



Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Superintendents and Title I Program Administrators

FROM: Grants Management, Monitoring, and Reporting Office

DATE: July 7, 2015

SUBJECT: Data Collection - DOE-TI Report for 2014-2015

The DOE-TI collection window is now open from July 6, 2015 – September 18, 2015. The purpose of this data collection is to gather information on Title I services a student received or was eligible to receive throughout the 2014-2015 school year. Attached to this email is the DOE-TI Layout which provides specific instructions and scenarios for submitting your data. Please ensure that the DOE-TI report for your Title I served schools, Charter School, or Turnaround School Operator is completed and submitted by **close of business Friday, September 18, 2015**. Once you have completed the DOE-TI report, please remember to complete the final sign-off step.

To all school districts with participating nonpublic and/or neglected institutions from 2014-2015: Please note that it is the school district's responsibility to report data on behalf of the nonpublic and/or neglected institutions. Nonpublic and neglected institutions do not and should not have access to the DOE-TI report. The person responsible for this reporting in your school district should work closely with your Title I Program Administrator and nonpublic/neglected institution officials to obtain this information from participating institutions for reporting purposes.

The DOE-TI collection window will remain open from July 6, 2015 – September 18, 2015. We encourage you to submit your data as early as possible. The STN Application Center can be found via the following link:

<https://ac.doe.in.gov/appcenter/login.aspx>

Please note: this link is different from the Online Title I Application Center.

Please email STN questions directly to stn_support@doe.in.gov.

Please email Title I-specific questions to lreedus@doe.in.gov.