

## Quick Help on Completing Title I Eligibility and Ranking Form for School Staff in Targeted Assistance Schools.

1. Fill in school information on **header** of printed Title I Eligibility Report worksheet and duplicate and distribute to teachers. Schools are responsible for seeking **parental consent**. Each school may design its own method of obtaining consent. A consent template is available. Ignore the **Service Model** field or type MPS Title I program. Personnel filling in eligibility worksheets should indicate their name so that they can be contacted if questions arise.
2. Fill in names and **demographic information** for all students in class who are being considered for Title I services during the school year. Demographic information is not used to determine Title I eligibility or rank, but it is required for reporting purposes. Fill in all fields based upon best available information. Use M or F to indicate gender, give month/date/year of birth, and provide grade level. Limited English proficiency must be determined through testing (place an X in the box for applicable students). Special education must have been determined through legally defined procedures with a multidisciplinary team. Put an X in the appropriate boxes to indicate the status of these students (boxes may be left blank when the information in the header does not apply for the remaining fields).
3. Use check boxes to indicate **eligibility criterion** that apply. Title I services are to be extended only to students who are performing below grade level in one of the core academic subject areas (or at risk for doing so). Other criteria are used to help determine ranking and service delivery.
4. The **Title I ranking** is somewhat subjective. Both the number of eligibility criterion present and the severity of problems (such as degree of academic delay) are to be considered. Teachers are advised to first consider eligibility criterion, then do ranking. Rank of 1 suggests greatest need and priority, rank of 3 suggests lowest priority. Unranked students (those who meet none of the eligibility requirements) may not receive Title I service and do not have to be listed on the eligibility report form. Within a school, students with the highest ranks must be served before those with lower ranks get services. Some determinations will probably have to be made within ranked levels to select the group “in greatest academic need” to get service. **All Title I eligible students need to be ranked.**
5. Check the “**service area**” columns for identification of students with the greatest academic needs who will be served. In most cases all eligible students will not be served.
6. Teachers may attach other information or suggestions for Title I personnel. It is strongly suggested that students use Title I services to address their individual area of greatest academic need (in order to ensure time on task necessary to make significant grade level gains). Teacher recommendations might address subject area that should be addressed at schools (unless MPS teacher certification limits subject areas where service can be offered) or information about particular needs or approaches that should be considered with individual students.
7. For each enrolled student, Title I instruction will be provided based on a service delivery plan chosen by the school.

For more information, contact your MPS Title I Coordinator at 773-9820.