



Nebraska Department of Education
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These directions were last updated: February 25, 2019

Annual Participation Report

Due Date: June 15
 Audit Window Close Date: June 30

SCOPE

The Annual Participation Report is a collection of Title I programs and the related data required to submit for them.

All Public Districts and ESU's having Title I multi-district projects (consortia) need to complete the report.

DIRECTIONS

Access

Accessing the Annual Participation Report collection requires a Consolidated Data Collection (CDC) activation code – Federal, All or Approver User Type. If user does not have the Consolidated Data Collection (CDC) in Data Collections, they will need to obtain an activation code from their District Administrator.

1. Log into the NDE Portal at <https://portal.education.ne.gov>
2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list, choose **Annual Participation Report**

FEDERAL	Annual Participation Report
GENERAL	Assessed Valuation and...

Navigation

Upon entering the collection, user will see

1. The Title
2. A Main Menu list of options
3. A list of the sections within the collection to report, and their status
4. A View Summary Report button, and
5. The Submit/Approve section (Only Approver user types will see the Approve button)

NDE FORM #04-001

TITLE I, PART A: ANNUAL PARTICIPATION REPORT



Complete each section below:

Select report to complete:	STATUS
Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools	
Enter Part 2: Title I Part A Funded Staff	
Enter Part 3: Neglected/Delinquent	
Enter Part 4: Homeless - Unaccompanied	

= Incomplete = Completed



ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

Main Menu

1. [Contact Us](#) – Lists NDE contacts to call or email if user has questions while completing the report
 2. [Click for Instructions](#) – Opens this documents
- Other menu items seen through the collection include
1. [Collection Main Page](#) – Returns user to Annual Participation Report collection main page
 2. [CDC Main Page](#) – Takes user back to the Consolidated Data Collections main page
 3. [Logout](#) – Closes the current tab and returns user to NDE Portal
 4. [Print Page](#) – Prints a copy of the current page

To Begin

Select the link to each section. This will take user to each individual area where they can complete that section of the report.

NDE FORM #04-001

TITLE I, PART A: ANNUAL PARTICIPATION REPORT

[Contact Us](#) [Click for Instructions](#) [Reports](#)

Complete each section below:

Select report to complete:	STATUS
Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools	
Enter Part 2: Title I Part A Funded Staff	
Enter Part 3: Neglected/Delinquent	
Enter Part 4: Homeless - Unaccompanied	

= Incomplete = Completed

[View Summary Report](#)

Part 1: Title I, Part A: School-wide Programs and/or Targeted Assistance Schools

Indicate whether family literacy services are provided.

[Title I Main Pg](#) [Contact Us](#) [CDC Main Pg](#) [Logout](#) [Instructions](#)
 NDE FORM #04-001

2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
 EXAMPLE SCHOOL DISTRICT [00-0000-000]
 PART 1: TITLE I PART A Schoolwide Programs and/or Targeted Assistance Schools

SPECIAL PROGRAM SITES (Targeted Assistance and/or Schoolwide Programs)	YES	NO
Are family literacy services provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are Title I funded Extended Time Instructional Programs provided? <i>(Include before or after school programs and summer school programs)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schoolwide Programs Serving Students Eligible for the Migrant Education Program		
	Number of Schoolwide Programs that serve Migrant students:	Number of Schoolwide Programs that combine Migrant education funds
Schoolwide Program Sites <i>(regular term and/or summer term)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Print Page](#) [Save Data](#) [Save Data and Close](#)

Indicate whether extended time instructional programs (before and/or after school, summer school) are provided.

NDE FORM #04-001

2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
EXAMPLE SCHOOL DISTRICT [00-0000-000]

PART 1: TITLE I PART A Schoolwide Programs and/or Targeted Assistance Schools

SPECIAL PROGRAM SITES (Targeted Assistance and/or Schoolwide Programs)	YES	NO
Are family literacy services provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are Title I funded Extended Time Instructional Programs provided? (Include before or after school programs and summer school programs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schoolwide Programs Serving Students Eligible for the Migrant Education Program		
	Number of Schoolwide Programs that serve Migrant students:	Number of Schoolwide Programs that combine Migrant education funds
Schoolwide Program Sites (regular term <u>and/or</u> summer term)	<input type="text" value="0"/>	<input type="text" value="0"/>

Indicate the Number of Schoolwide programs serving Migrant students and the Number of Schoolwide Programs that combine Migrant education funds.

NDE FORM #04-001

2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
EXAMPLE SCHOOL DISTRICT [00-0000-000]

PART 1: TITLE I PART A Schoolwide Programs and/or Targeted Assistance Schools

SPECIAL PROGRAM SITES (Targeted Assistance and/or Schoolwide Programs)	YES	NO
Are family literacy services provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are Title I funded Extended Time Instructional Programs provided? (Include before or after school programs and summer school programs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schoolwide Programs Serving Students Eligible for the Migrant Education Program		
	Number of Schoolwide Programs that serve Migrant students:	Number of Schoolwide Programs that combine Migrant education funds
Schoolwide Program Sites (regular term <u>and/or</u> summer term)	<input type="text" value="0"/>	<input type="text" value="0"/>

Selecting **Save Data** simply saves the data on that page only.

Selecting **Save Data and Close** returns user to the collection Main Page.

Part 2: Title I, Part A: Funded Staff

Indicate the total FTE of staff who had part or all of their salaries paid with Title I, Part A funds in Targeted Assistance Schools (TAS) - including TAS preschools, Nonpublic schools and Neglected facilities.

[Title I Main Pg](#) [Contact Us](#) [CDC Main Pg](#) [Logout](#) [Instructions](#) [Reports](#)
NDE FORM #04-001

2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
EXAMPLE SCHOOL DISTRICT [00-0000-000]
PART 2: TITLE I PART A Funded Staff

If your district only operates a Title I Schoolwide Program (SWP) and does not provide services to a Nonpublic School or a Neglected or Delinquent Facility, do not enter any FTE. You can click on the "Save Data and Close" button at the bottom of this page without entering in any data.	
In the table below, include total FTE of staff who had part or all of their salaries paid with Title I, Part A funds in Targeted Assistance Schools (TAS) - including TAS preschools, nonpublic schools and Neglected facilities. For staff who work with both TAS and SWP (Schoolwide Programs), report only the FTE attributable to their TAS responsibilities. Districts report their staff and ESU's report only ESU staff. (See <i>Instructions</i>)	
JOB CLASSIFICATION	FULL-TIME EQUIVALENT (FTE)
Administrators (Non-Clerical)	<input type="text" value="0.00"/>
Teachers	<input type="text" value="0.00"/>
Instructional Paraprofessionals	<input type="text" value="0.00"/>
Other Paraprofessionals (translators, parental involvement, computer assistance, tutors, etc.)	<input type="text" value="0.00"/>
Clerical Staff	<input type="text" value="0.00"/>

[Print Page](#) [Save Data](#) [Save Data and Close](#)

NOTE: Districts report their staff and ESU's report only ESU staff.

NOTE: For staff who work with both TAS (Targeted Assistance Schools) and SWP (Schoolwide Programs), report only the FTE attributable to their TAS responsibilities.

FTE (Full-Time Equivalent) is the amount of time per week actually spent on an activity divided by the amount of time per week normally considered as full-time for that activity. FTE should be expressed as a decimal fraction to the nearest hundredth. To calculate the number of FTE staff members in each category, determine the number of hours each staff member works in a week. Add these numbers together and divide the total by the number of hours that represent "full time" to get the FTE number for the staff category.

Example: Using the example of a 35-hour week as the FTE, if a project had seven (7) instructional paraprofessionals and each worked ten (10) hours or 70 hours total. 70 hours divided by a 35-hour week would have the FTE of 2.0 instructional paraprofessionals.

All Title I personnel paid from their time and effort logs (not on a regular schedule) must determine FTE using the percentage of their total salary that is paid with Title I funds.

Example: Total salary = \$7,000. Title I funded \$952 of that \$7,000. Therefore, the FTE is .14 (952 divided by 7,000.)

Job Classification Definitions

Administrators (non-clerical): A person whose primary assignment is to direct staff members or manage the Title I project and it's supporting services within an operating unit or facility.

Teachers: Certified staff members who instruct Title I children and youth.

Instructional Paraprofessionals: A staff member who assists a teacher with routine “instructional” activities associated with teaching and with those activities requiring minor decisions regarding students, such as monitoring and conducting role exercises.

Other Paraprofessionals: Translators, parent involvement liaisons, computer assistance staff, tutors, etc.

Clerical Staff: A staff member who performs activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications, records and transactions.

PART 3

Title I, Part A, Neglected

List the number of students, by grade level, residing in residential agencies located within the district, that receive at least 1 day of Title I, Part A funded instruction either in the district or in a Rule 18 Interim Program School.

[Title I Main Pg](#) [Contact Us](#) [CDC Main Pg](#) [Logout](#) [Instructions](#) [Reports](#)

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2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
EXAMPLE SCHOOL DISTRICT [00-0000-000]
PART 3: Title I Part A, NEGLECTED and Title I Part D, Subpart 2, LOCAL DELINQUENT

NEGLECTED	
Participation in Title I, Part A, By Grade Level (All Students Served):	
Complete only if you receive neglected funds. List the number of students, by grade level, residing in residential agencies located within the district that receive at least 1 day of Title I, Part A funded instruction either in the district or in a Rule 18 Interim Program School (local neglected only.)	
PARTICIPANTS BY GRADE LEVEL	NEGLECTED
Ages 0-2	0
Ages 3-5	0
Kindergarten	0
Grade 1	0
Grade 2	0
Grade 3	0
Grade 4	0
Grade 5	0
Grade 6	0
Grade 7	0
Grade 8	0
Grade 9	0
Grade 10	0
Grade 11	0
Grade 12	0
Ungraded	0
TOTAL	0

NOTE: If District/ESU does not receive funds for Neglected Part A instruction, user will receive the following message in red: This district does not receive funds for 'Neglected' Part A or 'Delinquent' Part D; therefore you will submit no data for Part 3. To complete this section and receive a green check mark, click on the 'Save Data and Close' button at the bottom of this page.

Title I, Part D, Subpart 2, Local Delinquent

List the number of students in local, regional or county operated, correctional, detention or staff secure facilities located within the district who receive each type of service for at least 1 day in a program funded under Title I, Part D, Subpart 2 (not located in a Special Purpose School like Kearney, Geneva, YRTC).

LOCAL DELINQUENT	
Participation In Title I, Part D, By Type of Service	
Complete only if you receive funds for delinquent. Include only students served in Title I, Part D, Subpart 2 (local delinquent only - detention center or staff secure center located within your district).	
INSTRUCTIONAL SERVICES	LOCAL DELINQUENT
Reading/Language Arts	0
Mathematics	0
Science	0
Social Studies	0
Vocational/Career	0
Other (specify) <input type="text"/>	0
SUPPORT SERVICES	LOCAL DELINQUENT
Guidance/Counseling	0
Health/Dental/Eye Care	0
Other (specify) <input type="text"/>	0

NOTE: If District/ESU does not receive funds for Delinquent Part A instruction, user will receive the following message in red: **This district does not receive funds for 'Neglected' Part A or 'Delinquent' Part D; therefore you will submit no data for Part 3. To complete this section and receive a green check mark, click on the 'Save Data and Close' button at the bottom of this page.**

Part 4: Homeless - Unaccompanied

Indicate the number of students identified as homeless during the current school year who were unaccompanied youth.

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 2017-2018 TITLE I, PART A: ANNUAL PARTICIPATION REPORT FOR
 EXAMPLE SCHOOL DISTRICT [00-0000-000]:
 PART 4: HOMELESS - Unaccompanied

NUMBER OF STUDENTS	
Enter the number of students identified as homeless during the 2017-2018 school year who were "unaccompanied youth".	<input type="text" value="0"/>
<p>Unaccompanied Youth. The term <i>unaccompanied youth</i> includes a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the street, or in other inadequate housing. This would also include children and youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.</p>	

Unaccompanied Youth: The term *unaccompanied youth* includes a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing and children and youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

Finalize Data

Each part of this collection must be completed. Even if user has nothing to report, go into each section and click on the **Save Data** button to complete the submission.




This will put a green check mark under the corresponding STATUS column.

NDE FORM #04-001

TITLE I, PART A: ANNUAL PARTICIPATION REPORT

Contact Us Click for Instructions Reports

Complete each section below:

Select report to complete:	STATUS
Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools	





In order to complete the collection, each section will need to have a green check mark under the Status column.



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Contact Us Click for Instructions Reports

Complete each section below:

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Enter Part 4: Homeless - Unaccompanied	

 = Incomplete  = Completed

View Summary Report

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for district files.

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TITLE I, PART A: ANNUAL PARTICIPATION REPORT

[Contact Us](#) [Click for Instructions](#) [Reports](#)

Complete each section below:

Select report to complete:	STATUS
Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools	✓
Enter Part 2: Title I Part A Funded Staff	✓
Enter Part 3: Neglected/Delinquent	✓
Enter Part 4: Homeless - Unaccompanied	✓

 = Incomplete  = Completed

[View Summary Report](#)

Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by the District Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.