

**2012-2013 Title I Performance Report
for
Title I, Part A Funds**

Instruction Manual

New Jersey Department of Education



2012-2013 Title I Performance Report

The *Elementary and Secondary Education Act*, reauthorized as the *No Child Left Behind Act (ESEA-NCLB)*, **requires** the annual collection of data from school districts that receive Title I funds. This information contributes to a larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education must submit to the U. S. Department of Education for a national perspective. The purpose of the Title I Performance Report is to provide a summative analysis of ***the impact of Title I, Part A funds on student performance and to report how these funds were used.***

All districts that received Title I, Part A funds in the 2012-2013 school year (project period September 1, 2012 to August 31, 2013) must submit data for this Performance Report, even if districts did not receive Title I funding for the 2013-2014 school year. The data for how Title I, Part A funds were spent in 2012-2013 must match your district's approved *FY 2013 ESEA-NCLB Consolidated Application*. For example, if your application indicated expenditures for teachers and paraprofessionals, the Title I Performance Report should include corresponding numbers on the FTE table.



Please note: The Title I, Part A performance reporting system is incorporated into the EWEG system. Enter the system using the district's ID and password and choose "Title I - Performance Report." In the drop-down box at the top of the screen that is labeled "Year," select year **2013** and click on the button that says "Create Application."



This instruction manual will guide you through each screen of the report.

If you have questions relating to the Title I, Part A **program, data, or technical performance of the collection system**, you may e-mail them to titleone@doe.state.nj.us and include the following information:

- ◆ name and code of the LEA, i.e., Absecon City (0010)
- ◆ the inquirer's direct phone number.

Checklist of Data Required to Complete This Report

You will need the following data about Title I, Part A services your district provided during the 2012-2013 school year.

- Table 1a – The number of Title I students served with Part A funds, disaggregated by race/ethnicity. These counts do not include nonpublic school students served or students served with Part A, Neglected funds. Title I, Part A data counts must identify students as attending targeted assistance schools (TAS) or schools operating approved Title I schoolwide programs (SWP).
- Table 1b – The number of Part A students who received Title I services, disaggregated by grade level, and identified as either TAS, SWP, Part A Neglected, or Nonpublic (Private) School students.
- Table 2 – The number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only. Nonpublic school students are also counted.
- Table 3 – The number of students served within special service groups, i.e., students with disabilities (IDEA), limited English proficient (LEP), homeless and migrant.
- Table 4 – The number of full-time equivalent staff (administrators, support staff, teachers) in Title I targeted assistance programs, paraprofessionals in targeted assistance and schoolwide programs, and the number of paraprofessionals, disaggregated by qualification criteria.

2012-2013 Title I Performance Report on EWEG

The Title I, Part A performance data collection is part of the EWEG system. **All** districts that received Title I, Part A funds in the 2012-2013 school year must complete the Title I Performance Report. The instructions in this manual will guide you through this process. If you have any problems entering your data or submitting the report, contact the Office of Title I at titleone@doe.state.nj.us.

Logging On

Each district must use its individual EWEG ID and Password to log into the system. If you do not know your district's ID and Password, contact your district technology support person.



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION



EWEG
Electronic Web-Enabled Grant System

LOGON Page

Welcome to the New EWEG Login Screen

Please enter your user ID and Password

User ID:

Password:

County District:

For forgotten or unknown user ids/passwords, send your questions to eweghelp@doe.state.nj.us. Please provide your name, school district name, and county-district code with your request.

***If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

Note: EWEG only Supports Internet Explorer browser (Version 5.01 is minimum and 7.0 is maximum).

EWEG Notes:

The EWEG password is case sensitive. Many passwords have come into the system with all upper case letters. Please try uppercase letters if your password does not work initially.

User IDs for the EWEG system have a limit of 8 characters. Any User ID longer than 8 characters established on the Homeroom system has been truncated to 8 characters. EWEG requires the entry of a six digit code comprised of the two digit county code and the four digit LEA code.

Please note that there will be some delay between the time User IDs and Passwords are set up on the Homeroom system and the activation of those User IDs and Passwords on the EWEG system.

Menu List

To access the performance report, click on the Title I - Performance Report link. You will then see a screen similar to the one shown on the following page.

Application Select Screen

Once Title I - Performance Report has been selected from the Menu screen the Application Select screen will open.

Creating the Report

You must now generate the 2013 report. Select the year 2013 in the drop-down box and click on “Create Application.” This will establish the report in EWEG and you will see the 2013 report added to the list of available applications.

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
2011-2012	<input type="checkbox"/> 12-TitleI-00 Original Application	01-17-2013	01-17-2013	Final Approved	01-17-2013
2010-2011	<input type="checkbox"/> 11-TitleI-00 Original Application	01-19-2012	01-19-2012	Final Approved	01-19-2012
2009-2010	<input type="checkbox"/> 10-TitleI-00 Original Application	11-15-2010	11-15-2010	Final Approved	11-15-2010
2008-2009	<input type="checkbox"/> 09-TitleI-00 Original Application	11-12-2009	11-12-2009	Final Approved	11-12-2009
2007-2008	<input type="checkbox"/> 08-TitleI-00 Original Application	11-19-2008		Submitted to NJDOE	11-19-2008
2006-2007	<input type="checkbox"/> 07-TitleI-00 Original Application	12-20-2007		Submitted to NJDOE	12-20-2007
2005-2006	<input type="checkbox"/> 06-TitleI-00 Original Application	03-30-2007		Submitted to NJDOE	03-30-2007
2004-2005	<input type="checkbox"/> 05-TitleI-00 Original Application	08-15-2006		Submitted to NJDOE	08-15-2006

Once the 2013 report is generated for the first time, you will need to click on the radio button for 13-Title I-00 Original Application to select the 2012-2013 Title I Performance Report for data input.

Navigation

The EWEG system has a tabbed interface available for navigating throughout the system.

Do not use the browser Back button when you are working in the EWEG system. Using the browser Back button will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished using the tabs.

General Conventions

Within the EWEG system, white cells are available for entering data, light blue or gray cells that display a number are pulling information from another part of the report and are not available for data entry.

Cells available for text entry will have a limitation on the number of characters that can be entered. Text to be entered in EWEG can be prepared in a word processing program and then copied and pasted into EWEG. However, the EWEG system only supports Internet Explorer browser (Version 5.01 is minimum and 7.0 is maximum).

Selecting the Report

Application Select - Title I Perf Rpt Instruction

Select an application from the list(s) below and press one of the following buttons:

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
<input type="radio"/>	13-TitleI-00 Original Application			Not Submitted	
<input type="radio"/>	12-TitleI-00 Original Application	01-17-2013	01-17-2013	Final Approved	01-17-2013
<input type="radio"/>	11-TitleI-00 Original Application	01-19-2012	01-19-2012	Final Approved	01-19-2012
<input type="radio"/>	10-TitleI-00 Original Application	11-15-2010	11-15-2010	Final Approved	11-15-2010
<input type="radio"/>	09-TitleI-00 Original Application	11-12-2009	11-12-2009	Final Approved	11-12-2009
<input type="radio"/>	08-TitleI-00 Original Application	11-19-2008		Submitted to NJDOE	11-19-2008
<input type="radio"/>	07-TitleI-00 Original Application	12-20-2007		Submitted to NJDOE	12-20-2007
<input type="radio"/>	06-TitleI-00 Original Application	03-30-2007		Submitted to NJDOE	03-30-2007
<input type="radio"/>	05-TitleI-00 Original Application	08-15-2006		Submitted to NJDOE	08-15-2006

Click on the radio button to the left of the listing for the 13-TitleI-00 Original Performance Report. The screen will refresh itself, updating the selection buttons located above the application line. Buttons that are available will display text that is clearly visible and buttons that are unavailable will display blurred text. To open and display the Title I Performance Report, click on the button that says "Open Performance Report."

Navigating Within the Report

All sections of the report are accessible by clicking on tabs located across the top of the screen.

Application: 2012-2013 Title I Perf Rpt - 00
Cycle: Original Final Report

Print-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | Student Participation | Type of Service | Special Service Group | FTE Staff | Submit

Overview [Instructions](#)

Program: Title I Performance Report

Purpose: The purpose of the Title I Performance Report is to determine the impact of Title I funds on student performance and to report how Title I funds were used. The New Jersey Department of Education provides the assessment data for those schools and students that received Title I services. However, the school district must provide the demographic and service data. This information contributes to the national perspective of the impact of Title I.

The No Child Left Behind Act (NCLB) requires the collection of data from school districts receiving Title I funds. This information contributes to the State Performance Report that the department must submit to the U.S. Department of Education.

All Title I districts must complete the following screens:

- * Student Participation
- * Type of Service
- * Special Service Group
- * FTE Staff

All pages that require data to be entered will have a Save button located at the bottom of the page.

Notes: You must click the Save button before you leave each screen or you will lose the data you entered.

Do not use the Back button to access a previous screen. Save your work and use the tabs at the top of the screen. Using the Back button will create error pages preventing you from accessing screens and interfering with the system's functionality.

Title I, Part A Performance Report Step-by-Step

Tab 1: Overview

This screen provides the purpose of the Title I Performance Report and does not require any data input.

Application: Cycle:	2012-2013 Title I Perf Rpt - 00 Original Final Report	Printer-Friendly Click to Return to Application Select Click to Return to Menu List / Sign Ou				
Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
Overview Instructions						
Program:	Title I Performance Report					
Purpose:	<p>The purpose of the Title I Performance Report is to determine the impact of Title I funds on student performance and to report how Title I funds were used. The New Jersey Department of Education provides the assessment data for those schools and students that received Title I services. However, the school district must provide the demographic and service data. This information contributes to the national perspective of the impact of Title I.</p> <p>The No Child Left Behind Act (NCLB) requires the collection of data from school districts receiving Title I funds. This information contributes to the State Performance Report that the department must submit to the U.S. Department of Education.</p> <p>All Title I districts must complete the following screens:</p> <ul style="list-style-type: none">* Student Participation* Type of Service* Special Service Group* FTE Staff					

Tab 2: Contact Information

The information on this screen is pulled automatically from the Central Contact system.

Note: Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions.

Application: 2009-2010 Title I Per Kpt / 00-2009-2010 Original Performance Report		Printer-Friendly	
Cycle: Original Application		Click to Return to Application Select	
		Click to Return to Menu List / Sign Out	
Overview	Contact Information	Student Participation	Type of Service
		Special Service Group	FTE Staff
		School Data Information	School Choice
		SES Provider Information	Corrective Action
		Restructuring	Submit

LEA Contact Information Instructions

Note: The contact data on this page are maintained within the LEA Central Contact system. Any changes to the LEA Contact information should be made in the LEA Central Contact system.

Administrative Offices:

Address 1*
 Address 2
 City* State* Zip+4*
 Phone* Fax*

Chief School Administrator/College President/Agency Head:

Last Name* First Name*
 Phone* Fax*
 Summer Phone Email*
 Confirm Email*

Business Manager/Financial Officer:

Last Name* First Name*
 Phone* Fax*
 Summer Phone Email*
 Confirm Email*

NCLB Project Director:

Last Name* First Name*
 Address 1*
 Address 2
 City* State*
 Phone* Fax*
 Summer Phone Email*
 Confirm Email*

NCLB Project Director:

Last Name* First Name*
 Address 1*
 Address 2
 City* State*
 Phone* Fax*
 Summer Phone Email*
 Confirm Email*

Tab 3: Student Participation

All districts that received Title I, Part A funding in 2012-2013 must complete Tables 1a. and 1b. Any district that had Title I reimbursements, but reports zero students participating in Title I services may be subject to recovery of funds.

1a. Student Participation by Racial/Ethnic Group (Unduplicated)

Purpose: This table collects data on public school students by type of program—targeted assistance (TAS) or schoolwide (SWP). The student data must be disaggregated according to racial/ethnic group.

Note: The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.

For Table 1a., enter the *unduplicated count*, by ethnicity, for students who participated in a Title I program at anytime during this reporting period. Include students in targeted assistance programs (TAS) and schoolwide programs (SWP). Count a student only once in each category even if the student participated during more than one term or in more than one school during the reporting period. Any racial/ethnic combination that includes Hispanic must be counted as Hispanic only and students of multiple races must be counted as two or more races. Include pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or adult participants in adult literacy programs funded by Title I in this table.

Students may only be listed under SWP if the funded school is operating an approved Title I schoolwide program. Please do not confuse a school with a Title I schoolwide program with a single attendance area school. Please review the definitions of these terms.

Note: All students attending a Title I school operating an approved schoolwide program are considered Title I students.

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
Student Participation						Instructions
1a.) Student Participants by Racial/Ethnic Group (Unduplicated)						
			Part A			
			TAS	SWP	Total	
American Indian/Alaskan Native			<input type="text" value=""/>	<input type="text" value="36"/>	<input type="text" value="36"/>	
Asian			<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Pacific Islander			<input type="text" value=""/>	<input type="text" value="203"/>	<input type="text" value="203"/>	
Hispanic			<input type="text" value=""/>	<input type="text" value="5"/>	<input type="text" value="5"/>	
Black (Not Hispanic)			<input type="text" value=""/>	<input type="text" value="4598"/>	<input type="text" value="4598"/>	
White (Not Hispanic)			<input type="text" value=""/>	<input type="text" value="1780"/>	<input type="text" value="1780"/>	
Two or More Races			<input type="text" value=""/>	<input type="text" value="2510"/>	<input type="text" value="2510"/>	
Total			<input type="text" value="0"/>	<input type="text" value="9132"/>	<input type="text" value="9132"/>	
<small>** Note: Do not include Nonpublic and Local Neglected Students ** Note: Total Student Participants on Table 1a.) must equal the Total Public TAS + SWP Participants on Table 1b.)**Note: Any racial/ethnic combination that includes Hispanic must be counted as Hispanic.</small>						

1b. Public, Nonpublic & Local Neglected Students by Grade Level

Purpose: This table collects data by grade level for all students served with Title I, Part A funds.

For Title I, Part A, enter the total *unduplicated* number of students who received Title I services during the 2012-2013 school year, by grade level. Enter the totals for your district's TAS and SWP students in columns 1 and 2. Enter the total served with Title I, Part A Neglected funds in column 3. Enter the total nonpublic school students served with Title I, Part A funds in column 4. The numbers in column 5 are calculated automatically and represent the total for each row.

Notes: All students attending a Title I school operating an approved schoolwide program are considered Title I students.

The student totals for the TAS and SWP columns in Table 1b must be greater than zero and equal to the student totals for Table 1a. If totals do not correlate, you may receive an error message.

1b.) Public, Nonpublic & Local Neglected Students by Grade Level					
Grade (Unduplicated)	Title I, Part A				
	Public TAS	Public SWP	N	Nonpublic	Total
Ages 0-2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ages 3-5 (pre-K)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ungraded	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Public TAS + Public SWP					<input type="text"/>
** Note: Total Public TAS and SWP Participants on Table 1b.) must equal Total Student Participants on Table 1a.).					

After all data are entered, first click the Calculate Totals button and then click the Save Page button.

Tab 4: Student Participation by Type of Service (TAS only and Nonpublic)

*** All districts that received Title I, Part A funding in 2012-2013 and conducted a targeted assistance program must complete this table. In addition, all districts that had nonpublic students that received Title I services must complete this table as well.***

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	School Data Information	School Choice	SES Provider Information	Corrective Action	Restructuring	Submit
Student Participation by Type of Service											Instructions
2.) Student Participation by Type of Service (Duplicate Count)											
SERVICE AREAS						Title IA					
						Public TAS	Nonpublic	Total			
INSTRUCTIONAL											
Reading/Lang. Arts						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Mathematics						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Science						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Social Studies						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Vocational/Career						<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Instructional Other: List						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Instructional Totals						<input type="text"/>	<input type="text"/>	<input type="text"/>			
SUPPORTING											
Supporting Guidance/Advocacy						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Health/Dental/Eye Care						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Supporting Other:						<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Necessary Nutrition											
<input type="checkbox"/> Necessary Eyeglasses											
<input type="checkbox"/> Necessary Hearing Aid											
<input type="checkbox"/> Other Necessary Medical Equipment											
<input type="checkbox"/> Supporting Other: List											
Supporting Totals						<input type="text"/>	<input type="text"/>	<input type="text"/>			
Total Participation by Student Type						<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="button" value="Calculate Totals"/>											

Purpose: The purpose of this table is to determine the number of students in Title I targeted assistance programs who received Title I instructional services in content areas and support services during the 2012-2013 school year supported by Title I funds. This table collects data for TAS only; *do not* include schoolwide student counts. Include students funded with Title I, Part A Neglected funds in this count. Include the nonpublic students served in the “Nonpublic” column.

The screen is shown above in two sections showing the instructional and supporting data collection fields.

- 🖱️ Enter the student counts for public school TAS students in column 1 and the counts for nonpublic school students in column 2.

Since students may have received services in multiple categories, students *may be counted more than once*. These may be *duplicate* counts, but count each student only once in each category.

Notes:

If a check is placed in the “Instructional Other: List” and/or “Supporting Other” check boxes, text boxes will appear. Counts and text are required for the TAS students (column 1) and/or the nonpublic school students (column 2). If you do not enter the text, you may receive an error message.

Each student participation count for Public TAS and Nonpublic for both Service Areas (Instructional and Supporting) cannot be greater than the Table 1b. Public TAS and Nonpublic column totals accordingly. If amounts are greater, you may receive an error message.

- ☞ When all data are entered, click the Calculate Totals button, then click the Save Page button.

Tab 5: Student Participation by Special Service Group

*** All districts that received Title I, Part A funding in 2012-2013 must complete this table.***

	Public TAS and SWP
# of Students with Disabilities (IDEA)	<input type="text"/>
LEP Students	<input type="text"/>
Homeless	<input type="text"/>
Migrant	<input type="text"/>

Purpose: The purpose of this screen is to provide the total unduplicated count of all Title I disabled, limited English proficient (LEP), homeless, and migrant students in the district and the number who received Title I services at any time during the 2012-2013 school year.

- Enter in the Public TAS and SWP column the total number of public school disabled, LEP, homeless, and migrant students **who received instructional and support services funded by Title I, Part A during the 2012-2013 school year in TAS and SWP**. Count pre-K through Grade 12. *Count each student in as many categories as apply to the student but count a child only once in each category even if the child participated during more than one term or in more than one school during the reporting period.*

A task box will appear when a count is entered for the # of students with disabilities (*IDEA*) in the Public TAS and SWP column. The task box requires verification that the count represents students with disabilities meeting the definition of *IDEA*, who also received Title I funded services. Enter the count and click “yes” to proceed. If there were no students with disabilities who also received Title I funded services, enter zero.

Notes: Do not count students with disabilities who receive only IDEA services. Count students with disabilities, that meet the definition of IDEA, who received any extra academic services funded with Title I.

Do not include nonpublic students, local neglected students, or adult participants of adult literacy programs funded by Title I.

- After all data are entered, click the Save Page button.

Tab 6: FTE Staff

*** All districts that received Title I, Part A funding in 2012-2013 must complete this table.***

Overview	Contact Information	Student Participation	Type of Service	Special Service Group	FTE Staff	Submit
FTE Staff						Instructions
4.) Staff Information for Title I Targeted Assistance Programs and Schoolwide Programs (Unduplicated).						
FTEs for TAS STAFF						
	# of People	Total Title I Hrs Worked Per Yr. (All Staff)	Length of Full-Time Work Year in Hours	# of FTEs		
FTEs: Administrators (Nonclerical)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Clerical Support Staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs: Other Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
FTEs for SWP STAFF						
FTEs: Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Paraprofessionals						
	TAS	SWP				
# Total Title I Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>				
A. # Completed Para Pro Assessment	<input type="text"/>	<input type="text"/>				
B. # Completed Portfolio Assessment	<input type="text"/>	<input type="text"/>				
C. # Completed 2 Years of College	<input type="text"/>	<input type="text"/>				
D. # Completed Associate's or Higher Degree	<input type="text"/>	<input type="text"/>				
E. # Unqualified Instructional Paraprofessionals	<input type="text"/>	<input type="text"/>				
<input type="button" value="Calculate Totals"/> <input type="button" value="Save Page"/>						

Purpose: The purpose of this table is to provide the number of full-time equivalent (FTE) staff funded through Title I, Part A programs during the 2012-2013 school year, by job category and breakdown of Title I, Part A Instructional Paraprofessionals.

Note: The system calculates the FTE counts in Table 4 after you have entered the “# of People” for each category, “Total Title I Hours Worked Per Year (all staff)”, and “Length of Full-Time Work Year (in hours).” The figures entered into the “# of People,” “Total Title I Hours Worked Per Year (all staff)” and “Length of Full-Time Work Year (in hours)” columns must be whole numbers. Otherwise, the EWEG system will round the figures.

FTEs for TAS STAFF and SWP STAFF

☞ Enter the number of staff (*unduplicated*) paid with Title I, Part A funds for administrators (nonclerical), clerical support staff, teachers, instructional paraprofessionals, and other paraprofessionals in targeted assistance programs.

☞ Enter the number of instructional paraprofessionals in schoolwide programs.

Note: If funds were allocated for staff on the 2012-2013 *ESEA-NCLB Consolidated Application* under Title I, Part A, counts should appear in this table. If staff were not paid with Title I, Part A funds in a category, leave the category row blank. If a value is entered for “# of People” in any category, the system requires data for “Total Title I Hrs. Worked Per Yr. (All Staff)” and “Length of Full-Time Work Year in Hours” columns. An error

message will appear if values are missing from any of the three columns - “# of People,” for “Total Title I Hrs. Worked Per Yr. (All Staff)” and “Length of Full-Time Work Year in Hours” for each corresponding row.

- ☞ Enter the total number of Title I hours worked for all staff for school year 2012-2013 for each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.
- ☞ Enter the length of the full-time work year in hours for one person during 2012-2013 for each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.

Note: The length of the full-time work year in hours may be different for each category. It is calculated by multiplying the regular number of hours in a contractual work week (e.g. 35 or 40 hours) by the actual number of weeks in a contractual year required for that position for one person during 2012-2013. As examples, 12 month positions (i.e. clerical staff, administrators) could equate to 52 weeks, and 10 month positions (i.e. teachers, instructional paraprofessionals, other paraprofessionals) could equate to approximately 43 weeks.

PARAPROFESSIONALS

- ☞ What is an “Instructional Paraprofessional?” An instructional paraprofessional is a district employee who provides **instructional support** in a program supported with Title I, Part A funds. Instructional support includes the following activities:
 1. One-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
 2. Assistance with classroom management, such as organizing instructional and other materials;
 3. Assistance in a computer laboratory under the supervision of certificated staff;
 4. Support in a library or media center; and
 5. Instructional services to students.
- ☞ Instructional paraprofessionals in a school operating an approved schoolwide program would be those paid in the Title I budget or on the Title I schoolwide salary budget lines.
- ☞ What is an “Other Paraprofessional?” An “other” paraprofessional is a district employee who does **not** provide instructional support, for example, paraprofessionals who are translators or who work with parental involvement.
- ☞ In the Paraprofessionals section located at the bottom of Table 4, the total numbers of instructional paraprofessionals entered in the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections will be displayed in the first row. In rows 2-4, enter the number of instructional paraprofessionals who met the highly qualified requirements via the criteria

listed. The system will calculate the number of unqualified Title I instructional paraprofessionals (last row) when the Calculate Totals button is clicked.

 Click the Save Page button to save your entries.

Tab 7: Submit

When all screens are completed, click the Submit button to submit your Title I performance data for 2012-2013. The EWEG system will prompt you to initiate a consistency check to ensure that all required screens have been completed. The system will also cross check the values entered into various tables. If more information or revisions are required, you will receive an error message. Once the consistency check is successfully completed, click the Submit to NJDOE button.

Notes: If the Submit to NJDOE button does not appear, the person is not an authorized representative and does not have security clearance to submit the performance report. An authorized representative from the district must submit the application.

The message “The application has been locked by the consistency check process.” does not indicate that the Performance Report has been submitted. When the report has been submitted, you will get a message indicating that the application has been approved.

The screenshot displays a web application interface for submitting a Title I performance report. At the top, the application details are shown: "Application: 2012-2013 Title I Perf Rpt - 00" and "Cycle: Original Final Report". On the right, there are links for "Printer-Friendly", "Click to Return to Application Select", and "Click to Return to Menu List / Sign Out". A navigation bar contains buttons for "Overview", "Contact Information", "Student Participation", "Type of Service", "Special Service Group", "FTE Staff", and "Submit". Below this, a "Submit" section is visible, containing a message: "The application has been locked by the consistency check process." followed by two paragraphs of explanatory text. At the bottom of this section are "Lock Application" and "Unlock Application" buttons. Further down, it states "Consistency Check was run on: 9/16/2013" and "Authorized Representative: Final Application Review". A "Submit to NJDOE" button is located at the bottom right of the page.

Application: 2012-2013 Title I Perf Rpt - 00
Cycle: Original Final Report

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview Contact Information Student Participation Type of Service Special Service Group FTE Staff Submit

Submit Instructions

The application has been locked by the consistency check process.

Consistency check is completed but the application has not been submitted for approval. Approval requires submission of the application by an authorized user via selecting the SUBMIT to NJDOE button.

If after running a successful consistency check a submit button does not appear, you are not authorized to submit the application for approval. Please check with your technology administrator for users who are authorized to submit the application for approval.

Lock Application Unlock Application

Consistency Check was run on: 9/16/2013
Authorized Representative: Final Application Review

Submit to NJDOE