Sec. 99.31(a).

3. ***Q. My school operates a school wide Title I program and all students are reported for Title I. Must a student have completed the instruction at this school during the grading period? How long must a student receive Title I services to be reported on the DOE-TI?***
   A. Schools operating a school wide Title I program should report *all* students as having received Title I services regardless of the period of time that a student has received the services.
   This means that a school would have to code all of the students in a school wide building as having received the services. In completing the fields about instruction, a school would have to identify the services provided using Title I dollars and code each of the students in a school-wide building as having received those services. For instance, if in a school wide building of 150 students, Reading instruction was provided by Title I, all 150 students would be coded as having received Reading instruction.

4. ***Q. In a situation where a Title I eligible student is provided services but the services are not paid by Title I funds, should these services be reported as "Yes" for the student?***
   A. For a school wide Title I program, any Title I services provided for students should be reported as "Yes," even if Title I funds did not pay for the services. Examples of services not funded by Title I are support services such as home visitation, guidance, health, etc. For a targeted assistance Title I school, only report the Title I-funded services for Title I targeted students.

TECH TIPS & TROUBLESHOOTING

1. ***Q. One of the schools that appears on my school corporation's Title I report has no Title I students to report, but there is no checkbox in Collection Management to report "no records" for that school. How should this situation be handled?***
   A. The "No Records" checkbox is not available for this collection. Each corporation is responsible for reporting students for ALL schools listed in Collection Management. These schools were identified by your school corporation's Title I Program Administrator as schools to be served with Title I funds. If, after reviewing the matter with your local Title I Program Administrator, you still believe that a school is listed in error, please contact Lenee Reedus-Carson of IDOE's Title I division at 317/232-0540 or lreedus@doe.in.gov.

2. ***Q. Can you tell me where to locate the sign off page for the DOE-TI report?***
   A. Districts are no longer required to sign and fax any pages in this data collection, however, you are required to check the sign off box under Data Verification > Collection Management > 2015-2016 Title I.

How and Where are the Data Used

DOE-TI gathers information regarding Title I services a student receives, or is eligible to receive, throughout the school year. The collection provides a detailed account of supplemental instruction, support services and extended time opportunities the student receives.

Document Change History

Version	Change History
04.12.16	Field#23 Is this student Limited English Proficient (LEP)? Allowable Codes Are: Y = Yes, is LEP N = No, is NOT LEP Required Field: Yes

Version	Change History
	Example: .csv and xml sample updated. Collection dates updated for 2015-2016
	Start of 15-16 School Year
04.29.15	Collection dates updated for 2014-2015 Under Instructions, added an additional sentence about the difference between the STN Application Center and the Online Title I Application Center.
	Start of 14-15 School Year
07.08.14	Collection dates updated for 2013-2014 Under Collection Year, added "Read This – It is Important" section Field 23 (English Language Proficiency) clarified that most recent assessment results should be reported.
	Start of 13-14 School Year
06.17.13	Collection dates updated for 2012-2013 In Instructions, clarified that 15 day minimum participation applies only to targeted assistance schools In Scenario 4, clarified that 15 day minimum participation applies only to targeted assistance schools
	Start of 12-13 School Year
06.28.12	Collection dates updated for 2011-2012 References to reporting ARRA-funded services have been removed. Note added that delinquency will be reported to Office of Accreditation. Web Link updated
	Start of 11-12 School Year
12.12.11	Changes for posting to Learning connection
04.12.11	Collection dates updated for 2010-2011 Field 3, TI Program, Code 7(not Eligible) removed. All references to collecting School Choice (former Field 22) and Supplemental Services (Field 26) have been removed. Field 23, ELL Status, changed to EL(English Learner) Proficiency Level Links updated as needed
	Start of 10-11 School Year
06.10.10	Instructions changed Additional info provided regarding reporting students served in scenarios 3-5 Grade Level Notes changed for Grade 13 for consistency with other collections Notes changed on Fields 4-8
06.04.10	Collection dates updated for 2009-2010 Collection Updated Instructions for reporting services provided through the use of ARRA dollars Removed paper signoff requirements Field 3, ESEA Title I Programs – Clarification added to (5) Field 26, Supplemental Services – Clarification added Added scenarios 3-5 for Determining Whether to Report Students as receiving services Updated link in Reference section for list of Neglected Institutions Added link in References to DOE-TI Collection Information page
	Start of 09-10 School Year
08.26.09	Field 10 Health Support - Added note clarifying this field includes eye care Scenarios - Added scenario regarding students who received Choice for part year only (Scenario 10 [now 13]) Deleted reference to not reporting Field 26 in Scenarios 8, 9 and 11 (formerly 10)
05.22.09	XML Format Example corrected: End Tag added for Supplemental Services References such as "transferred due to Choice" replaced with "educated elsewhere due to Choice" (to clarify that this includes students continuing to exercise Choice from previous years). Scenarios 5 and 8 edited to address situation where parent rescinds request for Choice
04.06.09	Collection dates updated for 2008-2009 Collection Purpose revised Field 3, ESEA Title I Programs - New code (7) added Fields 4-20 - Clarification added Field 22, School Choice, fields totally revised Field 23, Migrant Student - Code N School Choice Field 24, English Language Learning Status - Field name changed; codes clarified Field 24, ELL Status allows 0 for School Choice Field 25, Special Ed Participant - Code N changed Field 26, Supplemental Services - New field added Scenarios 3-11 added File format examples updated to accommodate new Field 26
	Start of 08-09 School Year

Version	Change History
04.04.08	Collection dates updated for 2007-2008 Collection Updated Instructions for reporting homeless student receiving Title I services Updated Instructions to reflect concurrent Collection and Signoff periods Updated link in Reference section for list of Neglected Institutions
	Start of 07-08 School Year
08.15.07	Link changed in Reference section for Neglected Institutions Added notes in field 22 for clarity
07.02.07	Field 22 added allowable code of N for not applicable Field 24 added allowable code of 0 for not a language minority student
05.15.07	Field 24 added code 3 to be consistent with DOE-LM reporting. (Omitted from version 05.14.07)
05.14.07	Collection dates changed for 06-07 collection. Audience section changed. Trial Period removed. Title I Programs, field 3, added codes 2, 3 to be consistent with DOE-LM reporting
	Start of 06-07 School Year
08.14.06	Correction made to comma delimited and positional formats.
05.30.06	Instructions and audience changed for this collection specific to Title I funded schools only. Codes changed on Program (field 3), 1, 5, and 6 are only valid codes. Socio Economic Status removed and replaced with new field, Migrant student.
05.16.06	Supplemental Services fields 21, 22 removed. Fields 21-25 added, originally collected on the DOE-PS. DOE-PS no longer collected. Notes on field 3 code 5 eligible but not served, code 3 migrant Title I changed, and code 6 neglected institutions added. Instructions added for signoff page to be faxed. Collection Dates changed. Neglected Institutions included in collection, reference on assigned numbers.
	Start of 05-06 School Year
06.30.05	Trial period dates changed. Files submitted during trial will be deleted at the end of the trial period.
06.02.05	Added OtherExtended to XML (field 20)
05.23.05	XML format revised. The comma and positional format were missing one field.
05.18.05	Scenario #1 and #2 added. Notes on grading period added on fields 4-8.
04.14.05	Field #3 Title I participant for regular Title I only and eligible for regular Title 1. Field #21, note changed. Field order 16 was duplicated.
04.12.05	Audience added, Notes added, Field 3 expanded to include eligible students.
09.23.05	Original layout
	Start of 04-05 School Year