

Title 1 Setup (Massachusetts)

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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.

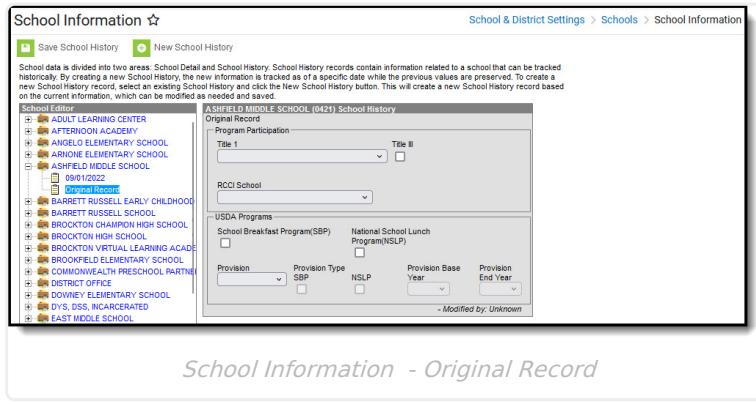
- [School-Wide Title 1 Setup](#)
- [Individual Student Title 1 Setup](#)

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 ☆

School & District Settings > Schools > School Information

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

ASHFIELD MIDDLE SCHOOL (0421) School History

Original Record

Program Participation

Title 1: Title II

RCCI School:

USDA Programs

School Breakfast Program(SBP) National School Lunch Program(NSLP)

Provision: Provision Type: NSLP Provision Base Year: Provision End Year:

Modified by: Unknown

School Information - Original Record

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

ASHFIELD MIDDLE SCHOOL (0421) School History

Original Record

Program Participation -

Title 1

Targeted Assistance Eligible - No Program
Targeted Assistance Program
Schoolwide Eligible - Targeted Assistance
Schoolwide Eligible - No Program
Schoolwide Program
Not a Title I School

Title III

School Lunch (NSLP)

Program

Provision SBP NSLP Provision Base Year Provision End Year

- Modified by: Unknown

Title 1 Field

4. Click **Save School History**.

Save School History **New School History**

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is added to the school's history. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor
Administration Office

Administration
Original Record

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

Save School History **New School History**

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is added to the school's history. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor

- ADULT LEARNING CENTER
- AFTERNOON ACADEMY
- ANGELO ELEMENTARY SCHOOL
- ARINONE ELEMENTARY SCHOOL
- ASHFIELD MIDDLE SCHOOL
- BARRETT RUSSELL EARLY CHILDHOOD
- BARRETT RUSSELL SCHOOL
- BROCKTON CHAMPION HIGH SCHOOL
- BROCKTON HIGH SCHOOL
- BROCKTON VIRTUAL LEARNING ACADEMY
- BROOKFIELD ELEMENTARY SCHOOL
- COMMONWEALTH PRESCHOOL PARTNERS
- DISTRICT OFFICE
- DOWNEY ELEMENTARY SCHOOL
- DYS, DSS, INCARCERATED
- EAST MIDDLE SCHOOL

ASHFIELD MIDDLE SCHOOL (0421) School History

Original Record

Program Participation -

Title 1

RCC School

Title III

National School Lunch Program(NSLP)

USDA Programs

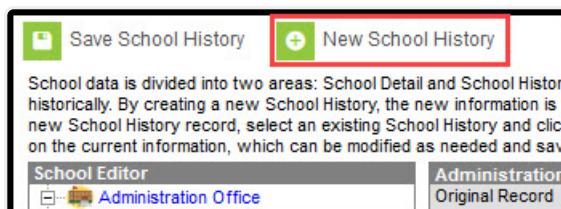
School Breakfast Program(SBP) National School Lunch Program(NSLP)

Provision SBP NSLP Provision Base Year Provision End Year

- Modified by: Unknown

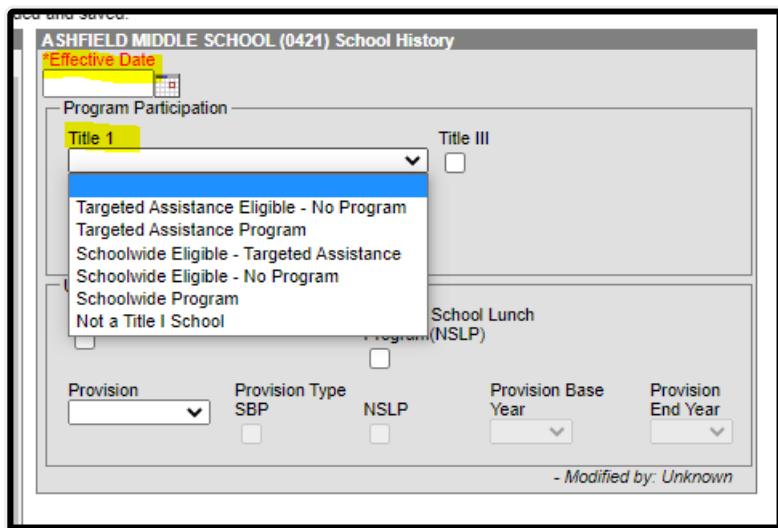
School Information - Original Record

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



New School History

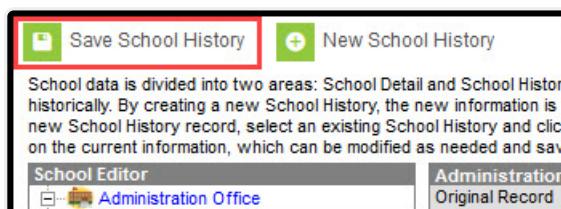
4. Enter the **Effective Date** of the change and select a new **Title 1** value.



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**.



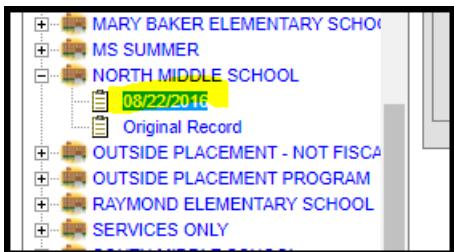
Save School History

6.

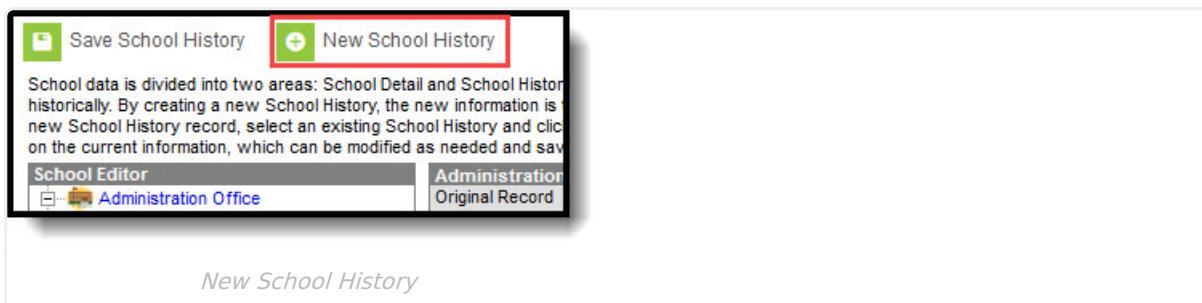
Removing a Title 1 Setting

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.

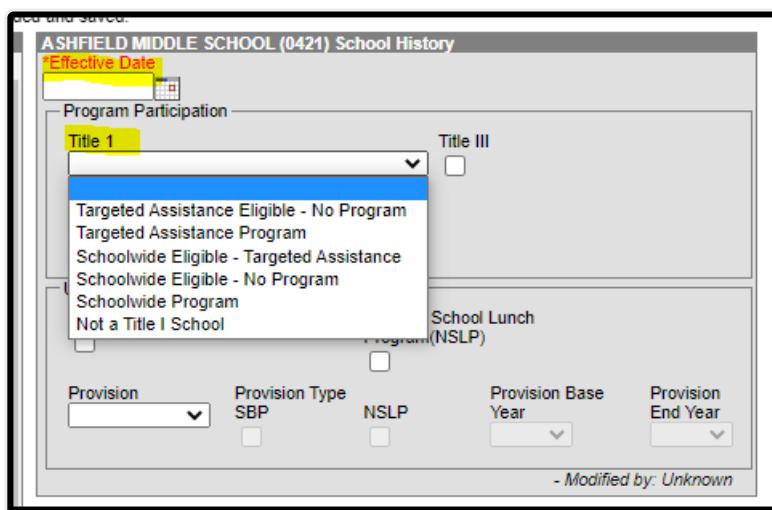
1. Navigate to the [School](#) Information tool and select the school which should have Title 1 removed.
2. Expand the school in the School Editor and click on the record with the effective date (for example, see image below).



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

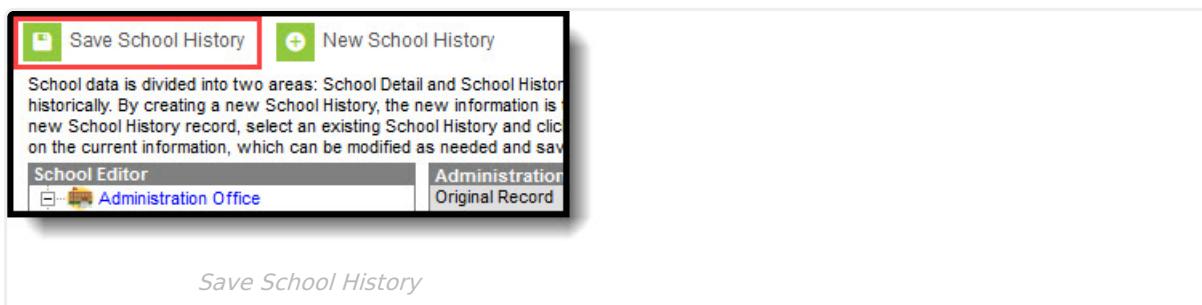


4. Enter the **Effective Date** of the change the **Title 1** field to blank.



Effective Date and Title 1 Field

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.

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.

State Reporting Fields

General

Reporting Reason: 01: Resident and enrolled or receiving services

Percent Enrolled: 100

City / Town of Residence: 044: Brockton

Attending School ID Number: 00440505. Brockton. Brockton High

Attending School Type:

Non-Instructional Title I: 00: Not Receiving Non-Instructional Title I Targeted Assistance Services

Title I Participation:

00: Not Title I

00: Not Title I (selected)

01: School-wide

02: Reading

03: Math

04: Reading, Math

05: Science

06: Social Studies

07: Vocational Career

08: Reading, Science

09: Reading, Social Studies

10: Reading, Vocational Career

11: Math, Science

12: Math, Social Studies

13: Math, Vocational Career

14: Science, Social Studies

15: Science, Vocational Career

16: Social Studies, Vocational Career

17: Reading, Math, Science

18: Reading, Math, Social Studies

Virtual Truancy Days:

Alternative Education School Choice: Select a Value

Grade 8 Civics Project:

Grade 9-12 Civics Project:

Enrollment Offer Date:

Title 1 Participation

3. Click **Save**.