

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 ☆

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 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.

BROOKFIELD MIDDLE SCHOOL (0424) School History

Original Record

Program Participation

Title I Title II

RCI School

USDA Programs

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

Provision Provision Type Provision Base Provision End Year

- Modified by: Unknown

School Information - Original Record

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

Title 1 Field

- Click **Save School History**.

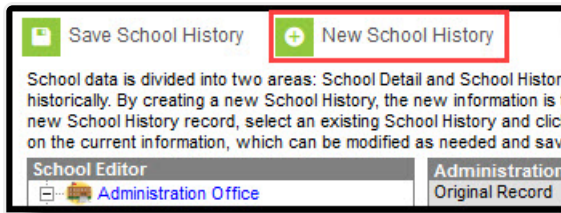
Save School History

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.
- Expand the school in the School Editor and click on **Original Record**.

School Information - Original Record

- Click on **New School History**.



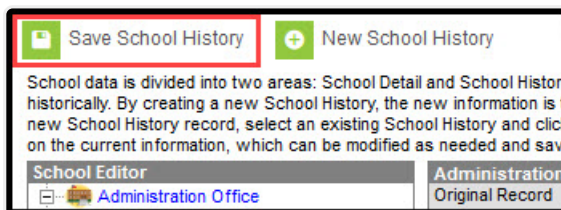
New School History

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**.



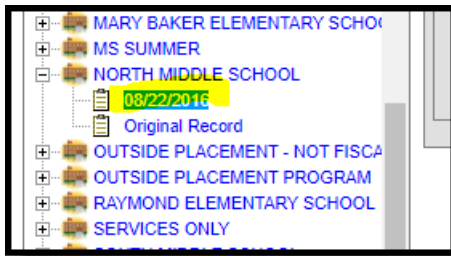
Save School History

- 6.

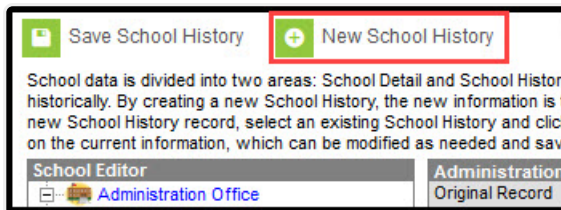
Removing a Title 1 Setting

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).

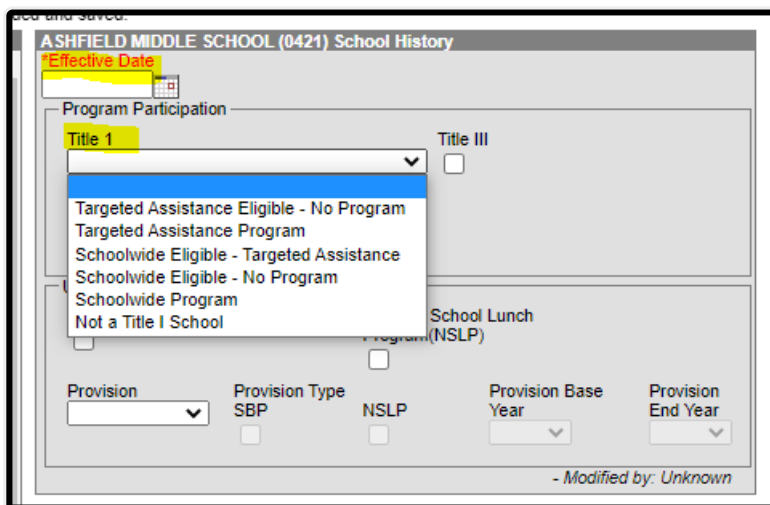


3. Click on **New School History**.



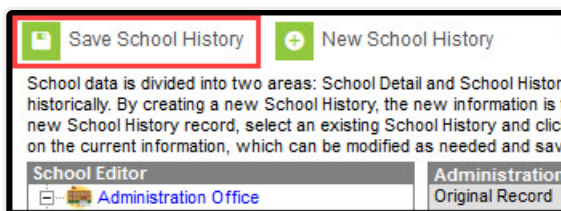
New School History

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 following fields and values:

- Reporting Reason:** 01: Resident and enrolled or receiving services
- City / Town of Residence:** 044: Brockton
- Attending School Type:** (Empty dropdown)
- Title 1 Participation:** (Dropdown menu open showing options: 00: Not Title I, 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)
- Percent Enrolled:** 100
- Attending School ID Number:** 00440505: Brockton: Brockton High
- Non-Instructional Title I:** 00: Not Receiving Non-Instructional Title I Targeted Assistance Services
- Virtual Truancy Days:** (Empty input field)
- Alternative Education School Choice:** Select a Value
- Grade 8 Civics Project:** (Empty checkbox)
- Grade 9-12 Civics Project:** (Empty checkbox)
- Enrollment Offer Date:** (Empty date field)

The 'Title 1 Participation' dropdown menu is highlighted in yellow, and the '00: Not Title I' option is selected.

3. Click **Save**.