



DEPARTMENT OF EDUCATION

**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

*Working Together for Student Success*

## MEMORANDUM

**TO:** Superintendents and Title I Program Administrators  
**FROM:** Federal Title Grant Programs and Support  
**DATE:** June 26, 2017  
**SUBJECT:** Data Collection - DOE-TI Report for 2016-2017

The DOE-TI data collection window will open from July 7, 2017 – September 18, 2017. The purpose of this data collection is to gather information on Title I services a student received or was eligible to receive throughout the 2016-2017 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 within the data collection window. 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 2016-2017:** Please note that it is the school district's responsibility to report data on behalf of each participating nonpublic schools and/or neglected institutions. Nonpublic schools 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 school/neglected institution officials to obtain this information for reporting purposes.

### IMPORTANT INFORMATION

The DOE-TI collection window will remain open from July 7, 2017 – September 18, 2017. We encourage you to submit your data as early as possible. The STN Application Center can be found via the following link:

→ [STN Application Center](#) ←

**Please note: this link is for reporting purposes and is different from the Online Title I Application Center.**

For help with the STN Application Center and reporting errors, please visit <http://www.doe.in.gov/help>.

Note: You must submit an IT Help Ticket for technical support.

Please email Title I-specific program questions to [lreedus@doe.in.gov](mailto:lreedus@doe.in.gov).