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NDE Service Desk - [ADVISERHelp@Nebraskacloud.org](mailto:ADVISERHelp@Nebraskacloud.org)

These directions were last updated: April 17, 2023

## **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. To obtain Consolidated Data Collection (CDC) access in Data Collections, request an activation code from District Administrator. For further detailed access instructions, view the CDC Instructions found here: <https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/>

## Navigation




Upon entering the collection, the following will display:



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
<a href="#">Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools</a>	
<a href="#">Enter Part 2: Title I Part A Funded Staff</a>	
<a href="#">Enter Part 3: Neglected/Delinquent</a>	

 = Incomplete
  = Completed

ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

## Main Menu

1. Contact Us – Lists NDE contacts to call or email if there are questions while completing the report
2. Click for Instructions – Opens this document

Other menu items seen through the collection include

1. Collection Main Page – Returns to Annual Participation Report collection main page
2. CDC Main Page – Returns to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns to NDE Portal
4. Print Page – Prints a copy of the current page




## To Begin

Select the link for each section, to complete each Part.

### TITLE I, PART A: ANNUAL PARTICIPATION REPORT

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

Complete each section below:

Select report to complete:	STATUS
<a href="#">Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools</a>	
<a href="#">Enter Part 2: Title I Part A Funded Staff</a>	
<a href="#">Enter Part 3: Neglected/Delinquent</a>	

 = 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.

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 and/or summer term)	<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.

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 and/or summer term)	<input type="text" value="0"/>	<input type="text" value="0"/>

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

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

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 and/or 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 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.

EXAMPLE SCHOOL DISTRICT [00-0000-000]  
PART 2: TITLE I PART A Funded Staff

<p>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.</p>	
<p>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 Instructions)</p>	
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"/>

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.

**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 <input type="text"/>
Ages 3-5	0 <input type="text"/>
Kindergarten	0 <input type="text"/>
Grade 1	0 <input type="text"/>

NOTE: If District/ESU does not receive funds for Neglected Part A instruction, the following message is displayed: **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, the following message is displayed: **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.**

### Finalize Data

Each part of this collection must be completed. Even if there is no data 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**

Complete each section below:

Select report to complete:	STATUS
<a href="#">Enter Part I: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools</a>	<input checked="" type="checkbox"/>

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

## TITLE I, PART A: ANNUAL PARTICIPATION REPORT

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

Complete each section below:

Select report to complete:	STATUS
<a href="#">Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools</a>	✓
<a href="#">Enter Part 2: Title I Part A Funded Staff</a>	✓
<a href="#">Enter Part 3: Neglected/Delinquent</a>	✓

 = 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.

## TITLE I, PART A: ANNUAL PARTICIPATION REPORT

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

Complete each section below:

Select report to complete:	STATUS
<a href="#">Enter Part 1: Title I Part A Schoolwide Programs and/or Targeted Assistance Schools</a>	✓
<a href="#">Enter Part 2: Title I Part A Funded Staff</a>	✓
<a href="#">Enter Part 3: Neglected/Delinquent</a>	✓

 = Incomplete  = Completed

[View Summary Report](#)

### Submit / Approve

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

ACTION	STATUS	DATE	USER
<a href="#">SUBMIT</a>	Not Submitted	N/A	N/A
<a href="#">APPROVE</a>	Not Approved	N/A	N/A
<a href="#">Print Page</a>			

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
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="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 Service Desk as they will need to re-open the collection.