

MEMORANDUM

TO: Title I Program Administrator

FROM: Title Grant Programs and Support

DATE: November 2, 2018

RE: Annual Survey of Children in Local Institutions for Neglected or Delinquent

The purpose of this annual report is to provide the Indiana Department of Education (IDOE) with data required by Title I, Parts A and D, of the Elementary and Secondary Education Act, for use in the computation of grants to local educational agencies (LEAs) and State agencies responsible for providing free public education for children in institutions or community day programs for children who are neglected or delinquent. Each year, the Indiana Department of Education collects information on the number and location of children living in institutions for children who are neglected or delinquent. The U.S. Department of Education uses our State's summary information to determine the total amount of Title I funds allocated to the State of Indiana for children living in these institutions for the following fiscal year.

- **It is the LEA's responsibility to report this data on behalf of eligible children and youth in neglected or delinquent institutions.**
- **All data must be confirmed by an LEA representative via enrollment/intake records and is subject to further audit by IDOE.**
- **If there are no locally operated neglected or delinquent institutions, the attached form must still be submitted with Section 1 (items #1 and #2) completed.**

A copy of the survey form is included. Please give careful attention to the guide for completing the form. Accuracy is especially important. **The form must be completed and signed by a Chief Administrative Official of the institution and an LEA Representative. The form must be submitted electronically to Titleidata@doe.in.gov no later than December 14, 2018.**

Submissions by any other means may not guarantee receipt of your data. Hard copies of the completed form should be retained by both the LEA and institution and should not be mailed to our office.

If you have questions about completing the form, please contact Meg McCullough at mmcullough2@doe.in.gov.