

Title 1 Setup (Massachusetts)

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Title 1 is reported for every student and is a mandatory state reporting field for Massachusetts. This article will explain how you can enter Title 1 data school-wide or for individual students.

- School-Wide Title 1 Setup
- Individual Student Title 1 Setup

School-Wide Title 1 Setup

Schools should use this option if every student in the school should report with the same Title 1 value. If there are any students within the school which need to report a different Title 1 value, you should NOT do this process as the school-wide Title 1 setting takes precedence over student-specific Title 1 settings.

Adding a Title 1 Setting for a School with No Existing Title 1 Setting

- Navigate to the School tool (System Administration > Resources > School) and select a school which should have school-wide Title 1.
- 2. Expand the school in the School Editor and click on Original Record.



3. Select the appropriate Title 1 value from the **Title 1** field.



4. Click Save School History.





Changing the Title 1 Setting for a School with an Existing Title 1 Setting

- Navigate to the School tool (System Administration > Resources > School) and select the school which should have a new Title 1 setting.
- 2. Expand the school in the School Editor and click on Original Record.



3. Click on New School History.

Save	School History	🕀 New So	chool	History
School data historically. School Hist current info	is divided into two a By creating a new So ory record, select an rmation, which can b	reas: School D chool History, th existing Schoo e modified as n	etail a he ne I Hist heede	and School History. School History records w information is tracked as of a specific da ory and click the New School History butto d and saved.
School Ed	itor	NTED		ASHFIELD MIDDLE SCHOOL (0421) Sc Original Record
	TERMOON ACADE			- Program Participation

4. Enter the Effective Date of the change and select a new Title 1 value.

ASHFIELD MIDDLE SCHOOL (04	121) School History	- 11	
	~]	
Targeted Assistance Eligible Targeted Assistance Program Schoolwide Eligible - Targete	- No Program n ed Assistance		
Schoolwide Eligible - No Prog Schoolwide Program Not a Title I School	Sch (NS	ool Lunch LP)	
Provision Provision SBP	n Type NSLP	Provision Base Year	Provision End Year
		- Modified	l by: Unknown

Remember, this applies to ALL students in the school so if the value is changed to 'Not a Title 1 School', then all students will report that way, regardless of their enrollment Title 1 field value



5. Click Save School History.



Removing a Title 1 Setting

This should be used if the school is no longer Title 1, but some students within the school still need to report as Title 1.

- 1. Navigate to the School tool (System Administration > Resources > School) and select the school which should have Title 1 removed.
- 2. Expand the school in the School Editor and click on the record with the effective date (for example, see image below).



3. Click on New School History.



4. Enter the Effective Date of the change the Title 1 field to blank.

Title 1 Title III Targeted Assistance Eligible - No Program Title III Targeted Assistance Program Schoolwide Eligible - Targeted Assistance Schoolwide Eligible - No Program Schoolwide Eligible - No Program Schoolwide Program School Lunch Not a Title I School Frogram (NSLP) Provision Provision Type SP NSLP Year End Year	*Effective Date	1			
Targeted Assistance Eligible - No Program Targeted Assistance Program Schoolwide Eligible - Targeted Assistance Schoolwide Eligible - No Program Schoolwide Eligible - No Program Schoolwide Program Schoolwide Program School Lunch Provision Provision Provision SBP NSLP Year End Year	Title 1		Tit	le III	
School Note Program School Lunch Not a Title I School Provision (NSLP) Provision Provision Type V SBP NSLP Year	Targeted Assistance Targeted Assistance Schoolwide Eligible Schoolwide Eligible	e Eligible - No Pi e Program e - Targeted Assis e - No Program	stance		
Provision Provision Type Provision Base Provision SBP NSLP Year End Year	Not a Title I School		Sch (NS	iool Lunch LP)	
	Provision	Provision Type SBP	NSLP	Provision Base Year	Provision End Year



5. Click Save School History.



Individual Student Title 1 Setup

Use this option if students within the school should report with different Title 1 values.

- Navigate to a student's enrollment record which needs a Title 1 value (Student Information > General > Enrollments > Title 1 Participation).
- 2. Set the value in the **Title 1 Participation** field in the State Reporting section of the enrollment record.

General				
Reporting Reason		Percent Enrolled		
01: Resident and enrolled or receiving services 🔹		100		
City / Town of Residence		Attending School ID Nur	mber	
044: Brockton	× ×	00440505: Brockton: Br	rockton High	х т
Attending School Type		Non-Instructional Title I		
τ		00: Not Receiving Non-In	nstructional Title I Targeted Assistance Services	
00: Not Title I		Virtual Truancy Days	Alternative Education School Choice	
00: Not Title I 01: School-wide			Select a Value	*
02: Reading				
03: Math				
04: Reading, Math				
05: Science				
06: Social Studies				
07: Vocational Career				
00: Reading, Science		Grade 8 Civics Project	Grade 9-12 Civics Project	
10: Reading, Vocational Career			□ □	
11: Math, Science		Earstles ant Offer Data		
12: Math, Social Studies		Enrollment Offer Date		
13: Math, Vocational Career				
14: Science, Social Studies				
15: Science, Vocational Career				
16: Social Studies, Vocational Career		*		
17: Reading, Math, Science				

3. Click Save.