

## **DOE-TI Data Collection: Most Frequent Errors & Issues**

1. **Failure to submit on time.** Title I data and sign-off for all participating schools must be submitted within the data collection window: July 7, 2017 through September 18, 2017.
2. **Failure of school corporations to report for nonpublic schools and neglected institutions** which were approved in the 2016-2017 Title I application for Title I services.

It is highly recommended that each school corporation immediately review the schools list in Collection Management when the data collection opens. The "No Records to Report" checkbox is not available for this data collection.

If a public school, nonpublic school, or neglected institution on the schools list was not Title I served in 2016-2017, please email Leneé Reedus-Carson at [lreedus@doe.in.gov](mailto:lreedus@doe.in.gov). (Please see Frequently Asked Questions #4. Documentation must be submitted in writing.)

3. **Submitting data for the wrong year in this collection.** Although this collection remains open through September 2017, this current DOE-TI collection is for the 2016-2017 school year. Report the students served in 2016-2017, including those served in 2017 summer sessions. Report them in the grade level they were enrolled for 2016-2017.

## **DOE-TI Data Collection: Frequently Asked Questions (FAQs)**

1. 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 school corporation's Title I application as a school with eligible children who were served with Title I funding your school corporation received. As such, if any Title I dollars were expended for Title I services to nonpublic school children, data for the nonpublic school must be reported by your school corporation.
2. For what Title I grant year is the district reporting?
  - A. The district should report students based on Title I services in the 2016-2017 school year, including the summer of 2017.

## DOE-TI Data Collection: Frequently Asked Questions (FAQs) cont'd...

3. My school operates a school-wide Title I program. Which students should be reported for Title I? 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 actually 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.*
  
4. What steps must I take to remove a nonpublic school or neglected institution from the schools list in Collection Management?
  - A. If eligible children in a nonpublic school or neglected institution did not receive services in 2016-2017 and an amendment was not submitted to remove the nonpublic school or neglected institution from the approved Title I application, a letter must be submitted to Leneé Reedus-Carson at [lreedus@doe.in.gov](mailto:lreedus@doe.in.gov) and signed by the public school corporation's Superintendent with the following information:
    - The name of the nonpublic school or neglected institution;
    - An explanation why the nonpublic school or neglected institution did not receive Title I services in 2016-2017;
    - A plan and statement of assurance confirming how the school corporation will ensure Title I services to eligible students in participating nonpublic schools and/or neglected institutions in the future
    - An appropriations report or detail budget history report showing the 2016-2017 Title I dollars were not expended for the approved services.

(**Note:** The exact amount generated as approved in the 2016-2017 Title I budget for the nonpublic school or neglected institution must be shown in the appropriations report or detail budget history report. The school corporation's Treasurer or Business Manager may assist in obtaining and submitting this documentation.)