Nebraska Student and Staff Record System
http://www.nde.state.ne.us/nssrs

TITLE I PROGRAMS

Template Instruction Manual

Version 4.0.0 – July 27, 2009

Title I Programs

Replaces (in part): NDE04-001 Title I Annual Participation Report

2009-2010

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TABLE OF CONTENTS

GENERAL INSTRUCTIONS 1

Scope 1

Conventions 2
File Names 2
Data Element Names 2
School Year 2

TITLE I PROGRAMS 4
* County District Number [Title I Programs:District Code (1)] 4
* School Year [Title I Programs:School Year Date (2)] 4
* NDE Student ID [Title I Programs:Student ID (3)] 4
Reporting Date [Title I Programs:Reporting Date (4)] 4
Title I Reading ELA [Title I Programs:Title I Reading ELA (5)] 4
Title I Math [Title I Programs:Title I Math (6)] 5
Title I Science [Title I Programs:Title I Science (7)] 5
Title I Social Studies [Title I Programs:Title I Civics Govt (8)] 5
Title I Counseling Social Work [Title I Programs:Title I Counseling Social Work (12)] 5
Title I Health Dental [Title I Programs:Title I Health Dental (13)] 5
Title I Early Childhood Education [Title I Programs:Title I Early Childhood Education (20)] 5
Title I Vocational/Career [Title I Programs:Title I Vocational Career (21)] 6
Title I Support Other [Title I Programs:Title I Support Other (22)] 6
Title I Support Other Desc [Title I Programs:Title I Support Other Desc (24)] 6

Appendix A – Change Summary 7
Version 4.0.0 7
Version 3.0.0 7
Version 2.0.0 7
Version 1.1.2 7
Version 1.1.1 7

GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Title I Programs template. The Title I Programs template collects information about students receiving Title I services. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validation reports ensure data submitted is of high quality.

The detailed NSSRS Data Source Templates (i.e. file layout specifications) for all NSSRS templates can be downloaded from the "NSSRS Secured Information web site", which is accessible via the NDE Portal (http://portal.nde.state.ne.us). The "NSSRS Desktop Database" is also available for download from this web site. Contact the NDE Help Desk (nde.helpdesk@nebraska.gov or 888-285-0556) for additional information regarding the NSSRS Secured Information web site and the NSSRS Desktop Database.

Scope

This is a cumulative set of students; include all students that met any of the following criteria at any time during the school year:

1. Title I services provided to **nonpublic** students (always considered "targeted").
2. Services in a Title I Targeted Assistance School.
3. Title I funded Early Childhood services (not part of a schoolwide project).

NOTE: Do <u>not</u> include students served in Title I Schoolwide programs.

Portions of the Title I Annual Participation Report not included in the Title I Programs template will be collected separately via the "Title I Annual Participation Report" collection within the Consolidated Data Collection (CDC) on the NDE Portal.

Please visit the Title I Schoolwide Resources page (http://www.nde.state.ne.us/federalprograms/TITLEI/schoolwide.htm) for additional information including the Title I Schoolwide Projects for the 2009-2010 school year (http://www.nde.state.ne.us/federalprograms/pdf/SWProjects0910.pdf).

Conventions

File Names

Template	File Name
Title I Programs	##-####_title1_programs_YYYYMMDDHHMM.xxx

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [Template Name:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: * County District Number [Title I Programs:District Code (1)] indicates a key field referenced at NDE as “County District Number” that is the first field on the Title I Programs template with a field name of “District Code.”

School Year

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the “2009-2010” school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal “2010-06-30”.

TITLE I PROGRAMS

TITLE I PROGRAMS

The Title I Programs template collects information on a variety of Title I services a student may have received at any time during this school year.

The Title I Programs template will only include nonpublic students that received Title I services from your district at any time during the school year; students that received services in Title I Targeted Assistance Schools at any time during the school year; or students served by Title I funded Early Childhood services (not part of a schoolwide project) at any time during the school year.

NOTE: Do not produce a Title I Programs Template record for students who did not receive Title I services listed above. That is, do not produce records for which all indicators are "No".

A Student template must first be submitted for each student appearing in a Title I Programs template or the data loading process will reject the record – this includes nonpublic students. Refer to the Student Templates Instruction Manual regarding Nonpublic Targeted Assistance [Student:Targeted Assistance (44)] when reporting nonpublic students receiving Title I services.

* County District Number [Title I Programs:District Code (1)]

This is the number assigned to your school district by NDE and should include a dash ("-") between the county number and the district number. The number is based on the county in which the district headquarters is located and an assigned district number. You have used this number in reporting before NSSRS; it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. You can obtain the County District Number from the Education Directory at http://ess.nde.state.ne.us or the Directory Search http://educdirsrc.nde.state.ne.us.

* School Year [Title I Programs:School Year Date (2)]

Provide the literal "2010-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Title I Programs:Student ID (3)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

Reporting Date [Title I Programs:Reporting Date (4)]

Provide the literal "2010-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Title I Reading ELA [Title I Programs:Title I Reading ELA (5)]

Provide the code indicating if this student received or is receiving Title I Reading or ELA (English Language Arts) services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Math [Title I Programs:Title I Math (6)]

Provide the code indicating if this student received or is receiving Title I Math services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Science [Title I Programs:Title I Science (7)]

Provide the code indicating if this student received or is receiving Title I Science services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Social Studies [Title I Programs:Title I Civics Govt (8)]

Provide the code indicating if this student received or is receiving Title I Social Studies services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Counseling Social Work [Title I Programs:Title I Counseling Social Work (12)]

Provide the code indicating if this student received or is receiving Title I Counseling/Guidance services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Health Dental [Title I Programs:Title I Health Dental (13)]

Provide the code indicating if this student received or is receiving Title I Health Dental services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Early Childhood Education [Title I Programs:Title I Early Childhood Education (20)]

Provide the code indicating if this student received or is receiving Title I Early Childhood Education (pre-kindergarten) services at any time during this school year in a program that is <u>not</u> part of a Title I Schoolwide project.

Code	Description
1	Yes
2	No

Title I Vocational/Career [Title I Programs:Title I Vocational Career (21)]

Provide the code indicating if this student received or is receiving Title I Vocational/Career services at any time during this school year.

Code	Description
1	Yes
2	No

Title I Support Other [Title I Programs:Title I Support Other (22)]

Provide the code indicating if this student received or is receiving Title I Support Other services at any time during this school year. You can describe the services received under Support Other in Title I Support Other Desc [Title I Programs:Title I Support Other Desc (24)].

Code	Description
1	Yes
2	No

Title I Support Other Desc [Title I Programs:Title I Support Other Desc (24)]

Provide a description of the other support services this student received or is receiving under Title I Support Other [Title I Programs Support Other (22)]. The maximum length of Title I Support Other Desc is 100 characters.

Appendix A – Change Summary

Version 4.0.0

July 27, 2009

1. Updated date references for 2009-2010.

Version 3.0.0

July 29, 2008

1. All key fields noted with an asterisk.
2. Added “Conventions” section, which includes file and data element naming conventions.

Version 2.0.0

July 24, 2007

1. Removed Title I Neglected or Delinquent [Title I Programs:Title I Environment Code (18)] from collection. Removed references to Title I, Part A, Neglected or Delinquent children in a residential agency at any time throughout the school year and Title I, Part D, Neglected or Delinquent children living in a county-operated detention center.
2. Modified scope to include Title I services provided to nonpublic students. Added reference to Nonpublic Targeted Assistance [Student:Targeted Assistance (44)], which is collected on the Student template.
3. Added note to emphasize students appearing in Title I Programs template must first be included in a Student template.

Version 1.1.2

1. Clarifications added to Title I Neglected or Delinquent [Title I Programs:Title I Environment Code (18)].

Version 1.1.1

1. Added Title I Neglected or Delinquent [Title I Programs:Title I Environment Code (18)] to collection.