

Title 1 Setup (Massachusetts)

Last Modified on 10/22/2022 10:24 am CDT

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 Sci | hool | History |
|------------------------------|---------------------------|-------------------------------------|--------------|--|
| historically. School Hist | By creating a new Sc | hool History, th existing School | e ne Hist | 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 | litor DULT LEARNING CE | NITED | | A SHFIELD MIDDLE SCHOOL (0421) Sc Original Record |
| | | | | - Program Participation |

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

| ASHFIELD MIDDLE SCHOOL (0421) School H | |
|---|---|
| | |
| Targeted Assistance Eligible - No Program Targeted Assistance Program Schoolwide Eligible - Targeted Assistance Schoolwide Eligible - No Program Schoolwide Program Not a Title I School | School Lunch |
| Provision Provision Type SBP NSLP | Provision Base Provision Year End Year |
| | - Modified 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.

| ASHFIELD MIDDLE SC | | hool His | tory | |
|---|---|----------|-------------------------------------|-----------------------|
| Title 1 Targeted Assistance Targeted Assistance Schoolwide Eligible Schoolwide Eligible Schoolwide Prograt Not a Title I School | e Program - Targeted Assis - No Program | - | Title III | |
| Provision V | Provision Type SBP | NSLP | Provision Base Year - Modifie | 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 | nber | | | |
| 044: Brockton 🗶 🔻 | | 00440505: Brockton: Brockton High 🗶 | | | | |
| Attending School Type | | Non-Instructional Title I | Non-Instructional Title I | | | |
| • | | 00: Not Receiving Non-In | structional Title I Targeted Assistance Services | | | |
| 00: Not Title I | | Virtual Truancy Days | Alternative Education School Choice | | | |
| 00: Not Title I | | | Select a Value | * | | |
| 01: School-wide 02: Reading | | | Select a value | * | | |
| 02: Reading 03: Math | | | | | | |
| 04: Reading, Math | | | | | | |
| 05: Science | | | | | | |
| 06: Social Studies | | | | | | |
| 07: Vocational Career | | | | | | |
| 08: Reading, Science | | | | | | |
| 09: Reading, Social Studies | | Grade 8 Civics Project | Grade 9-12 Civics Project | | | |
| 10: Reading, Vocational Career | | | | | | |
| 11: Math, Science | | Enrollment Offer Date | | | | |
| 12: Math, Social Studies | | | | | | |
| 13: Math, Vocational Career 14: Science, Social Studies | | | | | | |
| 14: Science, Social Studies 15: Science, Vocational Career | | | | | | |
| 16: Social Studies, Vocational Career | | - 1 | | | | |
| 17: Reading, Math, Science | | • | | | | |
| 18: Reading, Math, Social Studies | | | | | | |

3. Click Save.