Title 1 Setup (Massachusetts)

Last Modified on 05/14/2025 10:13 am CDT

Tool Search: Title 1

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.

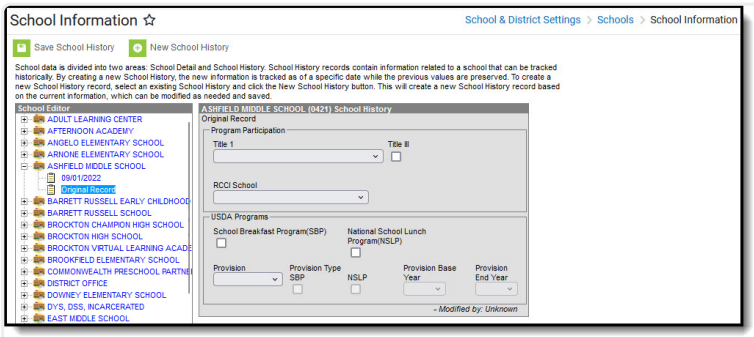
- School-Wide Title 1 Setup
- Individual Student Title 1 Setup

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.

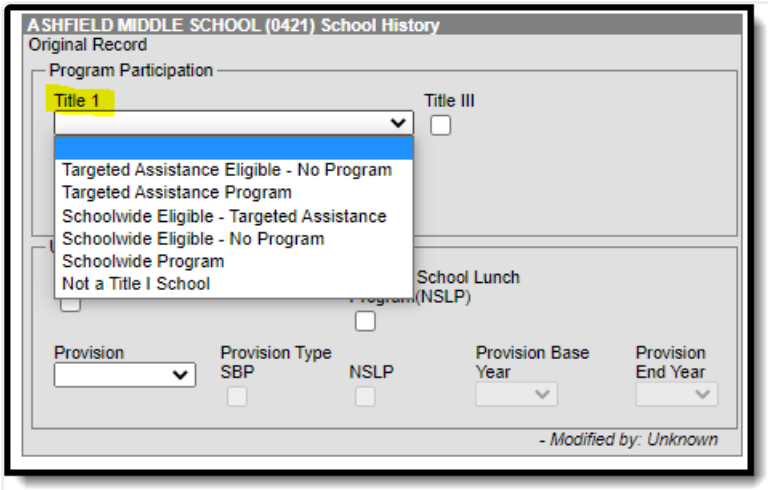
Adding a Title 1 Setting for a School with No Existing Title 1 Setting

1. 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**.



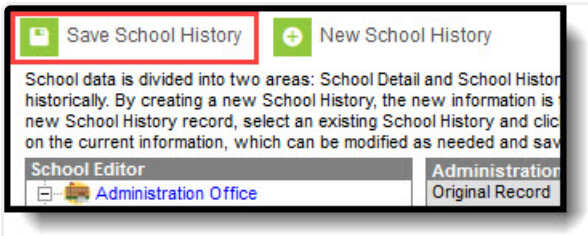
School Information - Original Record

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



Title 1 Field

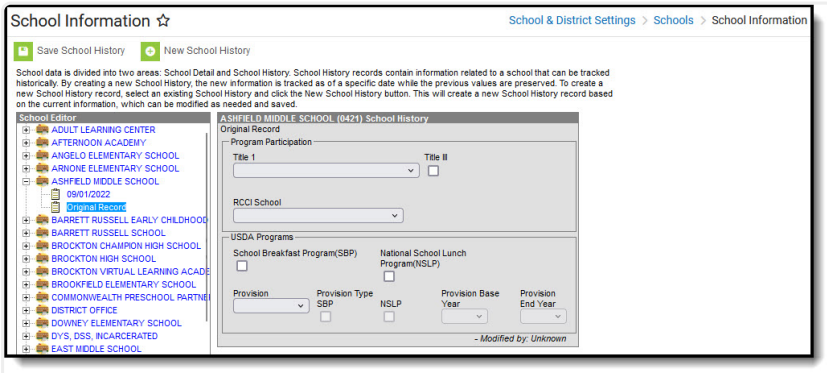
4. Click **Save School History**.



Save School History

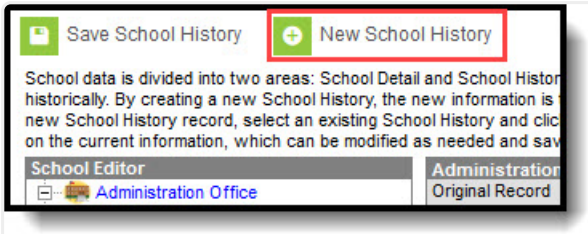
Changing the Title 1 Setting for a School with an Existing Title 1 Setting

1. 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**.



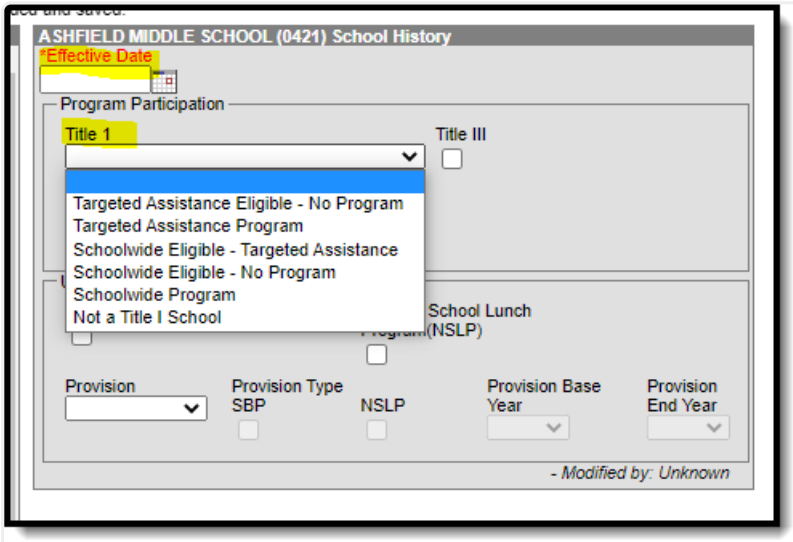
School Information - Original Record

3. Click on **New School History**.



New School History

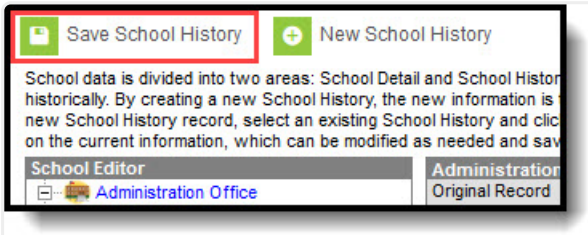
4. Enter the **Effective Date** of the change and select a new **Title 1** value.



Effective Date and Title 1 Field

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**.



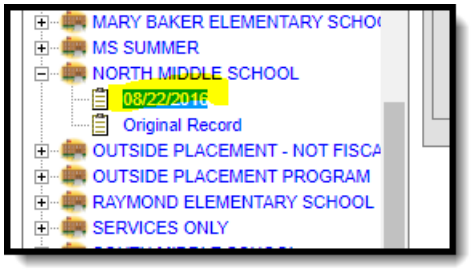
Save School History

6.

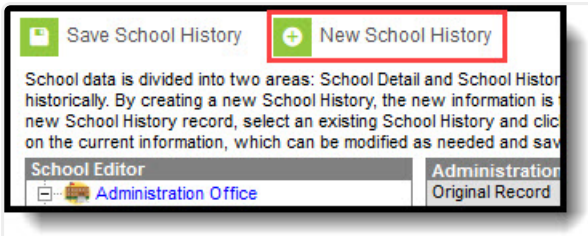
Removing a Title 1 Setting

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 Information tool 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).

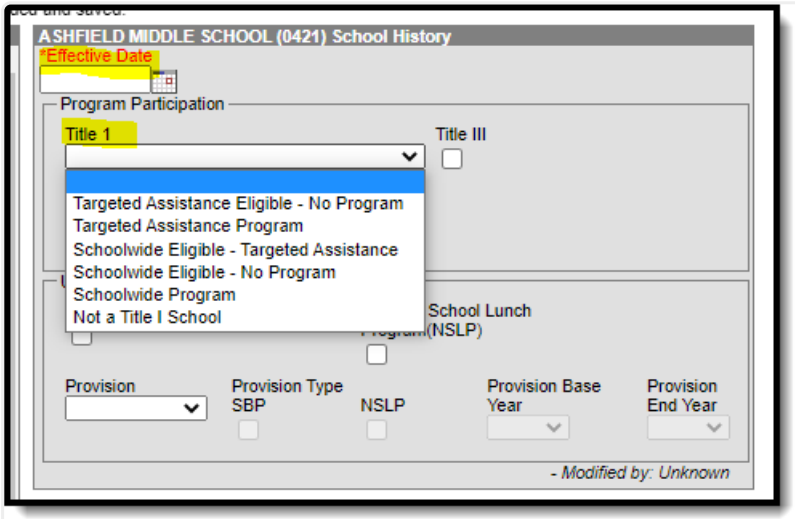


3. Click on **New School History**.



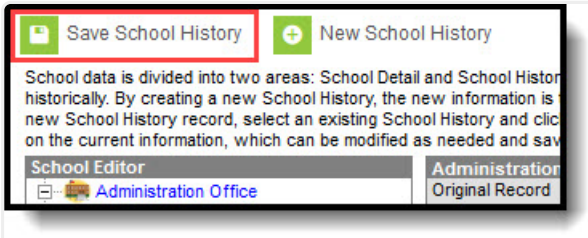
New School History

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



Effective Data and TItle 1 Field

5. Click **Save School History**.

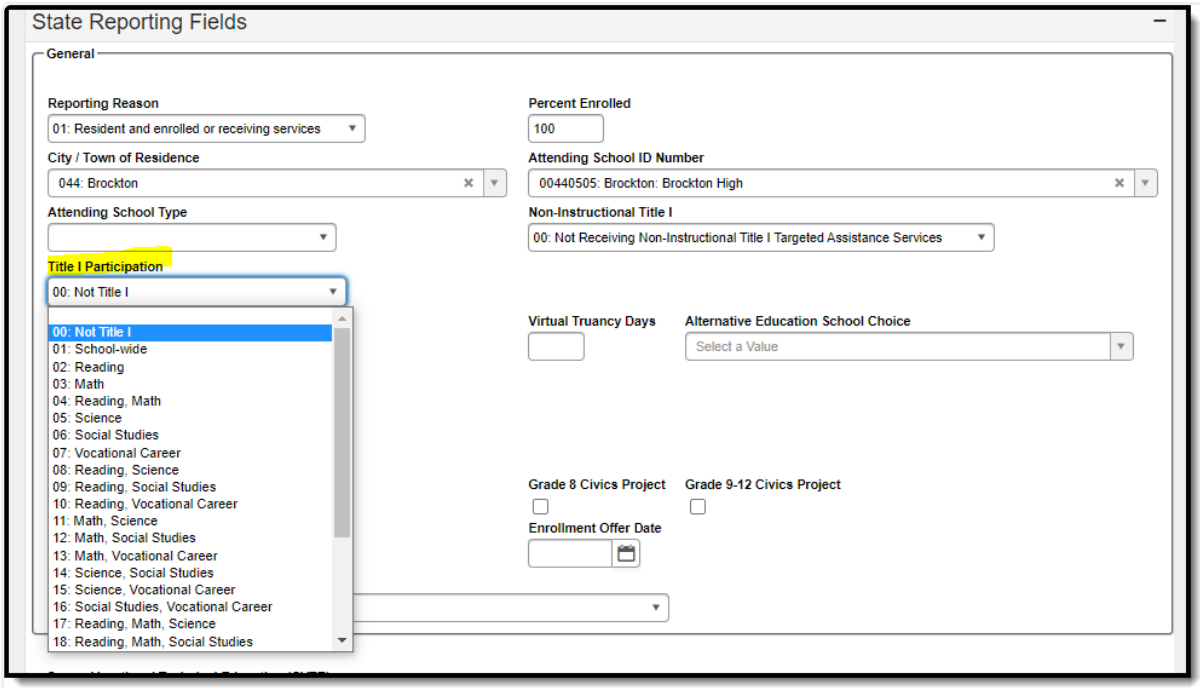


Save School History

Individual Student Title 1 Setup

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

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



Title 1 Participation

3. Click **Save**.