



Indiana
Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Title I Program Administrator

FROM: Federal Title Grant Programs and Support

DATE: November 2, 2015

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 neglected or delinquent children. Each year, the Indiana Department of Education collects information on the number and location of children living in institutions for neglected or delinquent children. 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 I (items #1 and #2) completed.**

A copy of the survey form is attached to this e-mail. Please give careful attention to the directions included with the form. Accuracy is especially important now that the different types of institutions receive separate allocations. **The form must be completed and signed by the 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 4, 2015.**

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.

This survey reports the number of children ages 5-17 identified in a local institution for neglected or delinquent children **for at least 1 day** during a 30 consecutive day period, at least 1 day of which falls within the month of October 2015.

Examples of students eligible to be included in the count:

- ❑ Student A enrolls in a facility on August 31 and exits on October 2.
- ❑ Student B enrolls in a facility on October 3 and exits on October 4.
- ❑ Student C enrolls in a facility on October 31 and exits on November 8.

Examples of students not eligible to be included in the count:

- ❑ Student D* enrolls in a facility on August 31 and exits on September 30.
- ❑ Student E* enrolls in a facility on November 1 and exits December 31.
*These students cannot be counted because they did not reside in the facility for at least one day in the month of October.

Again, if there are no locally operated neglected or delinquent institutions, the form must still be submitted with Section I (items #1 and #2) completed.

Completed survey forms will be accepted November 2-December 4, 2015. We appreciate your prompt attention in submitting the survey form electronically to Titleidata@doe.in.gov.