

# 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.

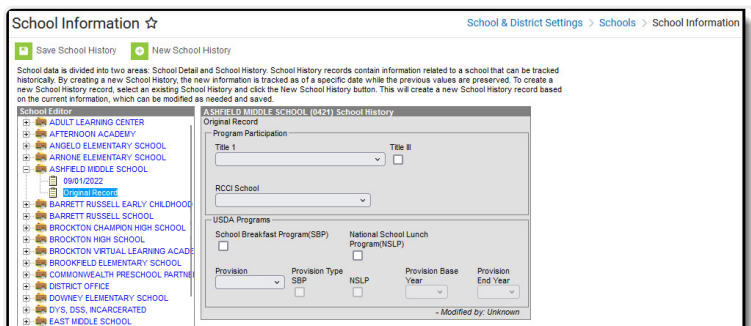
- [School-Wide Title 1 Setup](#)
- [Individual Student Title 1 Setup](#)

## 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.

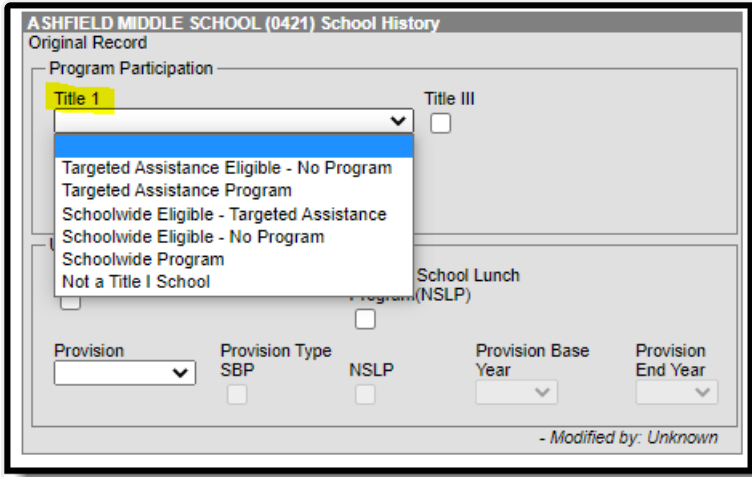
### Adding a Title 1 Setting for a School with No Existing Title 1 Setting

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**.



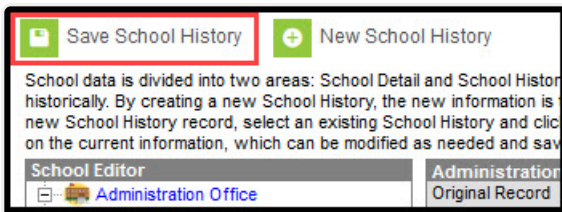
School Information - Original Record

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



Title 1 Field

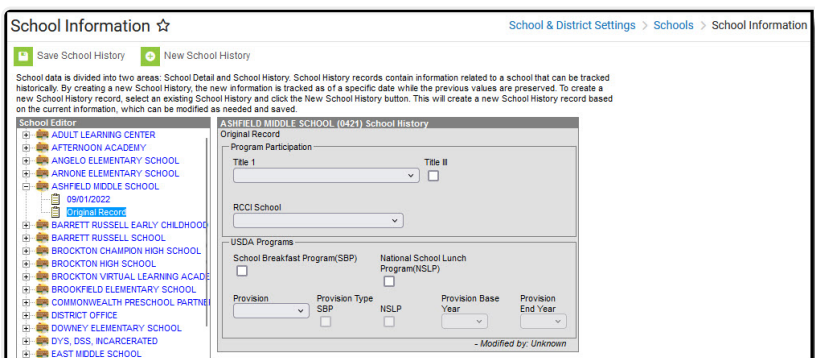
4. Click **Save School History**.



Save School History

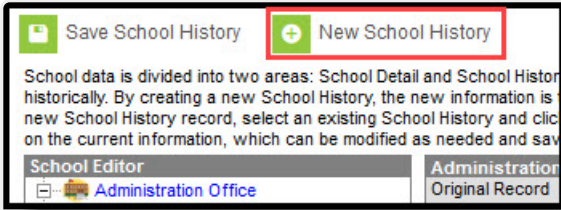
## Changing the Title 1 Setting for a School with an Existing Title 1 Setting

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**.



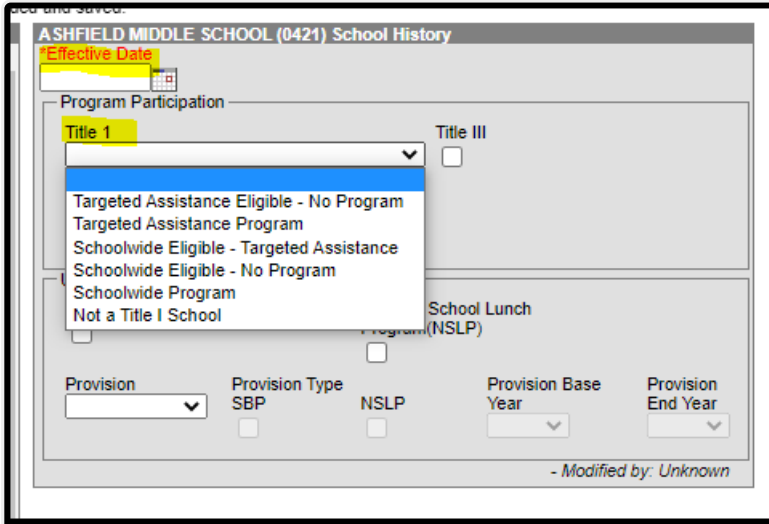
School Information - Original Record

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



*New School History*

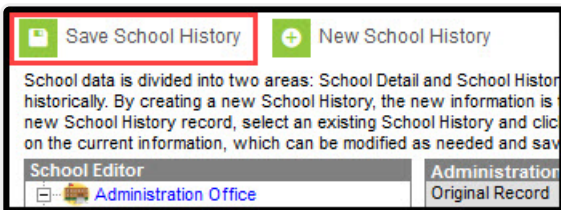
4. Enter the **Effective Date** of the change and select a new **Title 1** value.



*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**.



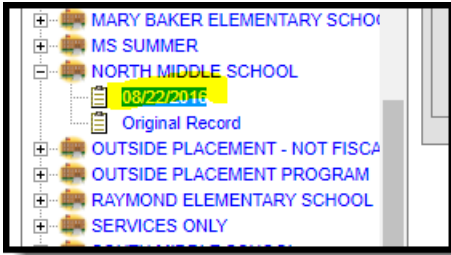
*Save School History*

- 6.

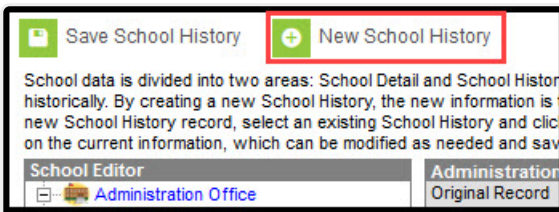
## Removing a Title 1 Setting

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).

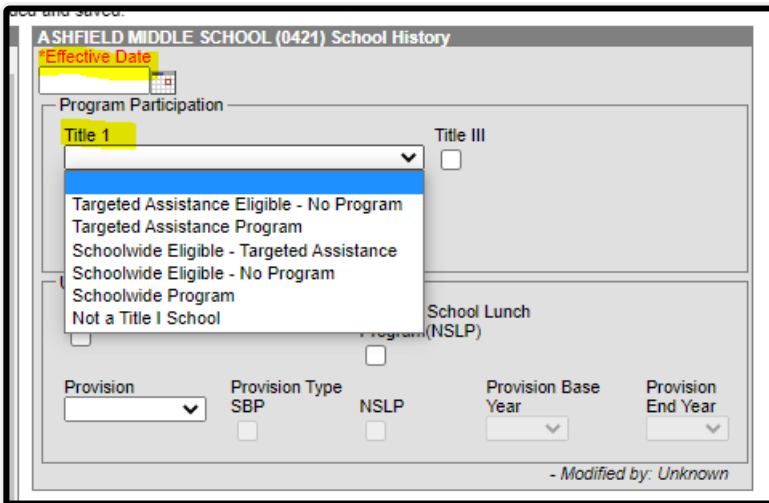


3. Click on **New School History**.



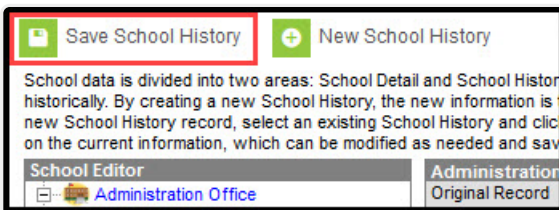
*New School History*

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.

The screenshot shows the 'State Reporting Fields' form with the 'Title 1 Participation' dropdown menu open. The menu lists various options from '00: Not Title I' to '18: Reading, Math, Social Studies'. The '00: Not Title I' option is currently selected. Other fields in the form include 'Reporting Reason', 'City / Town of Residence', 'Attending School Type', 'Percent Enrolled', 'Attending School ID Number', 'Non-Instructional Title I', 'Virtual Truancy Days', 'Alternative Education School Choice', 'Grade 8 Civics Project', 'Grade 9-12 Civics Project', and 'Enrollment Offer Date'.

*Title 1 Participation*

3. Click **Save**.