

DOE-TI: Most Frequent Errors & Issues

1. Failure to submit on time. (All TI data are due by Friday, September 18, 2015.)
2. Failure of Public School Corporations to report for Nonpublic Schools and Neglected Facilities to which they said they would provide TI services or TI funding. (Check the list in Collection Management ASAP when the collection opens. The "No Records to Report" checkbox will not be available. If a school was not served, contact Leneé Reedus at lreedus@doe.in.gov. Documentation will need to be submitted in writing.)
3. Submitting data for this collection that are for the wrong year. (Even though this collection remains open through September, this collection is for the 2014-2015 school year. Report the students served in 2014-2015, including those served in the 2015 summer sessions. Report them in the grade they were in for 2014-2015.)

DOE-TI Frequently Asked Questions (FAQs)

1. **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. A nonpublic school is 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, data for the nonpublic school must also be reported by your school corporation.
2. **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. *Clarification: This means that a school would have to code all of the students in a school-wide building as having received the services. In proceeding to 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.*
3. **Q.** What reporting year is the district reporting on?
 - A. The district should report students based on Title I services in the 2014-2015 school year, including the summer of 2015.
4. **Q.** What steps must I take to remove a nonpublic or neglected school from the list in Collection Management?
 - A. If eligible nonpublic or neglected school students did not receive services in 2014-2015 and an amendment was not submitted to remove the school from the

application, a letter will need to be submitted (to Leneé Reedus at lreedus@doe.in.gov) and signed by your Superintendent with the following information:

- The nonpublic or neglected school name
- Why the nonpublic or neglected school did not receive services in 2014-2015
- A plan and assurance for how the district will ensure Title I services to eligible students in the nonpublic or neglected school in the future
- An appropriations report or detail budget history report showing the dollars (exact amount as budgeted for the nonpublic or neglected school) were not expended for services. (You may need to work with your Business Manager to obtain this information.)