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Entering

Program Service

Records

**Changes for 2019-2020:**

* **Districts no longer need to enter BOCES operated CTE Programs in ST. Instead they will be reported by the BOCES. District operated CTE programs will still be reported by the district.**
* **LEP Duration no longer required.**
* **Program 5720 - Title III: Services to Non-Immigrant ELL/MLL students and 5731 – Title III: Language Instuction Immigrant ELL/MLL Students no longer collected.**

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#  STATE REPORTING QUICK GUIDE

**ALL STUDENTS NEED THE FOLLOWING RECORDED IN SCHOOLTOOL**

* Student ID
* Last Name
* First Name
* Birthdate
* Gender
* Race
* Grade Level
* Entry Date
* Entry Code
* Provider
* Home Language

Depending on a student’s individual situation, some additional information may be required. Listed below are some of the common situations and the necessary field(s) and/or programs that need to be recorded in ST.

 **If the student is: Information required in ST:**

|  |  |
| --- | --- |
| Alternate Assessed | Census > Student > Enrollment > Alternate NYS Reported Grade**.** Use 13 for K-6 or 14 for 7-12. |
| Graduate | Census > Demographics > Career Pathway.Counseling > Notes > Post Grad Plan. Census > Student > Exit Reason. |
| Credit Recovery | Counseling > Grades > Credit Recovery |
| Foster Care | Program Enrollment in 8300 – Child in Foster Care |
| Homeless | Census > Demographics > Homeless Primary Nighttime Residence CodeCensus > Student > Other: Program Enrollment in 8272 – Homeless Student StatusIn addition, the programs below may also apply.Program Enrollment in 8272 – Homeless Unaccompanied Youth StatusProgram Enrollment in 0892 - Title I: Part A: Homeless Student served with set-aside funds.  |
| Immigrant | Census > Student > Demographics > Date Arrived in US.Census > Student > Demographics > Last Country.Census > Student > Demographics > Origin of Birth.Census > Student > Other:Program Enrollment in 8282 - Immigrant Children and Youth Status. |
| ELL/MLL | Census > Student > LEP/ELL: Program Enrollment in 0231 – ELL Eligible.Program Enrollment in one of the following ELL programs: 5709, 5676, 5687, 5698, 8239.Student > 1st Language = Home Language |
| Migrant | Census > Demographics > Migrant.Census > Student > Other: Program Enrollment, if applicable, in 0330 – Migrant. |
| Neglected/Delinquent | Census > Demographics > Neglected.Census > Student > Other:Program Enrollment, if applicable, in 8327 - Title I – Part D: Prevention & Intervention Programs for Children and Youth who are Neglected.ORProgram Enrollment, if applicable, in 0187 – Title I – Part D: Prevention and Intervention Programs for Children and Youths who are Delinquent. |

|  |  |
| --- | --- |
| Parent in Armed Forces | Program Enrollment in 8292 – Student with a Parent or Guardian in Active Duty in the Armed Forces. |
| Poverty | Census > Student > Other:Program Enrollment in 0198 – Poverty.Program Enrollment, if applicable, in 5806-Reduced-Price Lunch Program OR Program Enrollment, if applicable**,** in 5817-Free Lunch Program. |
| Section 504 | Census > Student > Section 504:Program Enrollment in 0264 – Section 504 plan.Program Enrollment, if applicable, in 5775 – Eligible for safety net in All Subjects under Section 504. |
| Summer School | Census > Student > Other:Program Enrollment(s) in Summer School.Counseling > Grades > Summer School record. |
| Title 1-Part A: Targeted Assistance | Census > Student > Funding: Program Enrollment in 0286 – Title 1 A: Improving Basic Programs.Program Enrollment in one or more of the following Targeted Assistance Programs: 0803, 0814, 0825, 0836, 0847, 0858, 0869, 0880, 0891. |
| Title 1-Part A: School Wide | Census > Student > Funding: Program Enrollment in 0411 – Title 1A: Improving Basic Ed Services for School-wide program. |

# EARLY INTERVENING SERVICES SUPPORTED WITH IDEA FUNDS (5753)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 5753-Early Intervening Services supported with IDEA funds.
6. Start: Date service began.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# CHILD IN FOSTER CARE (8300)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8300-Child in Foster Care.
6. Start: Date child placed in foster care.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# CTE – CAREER AND TECHNICAL EDUCATION

**Districts no longer need to enter BOCES operated CTE Programs in ST. Instead they will be reported by the BOCES. District operated CTE programs will still be reported by the district.**

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *CIP* from the drop-down list on the left.
4. Click  on the right.
5. CIP: Select the CTE program the student is enrolled in.
6. Start: Date student enrolls in the program.
7. Provider: A school district that sends students to a BOCES will report BOCES as the program service provider. If a school district offers CTE programs to its own students the school district is reported as the program service provider.
8. Program Intensity: Select the appropriate Program Intensity for this student. (See SIRS for more information)
9. Click  on the right to refresh.

If a student exits a CTE program:

1. End: Enter the date the student completes the program or the date the student leaves the program without completing it.
2. Exit Reason: Enter the appropriate code from the list below.
* Code 646 for completion of the program.
* Code 663 for left without completing program.

**Batch adding a CTE program to a group of students**.

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for CIP.
4. CIP: Select the CTE program.
5. Start: Date students enroll in the program.
6. Provider: A school district that sends students to a BOCES will report BOCES as the program service provider. If a school district offers CTE programs to its own students the school district is reported as the program service provider.
7. Program Intensity: Select the appropriate Program Intensity. (See SIRS for more information)
8. Use the Search Criteria to find the group of students you want to give this program.
9. Click  to add the program to the students­.

# ELIGIBLE TO TAKE NYSESLAT FOR GRADES 3-8 ELA ACCOUNTABILITY (0242)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 0242-Eligible to take the NYSESLAT for grades 3-8 ELA Accountability.
6. Start: July 1 of current year or date of enrollment (if later than July 1).
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# ENGLISH LANGUAGE LEARNER (0231)

**Students need:**

1. Home language entered in the 1st language field.
2. A Program Enrollment in 0231- ELL Eligible.
3. A Program Enrollment in one of the ELL programs below.

|  |  |
| --- | --- |
| 5709 | English as a New Language |
| 5676 | Transitional Bilingual Education (TBE) Program |
| 5687 | One Way or Two Way Dual Language Program |
| 8239 | ELL Eligible but not in an ELL Program |

**Adding an ELL Eligible Program.**

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *LEP/ELL* from the drop-down list on the left.
4. Click  on the right.
5. Select 0231-Eligibility.
6. Start: Date of eligibility decision.
7. Provider: Select your district building that the student is enrolled in.
8. Service Level: Select the appropriate service level for the student.



1. Click  on the right to refresh.

**Adding an ELL Program.**

1. Click  on the right.
2. Select Program and select one of the ELL programs from the drop-down.
3. Start: Enter the date the ELL program service begins.
4. Provider: Select your district building that the student is enrolled in.
5. Click  on the right to refresh.

*Note 1: Students can be in only one ELL program (i.e., Program Service Codes 5709, 5676, 5687, or 8239) at a time but may participate in more than one during the school year. One record must be provided for each ELL program in which a student participated. The record must indicate the dates of participation.*

**Batch adding a 0231-ELL Eligible program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for LEP/ELL.
4. Select 0231-Eligibility.
5. Start: Date of eligibility decision.
6. Provider: Select your district building that the students are enrolled in.
7. Service Level: Select the appropriate service level for the student.



1. Use the Search Criteria to find the group of students you want to give this program.
2. Click  to add the program to the students­.

**Batch adding a ELL Program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for LEP/ELL.
4. Select Program and select one of the LEP programs.
5. Start: Date ELL program service begins.
6. Provider: Select your district building that the students are enrolled in.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

# POVERTY (0198)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 0198-Poverty – from low-income family.
6. Start: Date of eligibility decision (determined annually).
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

**Batch adding a 0198-Poverty record**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select the 0198-Poverty – from low-income family.
5. Start: Date of eligibility decision.
6. Provider: Select your district building that the students are enrolled in.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

# FREE AND REDUCED LUNCH (5817, 5806)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select the Free or Reduced Lunch Program.
6. Start: Date of eligibility decision.
7. Provider: Select your district building that the student is enrolled in.
8. Select Eligibility Type(s) that apply. (see below)
9. Click  on the right to refresh.



**Batch adding a 5806-Reduced-Price Lunch Program or a 5817-Free Lunch**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select the Free or Reduced Lunch Program.
5. Start: Date of eligibility decision.
6. Provider: Select your district building that the students are enrolled in.
7. Select Eligibility Types(s) that apply to the group of students. (see previous page)
8. Use the Search Criteria to find the group of students you want to give this program.
9. Click  to add the program to the students­.

# NYS P-TECH PROGRAM RECORDS (4026)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 4026-NYS P-Tech.
6. Start: First day of program.
7. Provider: Select your district building that the student is enrolled in.
8. Duration: Enter a one-digit value between 1 and 6 to identify the current year of the program. This value has to be updated after Sept 1 for each year the student attends the program.
9. Click  on the right to refresh.

# HOMELESS STUDENT STATUS PROGRAM RECORD (8262)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8262-Homeless Student Status program.
6. Start: Date the student becomes homeless.
7. Provider: Select your district building that the student is enrolled in.
8. Select the Homeless Primary Nighttime Residence.
9. Click  on the right to refresh.

**NOTE:** As of 2018-19, Homeless Primary Nighttime Residence is no longer entered on the students Demographic tab.

# HOMELESS UNACCOMPANIED YOUTH STATUS PROGRAM RECORD (8272)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8272-Homeless Unaccompanied Youth Status program.
6. Start: Date the student is identified as unaccompanied.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

**8282-IMMIGRANT CHILDREN AND YOUTH STATUS**

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8282-Immigrant Children and Youth Status.
6. Start: Date student enrolls.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# UNIVERAL PRE-K PROGRAM AND UNIVERSAL PRE-K SETTING (902)

**Students need:**

1. A Program Enrollment in a 902-Universal Pre-K program.
2. A Program Enrollment in one of the Universal Pre-K Settings listed below.

|  |  |
| --- | --- |
| 1309 | District-Operated |
| 1320 | Day Care Center |
| 1331 | Head Start |
| 1342 | Family or Group Day Care |
| 1353 | Nursery School |
| 1364 | BOCES |
| 1375 | Special Ed 4410 preschool |
| 1386  | Nonpublic School |
| 1397 | Museum |
| 1408 | Library |
| 1419 | Other |

**Adding a 902-UPK Program**

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 902-Universal PreK Program.
6. Start: Date student enrolls in the program.
7. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
8. Click  on the right to refresh.

**Adding a UPK Setting (1309,1320,1331,1342,1353,1364,1375,1386,1397,1408,1419)**

1. Click  on the right.
2. Select the UPK Setting Program.
3. Start: Date student enrolls in the program.
4. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
5. Click  on the right to refresh.

**Batch adding 902-UPK program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select 902-Universal PreK Program.
5. Start: Date student enrolls in the program.
6. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

**Batch adding a UPK Setting**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select the UPK Setting Program.
5. Start: Date student enrolls in the program.
6. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

# OTHER PREK (990)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 990-Other PreK Program.
6. Start: Date student enrolls in the program.
7. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
8. Click  on the right to refresh.

**Batch adding a 990-PreK Program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select 990-Other PreK Program.
5. Start: Date student enrolls in the program.
6. Provider: Select your district building the student attends or if your district contracts with an outside provider, use the provider mapped to the 0666 location code.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

# SECTION 504 PLAN (0264)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Section 504* from the drop-down list on the left.
4. Click  on the right.
5. Start: Date of plan approval.
6. Provider: Select your district building that the student is enrolled in.
7. Click  on the right to refresh.

# STUDENTS WITH A PARENT ON ACTIVE DUTY IN THE ARMED FORCES (8292)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8292-Student with a parent on Active Duty in the Armed Forces.
6. Start: 7/1/XX.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# STUDENT WITH INTERRUPTED FORMAL EDUCATION SIFE (1232)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 1232-Students with Interrupted Formal Education SIFE
6. Start: Date student first identified in current reporting year or July 1.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# CDOS CREDENTIAL ELIGIBLE COURSEWORK (8271)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 8271-Student Working Toward a CDOS Credential.
6. Start: Date the student begins work to earn a CDOS.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# SUMMER SCHOOL

*Note: A Program enrollment in summer school indicates the student participated in the program for 20 hours or more.*

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select the appropriate Summer School program.
6. Start: First day of program.
7. End: Last day of program.
8. Provider: See below from SIRS.
9. Click  on the right to refresh.

**Batch adding a Summer School**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select one of the Summer School programs.
5. Start: First day of program.
6. Provider: See below from SIRS.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

From the SIRS:

All students participating in summer school programs must be reported with a Program Service Code for summer school participation. This code is applicable to all programs — including elementary, middle, and secondary — without regard to how the program is funded. Use the following to determine the BEDS code to use when reporting these students:

1.) When the service provider is the district accountable for the student's performance and the building the service is provided in is known, use the BEDS code of the building where the student receives the service.

2.) When the service provider is the district accountable for the student's performance and the building the service is provided in not known, use the BEDS code of the district where the student receives the service.

3.) When the service provider is an out-of-district placement (other than a public school district) and is not the district accountable for the student's performance and the building the service is provided in is known, use the BEDS code of the building where the student receives the service.

4.) When the service provider is an out-of-district placement (other than a public school district) and is not the district accountable for the student's performance and the building the service is provided in is not known, use the BEDS code of the out-of-district placement where the student receives the service.

5.) When the service provider is a BOCES, use the BEDS code of the BOCES (without regard to the specific location at which the service is provided).

6.) When the service provider is a public school district other than the district accountable for the student’s performance, use the BEDS code of the other district. (Use the specific building ie. Elem, MS or HS BEDS code)

# TITLE I – PART A IMPROVING BASIC PROGRAMS (0286)

**Students need:**

1. A Program Enrollment in 0286-Title I – Part A: Improving Basic Programs – Targeted Assistance Program.
2. A Program Enrollment in at least one of the Title I Services in Targeted Assistance Programs below.

|  |
| --- |
| ***Type: Title I Services in Targeted Assistance Programs*** |
| 0803 | Reading/Language Arts |
| 0814 | Mathematics |
| 0825 | Science |
| 0836 | Social Sciences |
| 0847 | Vocational/Career |
| 0858 | Other Instructional Services |
| 0869 | Health, Dental and Eye Care |
| 0880 | Supporting Guidance/Advocacy |
| 0891 | Other Support Services |

**Adding a 0286-Title I - Part A: Improving Basic Programs**

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Funding* from the drop-down list on the left.
4. Click  on the right.
5. Select 0286-Title I – Part A: Improving Basic Programs – Targeted Assistance Program.
6. Start: Date service began.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

**Adding a Title I Services in Targeted Assistance Program**

1. Select *Other* from the program service type drop-down list on the left.
2. Click  on the right.
3. Select one of the Targeted Assistance programs.
4. Start: Date service began.
5. Provider: Select your district building that the student is enrolled in.
6. Click  on the right to refresh.

**Batch adding a 0286-Title I - Part A: Improving Basic Programs – Targeted Assistance Program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Funding.
4. Select 0286-Title I - Part A: Improving Basic Programs – Targeted Assistance Program.
5. Start: Date service began.
6. Provider: Select your district building that the students are enrolled in.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

**Batch adding a Title I Services in Targeted Assistance program**

1. Go to Census > Batch Program Services.
2. Click  for Batch Add Program Services.
3. Click  for Other.
4. Select one of the Targeted Assistance programs.
5. Start: Date service began.
6. Provider: Select your district building that the students are enrolled in.
7. Use the Search Criteria to find the group of students you want to give this program.
8. Click  to add the program to the students­.

# TITLE I- PART A: HOMELESS STUDENT SERVICED WITH SET-ASIDE FUNDS (0892)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select Funding from the drop-down list on the left.
4. Click  on the right to add a new program.
5. Select 0892-Title I-Part A: Homeless Students Served with Set-Aside Funds.
6. Start: Date student first receives services or resources funded by title I, Part A homeless set-aside.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# TITLE I- PART A: IMPROVING BASIC EDUCATIONAL SERVICES FOR SCHOOL-WIDE PROGRAM (0411)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select Funding from the drop-down list on the left.
4. Click  on the right to add a new program.
5. Select 0411-Title I – Part A: Improving Basic Programs School-wide Program.
6. Start: Date service began.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# TITLE I: PART C: EDUCATION OF MIGRATORY CHILDREN (0330)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select Title I – Part C: Education of Migratory Children.
6. Start: Date of eligibility decision.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# TITLE I: PART D: PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE DELINQUENT (0187)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Other* from the drop-down list on the left.
4. Click  on the right.
5. Select 0187-Title I – Part D: Prevention and Intervention Programs for children and youth who are Delinquent.
6. Start: First day designation applies.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.

# TITLE I: PART D: PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED (8327)

1. Go to Census and search for a student.
2. Go to the Student tab.
3. Select *Funding* from the drop-down list on the left.
4. Click  on the right.
5. Select 8327-Title I – (Part D): Prevention and Intervention Programs for Children and Youth who are Neglected.
6. Start: First day designation applies.
7. Provider: Select your district building that the student is enrolled in.
8. Click  on the right to refresh.