

## 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**

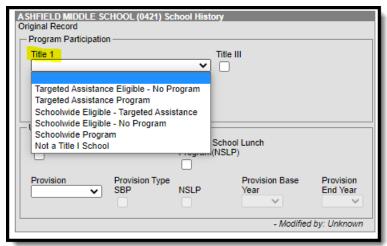
Schools should use this option if every student in the school should report with the same Title 1 value. If there are any students within the school which need to report a different Title 1 value, you should NOT do this process as the school-wide Title 1 setting takes precedence over student-specific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

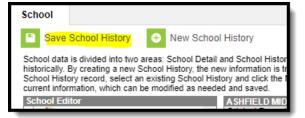


3. Select the appropriate Title 1 value from the **Title 1** field.



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 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

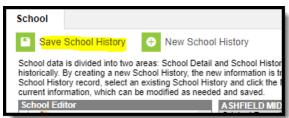
4. Enter the Effective Date of the change and select a new Title 1 value.

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.



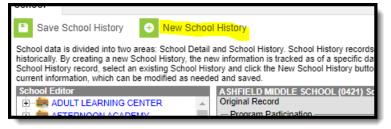
#### **Removing a Title 1 Setting**

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.

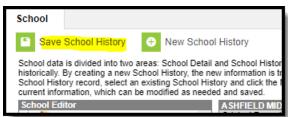


4. Enter the Effective Date of the change the Title 1 field to blank.

A SHFIELD 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.

Reporting Reason		Percent Enrolled			
01: Resident and enrolled or receiving services		100			
City / Town of Residence		Attending School ID Number			
044: Brockton 🗶 🔻		00440505: Brockton: Br	00440505: Brockton: Brockton High 🗶		
Attending School Type		Non-Instructional Title I			
•		00: Not Receiving Non-In	nstructional Title I Targeted Assistance Services		
00: Not Title I		Virtual Truancy Days	Alternative Education School Choice		
01: School-wide			Select a Value	Ŧ	
02: Reading 03: Math					
04: Reading, Math 05: Science 06: Social Studies 07: Vocational Career					
08: Reading, Science		Grade 8 Civics Project	Grade 9-12 Civics Project		
09: Reading, Social Studies 10: Reading, Vocational Career					
11: Math, Science		Enrollment Offer Date			
12: Math, Social Studies					
13: Math, Vocational Career					
14: Science, Social Studies 15: Science, Vocational Career					
15: Science, Vocational Career 16: Social Studies, Vocational Career		•			
17: Reading, Math, Science					

3. Click Save.