

Title 1 Setup (Massachusetts)

Last Modified on 06/10/2024 8:47 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.

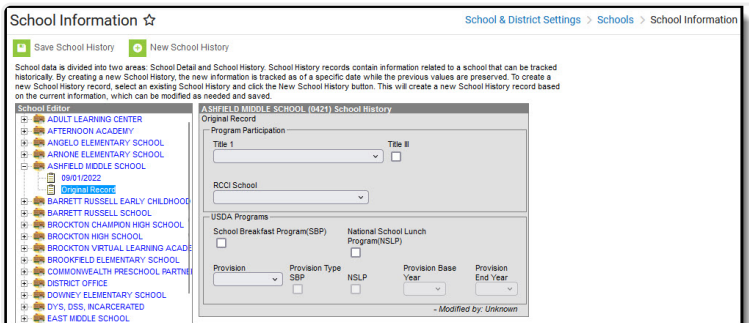
- [School-Wide Title 1 Setup](#)
- [Individual Student Title 1 Setup](#)

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.

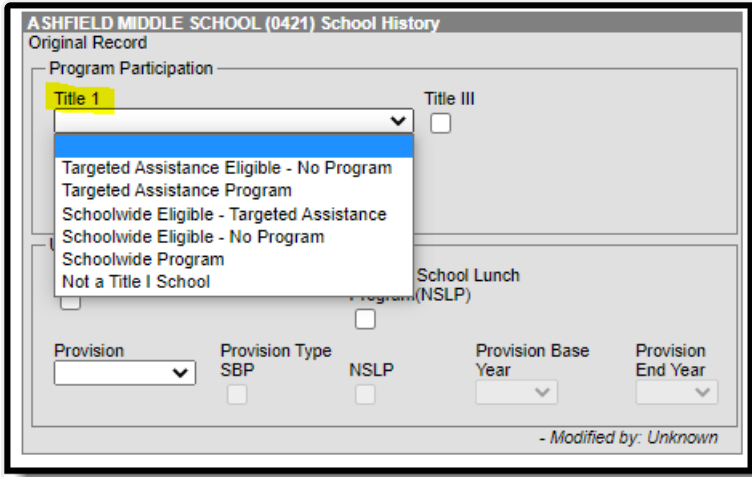
Adding a Title 1 Setting for a School with No Existing Title 1 Setting

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**.



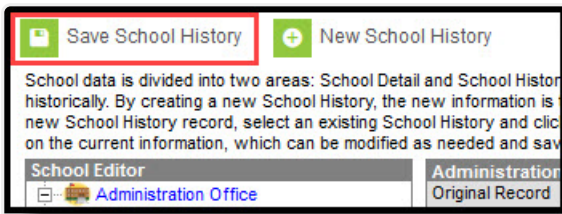
School Information - Original Record

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



Title 1 Field

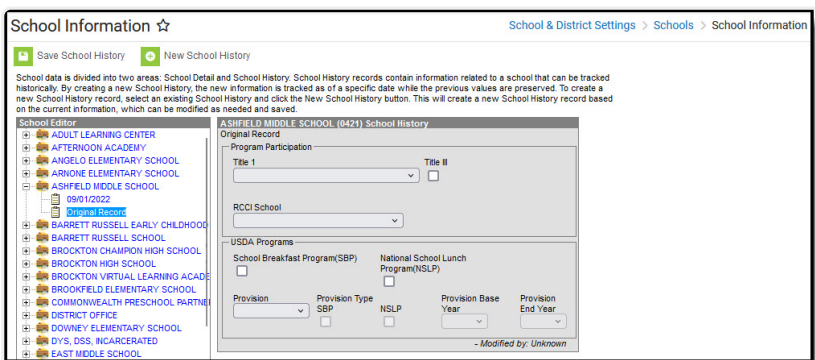
4. Click **Save School History**.



Save School History

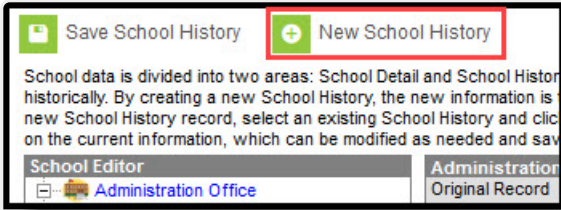
Changing the Title 1 Setting for a School with an Existing Title 1 Setting

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**.



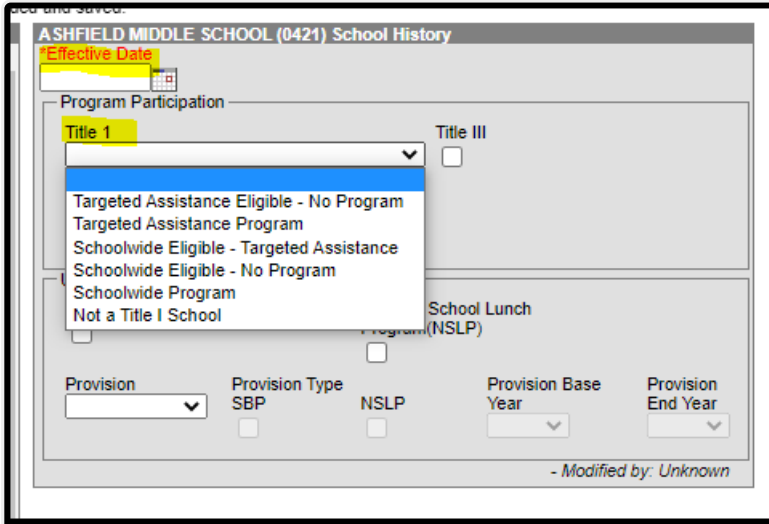
School Information - Original Record

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



New School History

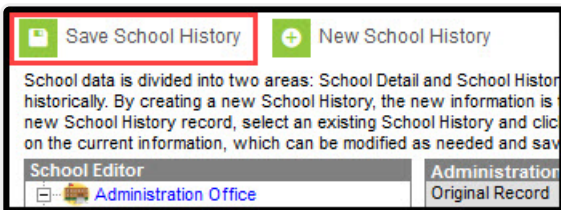
4. Enter the **Effective Date** of the change and select a new **Title 1** value.



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**.



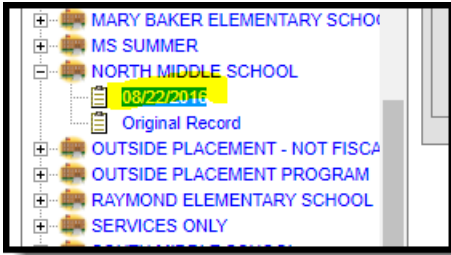
Save School History

6.

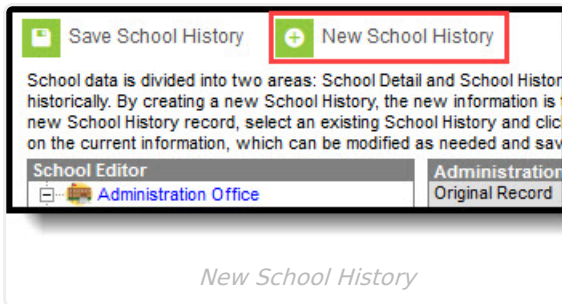
Removing a Title 1 Setting

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.

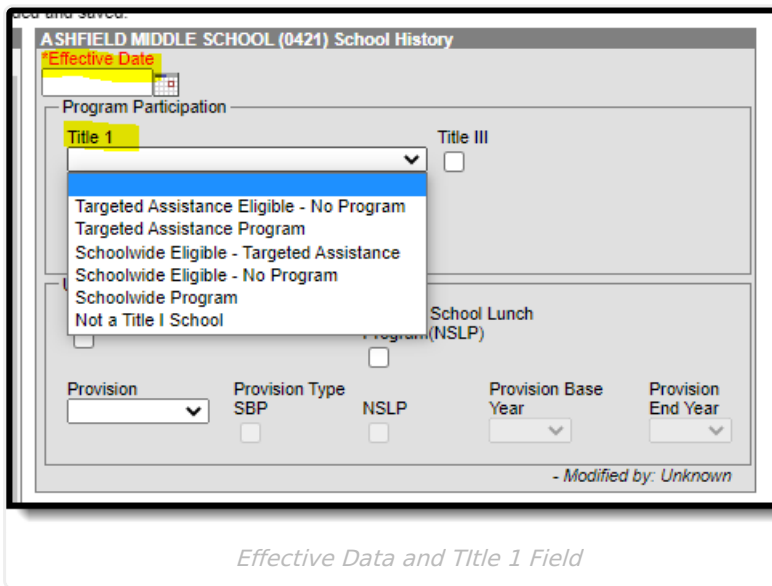
1. Navigate to the **School Information** tool and select the school which should have Title 1 removed.
2. Expand the school in the School Editor and click on the record with the effective date (for example, see image below).



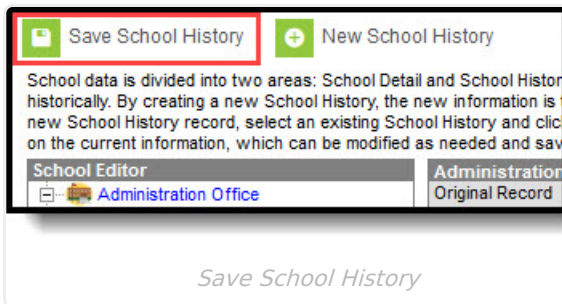
3. Click on **New School History**.



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



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.

The screenshot shows a web form titled "State Reporting Fields" with a "General" tab. The form contains several fields:

- Reporting Reason:** 01: Resident and enrolled or receiving services
- City / Town of Residence:** 044: Brockton
- Attending School Type:** (empty dropdown)
- Title 1 Participation:** A dropdown menu is open, showing a list of options from "00: Not Title I" to "18: Reading, Math, Social Studies". The "00: Not Title I" option is currently selected.
- 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:** (checkbox)
- Grade 9-12 Civics Project:** (checkbox)
- Enrollment Offer Date:** (calendar icon)

 Below the form, the text "Title 1 Participation" is displayed in a light gray font.

3. Click **Save**.