

City of Milwaukee Resident Title I Non-public School Student Selection & Eligibility, Grades K5-12: General Information

Overview: Non-public schools are required to participate in the Title I student eligibility process as a condition of their participation in Title I programs. Title I service to non-public schools is currently provided through third party vendors and MPS teachers during school year and summer programs that are not limited to traditional school days and hours. The purpose of the student selection and eligibility process is to gather required student information and to help make determinations about those students with the greatest academic needs who will receive Title I services.

Procedures-in-brief: Non-public schools are being provided with a reproducible one page form to be used to compile information for eligibility reports. A one page “quick help” reference is provided with the form. Site administrators are encouraged to meet with relevant staff members to:

- distribute copies of the form and quick help document to staff members who are working directly with students eligible for Title I services
- review form completion procedures
- set deadlines for completion
- lay out procedures for transmission of the information to Title I personnel for database entry and transmission to the Title I office, and
- arrange for the beginning of Title I services soon after eligibility information is provided to locally assigned Title I personnel.

Getting Eligibility Report Resources: MPS provides the Title I Student Eligibility database as a download from the internet. This software, available for either a Mac or a PC, is available for school use, but individual schools are not required to use the electronic database. The printable Eligibility Report Worksheet, which is required, along with quick and complete directions are also available on the internet. The URL for the Title I download web page is:

http://www2.milwaukee.k12.wi.us/title_i/Web_Pages/downloads.htm

Due Dates: A copy of updated and complete eligibility lists must be provided by participating schools before services can begin each school year. An updated list is required before the start of spring semester Title I testing. Title I services may not be delivered to any students not included on the Title I eligibility list.

Eligibility Report Inclusions All eligible Title I students, who are below grade level in core academic areas of math, reading or language arts should be listed in eligibility reports. The list should be upgraded as changes are made. All students listed must be ranked and students ranked the highest must all be served before students with lower need are served. (No student may be served unless complete eligibility information is provided. As you make programming decisions, please consider this requirement. Your report should not show service to students of lower rank if any student of higher rank is not being served.)

Completion and Submission of the Eligibility Database Assigned vendors or MPS teachers are required to complete, maintain and submit the electronic database, but will need the cooperation of local school staff to keep the information current. Copies of current eligibility lists should be available for review at each Title I “Targeted Assistance” school. (All non-public schools are “Targeted Assistance” schools under Title I.) The Title I Student Eligibility database called “SendToTitleI” should be sent as an e-mail attachment to Edward C. Valent, Title I supervisor, at: valentec@mail.milwaukee.k12.wi.us or the completed database should be copied onto a floppy disk or CD. Disks should be sent to the MPS Title I office, Attention Mr. Valent; Room 253, Office 11 in MPS Central Services building at 5225 W. Vliet Street; Mailing Address: PO Box 2181; Milwaukee, WI 53208-2181. State requirements for complex demographic reporting mean that paper only submissions will not be acceptable. Participating schools are required to submit complete eligibility information on paper, at least, to their Title I service provider. Schools **do not** need to submit the lists directly to the Title I office.

Questions: Contact Ed Valent, at 475-8122 or Joseph Brown, Title I Coordinator at 475-8009.

Directions for Completing the Non-public Schools Eligibility Database in Data Entry Layout

1. Download the Eligibility Reports document from:
http://www2.milwaukee.k12.wi.us/title_i/Web_Pages/downloads.htm
2. You will need to decompress the file (unzip or unstuff). After you have decompressed it, move the stuffed file to the trash or recycling bin and work on the decompressed file to avoid the potential confusion that may come from making multiple copies. Or...
 3. If you are using the database from a CD, in order to save data on the Title I database, you will need to copy the Eligibility Reports folder onto your computers hard drive (this folder contains both the form and the helper application that will run it on your computer). After copying the files from the CD, eject the CD and work with the files on your hard drive. *On some Windows based computers, documents copied from a CD will have to be unlocked in order to save information. To do so: A. Right click the Title I Eligibility application, B. Select "Properties" from the list of choices available in the window that opens, C. Deselect "Read only" under the General tab in the Properties window, D. close the Properties window, and E. repeat the steps A, B, C and D on the data file called "Send to Title I".*
4. Find and open the Eligibility Reports document called SendToTitleI.
5. Enter appropriate information. (To enter information in any field, click in it to place the text insertion point there.) The tab key may be used to advance from field to field.
6. Student demographic information (beginning with gender) is required for annual Title I reports to the Wisconsin Department of Public Instruction. Select from pull down menus to complete these fields. Sorts for state reports rely on exact matches to pull down menu items.
7. **Ethnicity:** Select an ethnicity based upon best available information.
8. **Limited English Proficiency (LEP):** If a student's Limited English Proficiency (LEP) inhibits academic growth based upon the judgment and information available to the teacher, then an X should be placed in the box. No entry is needed for non-LEP students. No formal LEP designation is necessary.
9. **Handicap:** Mark an "X" in this space only if the non-public school student has any exceptional education need (EEN) as identified by a current multidisciplinary team evaluation. No entry is needed for non-EEN students.
10. **Birth Date:** Enter full birth date of student.
11. **Grade Level:** Use pull down menu to select.
12. **Enrolled in Milwaukee Public Schools:** Only check this box for students that are enrolled in MPS. (Some students enrolled in MPS get educational services from non-public agencies. Because some of these agencies serve both MPS and non-public school students, a distinction needs to be made for state reports.)
13. **Eligibility Criterion:** Check all that apply. At least one academic need area needs to be identified. Extensive research is not necessary to support multiple eligibility criterion for students. The severity of learning deficits and not the number of criterion is generally more important in assessing Title I needs of individual students.
14. **Not Age/Grade Level Appropriate:** Enter an "X" for the non-public school student if the child has been retained in any previous year.
15. **Head Start/Even Start:** Enter an "X" for the student, if the child has participated in Even Start or Head Start Programs at any time during the previous two years.

- 16. Title I Ranked Need:** The classroom teacher and/or local administrator work with Title I personnel to assign a rank score number for each child indicating the level of need. Select one of the following numbers in the appropriate place: **1 = High Need 2 = Moderate Need 3 = Low Need**. This information will be used as a starting point for decisions about the students who will get services if more are identified than can be served. All students in highest ranks must be served before service is extended to any students in lower ranks regardless of grade levels. A ranking is required for all students listed.
- 17. Title I Subject Area Support:** *Only check these boxes if students are receiving Title I services in the subject area indicated.* While it is possible to serve students in more than one subject area, it is generally not recommended. Serving in multiple subject areas can substantially increase student time away from regular classroom activities or can diminish time available to concentrate on grade level gain in an area of greatest need.
- 18. Comments:** Not a required field, use at the discretion of Title I personnel.
- 19. School Information:** The information in the “School Information” box needs only to be entered once for the entire school. E-mail, FAX and MPS site number information is not required, but current enrollment data *is* required. As a nonpublic program, your site is designated for “targeted assistance” . Under controlling legal precedent, Title I services are to be provided for eligible students and not their schools. Serving all or nearly all of the students in a targeted assistance school would constitute service to the school. If Title I subject area support is indicated for an inordinate number of pupils in a school, then the school will be required reduce the number of students served and to resubmit the eligibility report.

For more information about determining eligibility and rankings, see the next three pages.

STUDENT SELECTION GUIDELINES FOR GRADES K4/5 - GRADE 2

The following represents those **multiple criteria** to be used by the non-public school classroom teacher to make judgments about student needs for Title I service.

The Teacher Recommendation Form is based upon a synthesis of information for grades 1, 2 and kindergarten. **The non-public school classroom teacher or local administrator should use the Title I Non-public School Student Identification sheets for students in Grades 1, 2 and kindergarten** (kindergarten students are ordinarily listed only to identify students in the spring semester for service during the fall term and/or summer school). After referencing these indicators, the teacher will indicate the "level of need".

STUDENT SELECTION GUIDELINES FOR GRADES 3-12

READING, WRITING/LANGUAGE ARTS AND MATHEMATICS

Enter an "X" in the appropriate space, if in the judgment of the classroom teacher/administrator the student is in need of service in the above area(s). **This decision must be based on the following criteria and other available data.**

- a. Reading Report Card Grade
 - D or F - High Need
 - C - Moderate Need
 - B (with support) - Low Need
- b. Reading Level
 - 1 year or more below grade level - High Need
 - 1/2 year below grade level - Moderate Need
 - At grade level (with support) - Low Need
- c. Reading Comprehension Score on a Standardized Test
 - 22% or below - High Need
 - 23-39% - Moderate Need
 - 40-59% (with support) - Low Need
- a. Writing/Language Arts Report Card Grade
 - D or F - High Need
 - C - Moderate Need
 - B (with support) - Low Need
- b. A lack of progress in writing as indicated on a variety of dated work samples from a portfolio
- c. Writing/Language Arts Score on a Standardized Test
 - 22% or below - High Need
 - 23-39% - Moderate Need
 - 40-59% (with support) - Low Need
- a. Mathematics Report Card Grade
 - D or F - High Need
 - C - Moderate Need
 - B (with support) - Low Need
- b. Teacher observation of need in problem solving strategies as indicated by daily work, portfolios, or end-of-chapter or unit tests
- c. Mathematics Problem Solving Score on a Standardized Test
 - 22% or below - High Need
 - 23-39% - Moderate Need
 - 40-59% (with support) - Low Need

Non-Public Schools Student Identification Kindergarten Screening for Title I Services

Assessment of Reading/Language Arts & Mathematics Indicators

DIRECTIONS: Indicate the child's need for additional help by placing a check (√) mark in the appropriate box. Your input should be combined with other criteria to identify kindergarten pupils who are eligible for Title I service. Kindergarten students are ordinarily listed only to identify students in the spring semester for service during the fall term and/or summer school.

READING/LANGUAGE ARTS/MATHEMATICS INDICATORS	NEED
1. Listens for meaning and responds to stories and poems read aloud.	
2. Uses appropriate language to convey ideas for a variety of purposes.	
3. Demonstrates knowledge about concepts of print.	
4. Recognizes some words and the association between spoken and written language.	
5. Shows interest in independent reading and reading related activities.	
6. Predicts story endings & events using pictures & context; retells story information.	
7. Dictates meaningful thoughts.	
8. Experiments with writing by drawing, copying and using approximated spelling.	
9. Uses the senses to seek information about the environment.	
10. Shows interest in mathematical problem solving.	
11. Recognizes patterns, duplicates and extends them.	
12. Sorts, classifies and orders using a variety of attributes.	
13. Understands the concepts of numbers, quantities and their relations.	
14. Uses appropriate language to discuss mathematical concepts.	

TEACHER'S RECOMMENDATION

NOTE: Based on the needs identified above along with other information about the child, use the scale below and record the "Teacher's Overall Recommendation" on the "Title I Non-Public School Student Selection and Eligibility" form for Grades K-5 through grade 2.

Level of Title I ranked need: 1-High; 2-Moderate; 3-Low

**Non-Public Schools Student Identification
Grades 1 and 2 Screening for Title I Services**

Assessment of Reading/Language Arts & Mathematics Indicators

DIRECTIONS: Indicate the child's need for additional help by placing a check (√) mark in the appropriate box. Your input will be combined with other criteria to identify first and second grade pupils who are eligible for Title I service.

READING/LANGUAGE ARTS/MATHEMATICS INDICATORS	NEED
1. Listen for meaning to stories and text read aloud.	
2. Speak easily to convey ideas in discussion and conversation.	
3. Applies meaning, structure and visual cues.	
4. Predicts and retells stories sequentially.	
5. Uses a variety of strategies to construct meaning and interpret text.	
6. Generates ideas for stories and composes drafts	
7. Writes to convey meaning using approximated and conventional spelling.	
8. Chooses independent reading and writing activities.	
9. Describes & explains mathematical thinking through manipulatives, drawings & words.	
10. Sorts, classifies and compares objects using attributes and quantities.	
11. Models, reads, writes and compares whole numbers.	
12. Uses strategies to solve grade appropriate operations.	
13. Shows a developing understanding of place value	
14. Makes reasonable estimates of quantities and checks answers.	

TEACHER'S RECOMMENDATION

NOTE: Based on the needs identified above along with other information about the child, use the scale below and record the "Teacher's Overall Recommendation" on the "Title I Non-Public School Student Selection and Eligibility" form for Grades K-5 through grade 2.

Level of Title I ranked need: 1-High; 2-Moderate; 3-Low