



TITLE I, PRIVATE SCHOOLS PROGRAM REFERENCE GUIDE

TITLE: School Reporting Form

DATE: December 2014

ROUTING

ELA Teachers
Math Teachers

PURPOSE: The purpose of this reference guide is to provide Title I teachers with directions on how to submit data from the Private Schools receiving Title I, Part A, funding/services during 2014-2015. The data supports the distribution and use of funds for Title I eligible students.

PROCEDURES: Data is to represent students listed on your attendance, receiving services during the 2014-2015 school year.

In the event that your school has received both English Language Arts and Math services it is incumbent upon you to coordinate the count to include everyone served, but not count them twice in sections C, D and H.

Math Teachers: Complete the *School Reporting Form Student Information sheet (Attachment A)* for each school site. File the original *School Reporting Form Student Information sheet* with the Evaluation Plan in the Compliance Box/Folder and submit a copy to title1pspdocs@gmail.com. The ELA teacher will complete the School Reporting Form for the site using this data at the end of the school year.

When filling out your form:

- In the upper right hand corner fill in the school name (do not fill in Agency, CD Code or School Code).
- Section A: Targeted Assistance School (TAS) - ☒
- Section B: Skip
- Section C: Count program participants by gender
- Section D: Count program participants by grade level
- Section E: Skip
- Section F: Count program participants having a current IEP
- Section G: LEP Participants. Some schools are participating in Title III. If students at your school have been assessed and identified as LEP, and are receiving Title I services by you, enter that number in the box. If the information is not available, or students have not been formally identified as LEP, leave the box blank.



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- Section H: Count program participants by racial/ethnic group. If possible, avoid marking “Multiracial” or “No Response” as these are not counted.
- Section I: Indicate the total number of students (participants) receiving service in Mathematics and/or Reading/Language Arts. Students receiving services in both are counted twice, the total of math and reading combined can exceed section C, D and H. However, the total in each individual Instructional Service box must not exceed the number of Title I participants indicated in Section C.
- LAUSD PSP Teachers:
Count Mathematics participants by grade level. Count Reading/Language Arts participants by grade level.
(Grade level table should match Section I totals.)
- Section J: Skip

Sections C, D and H must total the same number of students. Please double check calculations.

For assistance or further information please contact:
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