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Education Information and
Accountability Services



Florida
Department of Education

Contact Information

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TECHNICAL ASSISTANCE DOCUMENT

**Reporting Private School Students
Receiving Title I Services**

Reference

These data collection requirements relate to Part A, Subpart 1 of Title I of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act (PL 107-110), Sections 1124 and 1412.

Questions and Answers

Purpose

1. Why does the Department of Education (DOE) need data about private school students who receive Title I services?

The DOE is required to report data about private school students who are receiving Title I services to the U.S. Department of Education (USDE) each year as part of the Consolidated State Performance Report (CSPR) and Education Data Exchange Network (EDEN) for purposes of Title I reporting and evaluation.

In addition, the DOE uses these data to:

- provide accurate information on the location and number of children in private schools who are receiving Title I services
- monitor district programs, and
- evaluate the delivery of services.

Identifying Eligible Students

2. Which private school students should be included in data reporting to the DOE?

All private school students receiving Title I, Part A services should be included in reporting to the DOE.

Reporting Student Data

3. How are data about private school students who receive Title I services reported to the DOE?

Beginning with the 2007-08 school year, data about private school students receiving Title I services must be reported to the DOE via the Automated Student Data Base.

4. Are private schools required to collect and report these data?

Yes, private schools are required, as a condition of receiving support through Title I funds, to report these data to the school district.

5. How is privacy maintained in accordance with FERPA (Family Educational Rights and Privacy Act)?

Individual, personally identifiable student records collected and maintained by the Florida Department of Education are accessible only to authorized state education officials for the purposes of auditing, monitoring and evaluation of state and federal education programs, or for the completing of federal or state mandated activities requiring access to such records, as prescribed by Section 1002.22, F.S., 20 U.S.C. 1232g and 34 CFR Part 99. The Florida Department of Education does not disclose personally identifiable, individual student records to any person, institution, agency or organization except as authorized by 20 U.S.C. 1232g, 34 CFR Part 99 and Section 1002.22, F.S. Personally identifiable, individual student records are utilized by the Florida Department of Education to prepare and publish aggregate reports and analyses.

6. Which student data base formats should be submitted for private school students?

The Student Demographic Information and Federal/State Compensatory Project Evaluation formats must be reported for private school students receiving Title I services at any time during the school year. See the following links for copies of the format documentation:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/student-demographic-info.stml>

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/federal-state-compensatory-project-eva.stml>

7. What is the timeline for reporting these data?

Data about private school students receiving Title I services must be reported to the DOE at the end of the school year. District information services staff send the data to the DOE in August of each year during Survey 5.

Title I staff working with programs for private school students should coordinate with district information services staff to develop an appropriate schedule for data collection,

input, editing and revision. The schedule should allow for ongoing data entry throughout the school year.

Student Demographic Information

8. Must all the data elements on the Student Demographic format be reported for private school students?

No. Default codes of 0 or Z may be reported for most data elements. The following data elements must be reported:

- Student name
- Grade level
- Gender
- Racial/ethnic category
- Student number
- School number

An example of data submission on the Student Demographic Information format for a private school student served in a Title I program is provided in Appendix A.

9. Must Lunch Status be reported for private school students?

No, Lunch Status may be reported with a code of 'Z' for private school students.

10. What School Number, Current Enrollment should be used? Would this be the private school number?

For all Title I private school students use **9995** as the School Number, Current Enrollment.

The school district will need to maintain information about the specific private school attended by each student and the private school number assigned by the DOE can be used for this purpose. When submitting the data to the DOE the private school numbers should be converted to school number 9995.

11. How does the district know what Student Number Identifier, Florida code to use for these students?

According to the definition of Student Number Identifier, Florida, if the student provides a social security number, the Student Number identifier, Florida equals the social security number followed by an "X." If the student does not provide a social security number, the district should determine whether the student has ever been assigned a Student Number Identifier, Florida in any Florida school district and use that number if it exists. For any student receiving services from a Florida public school district for the first time who does not provide a social security number, the district should assign a unique number to the student according to the instructions in the element definition located at <http://www.fldoe.org/core/fileparse.php/7729/urlt/0100361-175625.pdf>.

Federal/State Compensatory Project Evaluation

12. Must all the data elements on the Federal/State Compensatory Project Evaluation format be reported for private school students?

No. Default codes of 0 or Z may be reported for many data elements. The following data elements must be reported:

- Student number
- School number
- Federal/State Project, Area and Model
- Term
- Federal/State Project – Support Services

An example of data submission on the *Federal/State Compensatory Project Evaluation* format for a private school student served in a Title I program is provided in Appendix A.

13. What School Number, Current Instruction/Service should be reported?

For all Title I private school students use **9995** as the School Number, Current Instruction/Service.

14. What are the correct codes for private school students on the data element Federal/State Project, Area and Model on the Federal/State Compensatory Project Evaluation format?

Private school students will always be reported with the following codes on the Federal/State Project, Area and Model element. See the following link for a copy of this element: <http://www.fldoe.org/core/fileparse.php/7729/urlt/0075612-120425.pdf>

- First position (Project Type) = 1 (Title I, Basic – Part A)
- Second position (Subject Area) = 0-9 or A (to designate the subject area)
- Third & fourth positions (Model) = 01 (Targeted Assistance)
- Fifth position = 0

15. What should be reported for Federal/State Project – Support Services

Report any support services the student received using codes A, D, H, N, O, R, S, T and X. If no support services were received report code Z.

Other

16. Which school number should be reported as the School Number, Current Instruction/Service on the Federal/State Compensatory Project Evaluation format for a student who has a disability and is receiving exceptional student education (ESE) services from the school district as well as receiving Title I services?

For School Number, Current Instruction/Service report 9996 for a student receiving ESE and Title I services from the district.

17. Are there any suggested best practices for collecting and reporting data for private school students receiving Title I services?

The following are some suggested best practices for collecting and reporting these data:

- Create a standard form and procedure for ongoing data collection.
- Input data into the district data base as it is received.
- Supplement DOE requirements with others needed in the district for evaluation purposes.
- Consult with the district exceptional student education director to compare procedures and coordinate efforts.
- Make the data collection effort useful for district purposes as well as state reporting.
- Once the data are automated, request useful reports.

Technical Assistance Contact Persons

For questions about serving private school students in Title I programs contact Christopher Fenton at Christopher.Fenton@fldoe.org or (850) 245-0873.

For questions about reporting data to the DOE contact ASKEIAS@fldoe.org or (850) 245-0400.

Appendix A**Sample: Private School Student Served in Title I, Part A Program
Student Demographic Information**

Element	Code	Notes
District Number, Current Instruction/Service*	01	Alachua
District Number, Current Enrollment*	01	Alachua
School Number, Current Enrollment*	9995	Private School Student Served in Title I, Part A Program
Student Number Identifier, Florida*	123456789X	SSN or District assigned number
Survey Period Code*	5	End of Year submission
Year*	1314	
Student Number Identifier - Alias, Florida	123456789X	
Student Name, Legal	Smith, Sue	
District Number, Zoned School	00	
School Number, Zoned School	0000	
Gender	F	Female
Student Number Identifier, Local		Leave blank.
English Language Learners, PK-12	ZZ	Not applicable.
Resident Status, State/County	Z	Not applicable.
Grade Level	02	Second grade.
Student Characteristic, Agency Programs	Z	None
Transaction Code	A	Add record
Native Language, Student	ZZ	Not applicable.
Primary Language Spoken in Home	ZZ	Not applicable.
Country of Birth	ZZ	Not applicable.
English Language Learner: Home Language Survey Date	00000000	Not applicable.
Birth Date	00000000	Not applicable.
Qualifying Arrival Date (QAD) for Migrant Program Eligibility	00000000	Not applicable.
Lunch Status	Z	Not applicable.
Additional School Year Student	Z	Not applicable.
Migrant Status Term	Z	Not applicable.
Graduation Option	Z	Not applicable.
Institution Number, Neglected/Delinquent (First)	0000	Not applicable.
Institution Number, Neglected/Delinquent (Second)	0000	Not applicable.
Residence County	00	Not applicable.
Ethnicity	Y	Hispanic/Latino
Race: American Indian or Alaska Native	N	
Race: Asian	N	
Race: Black or African American	N	
Race: Native Hawaiian or Other Pacific Islander	N	
Race: White	N	
Primary Instructor Responsible, Reading	00000000	Not applicable.
Institution Number, Neglected Delinquent (Third)	0000	Not applicable
Date Entered United States School		
Florida Education Identifier		Leave blank

**Sample: Private School Student Served in Title I, Part A Program
Federal/State Compensatory Project Evaluation**

Element	Code	Notes
District Number, Current Instruction/Service*	01	Alachua
School Number, Current Instruction/Service*	9995	Private School Student Served in Title I, Part A Program
Student Number Identifier, Florida*	123456789X	SSN or District assigned number
Survey Period Code (5)*	5	End of Year submission
School Year*	1314	
Federal/State Project, Area and Model*	11010	Title I Basic, Language Arts, Targeted Assistance
Transaction Code	A	Add record
Term*	3	Annual
Federal/State Project - Support Services	Z	Not applicable.
Migrant Referred Services	Z	Not a migrant student.
Migrant Priority for Services	Z	Not a migrant student.
Immigrant Student Services - Code L	Z	Not applicable.
Immigrant Student Services - Code S	Z	Not applicable.
Immigrant Student Services - Code A	Z	Not applicable.
Immigrant Student Services - Code C	Z	Not applicable.
Immigrant Student Services - Code M	Z	Not applicable.
Immigrant Student Services - Code D	Z	Not applicable.
Immigrant Student Services - Code F	Z	Not applicable.
Immigrant Student Services - Code B	Z	Not applicable.
Immigrant Student Services - Code R	Z	Not applicable.
Immigrant Student Services - Code T	Z	Not applicable.
Immigrant Student Services - Code O	Z	Not applicable.
Migrant Continuation of Services	Z	Not a migrant student.
Florida Education Identifier		Leave blank
Student Number Identifier, Local		Leave blank.