

## **Title I Staffing Report Directions**

### **FAQs BEFORE YOU BEGIN**

#### **Who must complete this report?**

This report must be completed by any School Corporation or Charter School that received Title I, Part A funding for the 2019-2020 school year.

#### **When must this report be completed?**

The 2019-2020 Title I Staffing collection window will be open from Wednesday, September 2, 2020 to Friday, October 30, 2020.

#### **Where do I access this report?**

You can access the Title I Staffing Report at: <https://title1staffing.doe.in.gov/>. You will need your DOE Online Login credentials to access the report.

#### **How can I reset my password?**

If you need to reset your DOE Online password, please use the following link:  
<https://doeonline.doe.in.gov/PasswordReset.aspx>

#### **How can I request an account for DOE Online?**

If you need to request a DOE Online account, please use the following link:  
<http://www.doe.in.gov/help/doe-online-help/doeonline-roles>

#### **I have not yet received my confirmation notice? Who can I contact?**

Please allow up to one day to receive confirmation of submission. Contact Alma Flores-Carlos with any questions at [aflorescarlos1@doe.in.gov](mailto:aflorescarlos1@doe.in.gov) or 317-233-4936.

#### **Who can I contact with questions about the report?**

Please contact Dwayne Marshall, Senior Federal Grants Specialist, with any questions at [dmarshall2@doe.in.gov](mailto:dmarshall2@doe.in.gov) or 317-232-0548.

## Completing the Report

### GETTING STARTED

1. Go to <https://title1staffing.doe.in.gov/>
2. Enter DOE Online credentials
3. You will enter your corporation number and the year **2020**.

Corp:	4205
Year:	2020
<input type="button" value="Search"/>	

### ENTER CONTACT INFORMATION

1. Enter the first and last name of the person completing this report, telephone number, and e-mail address. This information must be completed before submitting the report.
2. You will be reporting data for SY 2019-2020. When you go to the next screen you should see text at the top like the image below:

This Title I Staffing Annual Report collects data from school year 2019-2020.

Corp:	4205
First:	
Last:	
Phone:	
Email:	

## WHAT TO REPORT

1. This report collects data on Title I funded staff from the 2019-2020 school year. Full-Time Equivalents (FTE) must be reported for Targeted Assistance Schools (TAS) and Schoolwide (SWP) schools.
2. For administrators and supervisors who service both TAS and SWP programs, *report the FTE attributable to their TAS duties only.*
3. TAS and SWP schools should report only the staff funded by Title I, Part A during the regular school year by job category. This report does not collect data on teachers that received stipends to work outside their contract hours.

### Exclusions: Extended Time Programs and School Improvement

- Please do not include positions funded for extended time and/or via stipend (e.g. After School, Before School, Summer School, Saturday School, Jump Start, Title I Admin paid for work outside of contracted hours, etc.)
- Please do not include positions funded by Title I, Part D (Delinquent), School Improvement 1003 and 1003(g) Grants.

### Job Category Descriptions

- Title I Administrators (non-clerical)
  - E.g., Title I Program Administrator, or Title I Teacher(s) Supervisor (certified)
- Title I Teachers (certified, may include PK certified teachers, may include certified staff at non-public schools funded by Title I equitable share)
- Title I Paraprofessionals (noncertified, may include PK noncertified staff, may include noncertified staff at non-public schools funded by Title I equitable share)
- Title I Clerical Support Staff (clerical only)
- Title I Other Paraprofessionals
  - E.g., parent involvement translators

## CALCULATING FTE

1. FTE is computed by the following ratio:
  - a. FTE hours paid by Title I each week divided by the total number of hours in a regular workweek.

$\text{FTE} = \frac{\text{hours paid by Title I each week}}{\text{hours in regular work week}}$
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- b. Example: A Literacy Coach position constitutes 26 hours per week. A regular work week in this LEA constitutes 37.5 hours.

$\frac{26 \text{ hours paid by Title I}}{37.5 \text{ hours in regular work week}} = 0.69 \text{ FTE}$
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- c. Note: A typical full time work week constitutes 37.5 hours, but may vary from one LEA to another. Use your LEA's full time work week duration.
    - d. Fill in the full-time equivalent (FTE) to the *nearest hundredth*.
2. The Administrative FTE column should include all district or public school Title I positions funded by "off the top" expenses.
3. The Title I funded positions for non-public, neglected, and delinquent institutions are NOT included in this report.
4. Some staff members may fulfill multiple roles. For reporting purposes, the budget category from which staff are paid and the type of Title I services provided determine the job category. In this case, you may be reporting this person's FTE in multiple job categories. Example: A half-time Title I Coordinator who also works half-time as a teacher. The Administrative FTE would be .50 and Teacher FTE would be .50.
5. Some paraprofessionals (instructional assistants/teaching assistants/tutors) may hold valid Indiana teaching licenses but are paid on a non-certified salary scale. These positions should be reported in the non-certified Title I paraprofessional category.

**TITLE I HIGHLY QUALIFIED STAFFING**

1. Highly Qualified (HQ) requirements are still required of paraprofessionals working in Title I schools under ESSA. Please enter percentages as whole numbers between 0 and 100.
  - a. NCLB and ESSA require that all Title I instructional paraprofessionals must be highly qualified by end of the 2005-2006 school year {§200.58(d)}, and newly-hired paraprofessionals in Title I schools--those hired after January 8, 2002--must immediately meet the requirements.
  - b. This does not include paraprofessionals who solely work as translators or with parent involvement.
  - c. For purposes of Title I, this applies to:
    - i. Targeted Assistance School: instructional paraprofessionals paid by Title I;
    - ii. Schoolwide Program School: any instructional paraprofessional.
  
2. All core content teachers in Title I programs must meet state certification and licensure requirements as required by Indiana state law. Teachers meeting state certification and licensure requirements will be defined as highly qualified (HQ) under Indiana statute.
  - a. HQ requirements for core content teachers as defined under NCLB are no longer explicitly required under ESSA. Rather, ESSA defers to each state's laws as referenced above.
  - b. Definition of "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, history, geography, and fine arts {34 CFR §200.55(c)}.

## CALCULATING TITLE I HIGHLY QUALIFIED STAFFING PERCENTAGES

1. Targeted Assistance School (TAS) percentages are calculated as follows:

- a. TAS Teacher Percentage: Number of HQ core academic teachers paid by Title I divided by the number of core academic teachers paid by Title I.

<b>TAS HQ Core Academic Teachers Percent =</b>	<b><math>\frac{\text{\# of HQ core academic teachers paid by Title I}}{\text{\# of core academic teachers paid by Title I}}</math></b>
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- b. TAS HQ Paraprofessional Percentage: Number of HQ instructional paraprofessionals who were paid by Title I divided by the number of instructional paraprofessionals paid by Title I.

<b>TAS HQ Paraprofessional Percent =</b>	<b><math>\frac{\text{\# of HQ paraprofessionals paid by Title I}}{\text{\# of instructional paraprofessionals paid by Title I}}</math></b>
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2. Schoolwide Program (SWP) percentages are calculated as follows:

- a. SWP HQ Teacher Percentage: Number of HQ core academic teachers divided by the number of core academic teachers.

<b>SWP HQ Core Academic Teachers Percent =</b>	<b><math>\frac{\text{\# of HQ core academic teachers}}{\text{\# of core academic teachers}}</math></b>
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- b. SWP HQ Paraprofessional Percentage: Number of HQ paraprofessionals divided by number of instructional paraprofessionals.

<b>SWP HQ Paraprofessional Percent =</b>	<b><math>\frac{\text{\# of HQ paraprofessionals}}{\text{\# of instructional paraprofessionals}}</math></b>
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