



**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Dr. Susan Lockwood, Director of Juvenile Education #9100
Indiana Department of Correction

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

RE: Annual Survey of Children in State Operated/Supported Institutions for
Neglected or Delinquent Children or Children in Adult Correctional
Institutions

DATE: November 6, 2015

The attached annual survey is to enable our office to provide the U.S. Department of Education with current information on the location and number of children living in institutions for neglected or delinquent children. The data will be used to compute Title I allocations for SY2016-2017.

The purposes of Title I, Part D are to: (1) improve educational services for children and youth in local and State institutions for neglected or delinquent children and youth so that they have the opportunity to meet the same challenging State academic content and State student achievement standards that all children in the State are expected to meet; (2) provide these children with services to enable them to transition successfully from institutionalization to further schooling or employment; and (3) prevent at-risk youth from dropping out of school as well as to provide dropouts and children and youth returning from correctional facilities or institutions, with a support system to ensure their continued education.

Attached is a copy of the survey form. Complete all items on the form. Use the following information to identify the number of children under 21 enrolled in a regular program of instruction supported by State funds.

- A) *The data used to gather enrollment counts are determined by agency officials. The date selected, however, must be used by all institutions within the agency.*

- B) *A regular program of instruction* means an educational program (not beyond Grade 12) in an institution or community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance is considered classroom instruction.

Title I funds generated by eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution must supplement the number of hours of instruction they receive from State resources. If these children participate in other programs funded from Federal sources, Title I funds must be accounted for separately but should be coordinated with other Federal funds to avoid duplication.

The survey form must be signed by the Chief Administrative Official for each institution and a State Agency Representative. If additional forms are required, they may be photocopied. A copy should be retained by the institution and the Title I Program Administrator. **The completed and signed form for each institution must be received by Lenee M. Reedus-Carson at lreedus@doe.in.gov no later than December 4, 2015.**