



Nebraska Department of Education
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These directions were last updated: March 19, 2015

Consolidated Data Collection
Annual Participation Report

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Click on the links to complete Part 1 through Part 4.

Each Part of this collection must be completed. Even if you have nothing to report, go into each part and click on the "Save Data" button to complete the submission. This will put a green check mark under the corresponding STATUS column.

When you have completed entering data, you can click on the **View Summary Report** button (on the main page of the collection) to see a summary of what was submitted for the Annual Participation Report.

SUBMISSION

Upon completing data, click on the **Submit** button. This will acknowledge that you have completed the data and it is ready to be reviewed by your District/ESU Administrator. Once the District/ESU Administrator has reviewed the Annual Participation Report data, the District/ESU Administrator can click on the **Approve** button to submit the information to the Department. Once the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files.

NOTE: Only the person who is designated as District Administrator for the Title I Annual Participation Collection in the CDC will see the **Approve** button in the box below

the **Submit** button. The District Administrator can **Submit** and **Approve** the collection.

DUE DATE

The "Title I Annual Participation Report" is due on or before June 15th. Audit window close date is June 30th.

SCOPE

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

Part 1

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

Indicate whether family literacy services are provided.

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

School-wide programs must report on services to Migrant Programs.

Part 2

Title I, Part A: Funded Staff

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 or Delinquent 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.

The 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. 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 its 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:

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.

Title I, Part D, Subpart 2, Local Delinquent:

Complete only if you receive funds for delinquent. Include all students in local, regional or county operated, correctional, detention or staff secure facilities located within your district who receive services 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).

Part 4

Homeless - Unaccompanied

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.