

Quick Help on Completing Printed Title I Eligibility and Ranking Form for School Staff in Targeted Assistance Schools

Non-public School web site address to use for more resources related to development of eligibility reports for Targeted Assistance Schools:

http://www2.milwaukee.k12.wi.us/title_i/Web_Pages/non-public.html

1. Fill in school information on **header** of printed Title I Eligibility Report worksheet and duplicate and distribute to teachers. Schools are responsible for seeing that only City of **Milwaukee resident students with parental consent** are served. Each school may design its own method of obtaining consent. A consent template is available at the Title Program web site noted above. In the **Service Model** field, indicate name of Title I vendor (Catapult, NESI, Learning Exchange, ABC) or type of MPS Title I program (math, language arts, reading). Personnel filling in eligibility worksheets should indicate their name so that they can be contacted if questions arise.
2. Fill in names and **demographic information** for all students in class who are being considered for Title I services during the school year or for summer school. Demographic information is not used to determine Title I eligibility or rank, but it is required for reporting purposes. Fill in all fields based upon best available information. Use M or F to indicate gender, numeric codes for ethnicity, give month/date/year of birth, and grade level. LEP can be determined by teacher judgment in non-public school settings; handicapping conditions must have been determined through legally defined procedures with a multidisciplinary team. Put an X in the appropriate boxes to indicated the status of these students (boxes may be left blank when the information in the header does not apply for the remaining fields).
3. Use check boxes to indicate **eligibility criterion** that apply. Title I services are to be extended only to students who are performing below grade level in one of the core academic subject areas (or at risk for doing so). Other criterion are used to help determine ranking and service delivery.
4. The **Title I ranking** is somewhat subjective. Both the number of eligibility criterion present and the severity of problems (such as degree of academic delay) are to be considered. Teachers are advised to first consider eligibility criterion, then do ranking. Rank of 1 suggests greatest need and priority, rank of 3 suggests lowest priority. Unranked students (those who meet none of the eligibility requirements) may not receive Title I service and do not have to be listed on the eligibility report form. Within a school, students with the highest ranks must be served before those with lower ranks get services. Some determinations will probably have to be made within ranked levels to select the group "in greatest academic need" to get service. **All Title I eligible students need to be ranked.**
5. Do not check "**service area**" columns during the initial identification process. Title I personnel will complete these fields after a consultation process that identifies those students with the greatest academic needs who will be served. In most cases all eligible students will not be served. Limitations in program capacity and Title I law mandate limits to services provided in non-public, "targeted assistance" schools.
6. Teachers may attach other information or suggestions for Title I personnel. It is strongly suggested that students use Title I services to address their individual area of greatest academic need (in order to ensure time on task necessary to make significant grade level gains). Teachers recommendations might address subject area that should be addressed with Title I services at schools (unless MPS teacher certification limits subject areas where service can be offered) or information about about particular needs or approaches that should be considered with individual students.
7. For each enrolled student, Title I instruction will be provided: for a minimum of 120 minutes, in at least two sessions over the course of a five day school week, for an entire school year or summer school program, for each subject area addressed. (Students may be added during the school year as slots become available.) More time and frequency is preferred.

For more information, refer to the web site noted above or the Eligibility Report Help layout of the Title I Eligibility database document (also available at the web site). Questions? Contact your Title I Service provider or MPS:

ABC: 265-2003; Catapult: 672-1089; Learning Exchange: 262-641-0500; NESI: 247-0910; MPS: 475-8122