

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Senior Deputy Superintendent, Educational Services

DISTRIBUTION: All Title I Schools

ROUTING

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Local District Categorical Support Staff
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School Title I Coordinator

SUBJECT: REFERENCE GUIDE NO. BP-23 (Rev.)
TITLE I STUDENT IDENTIFICATION
ROSTERS AND ASSESSMENT MEASURES

DATE: September 20, 2002

DIVISION: Specially Funded and Parent/Community Programs

APPROVED: THEODORE T. ALEXANDER, JR., Associate Superintendent

For assistance regarding Title I identification, telephone (213) 229-2001. For assistance with SIS, elementary schools call (213) 241-4617, and secondary schools call (213) 241-4850.

I. BACKGROUND

Title I schools are either Targeted Assistance schools or schools that have written a schoolwide plan and have been approved by the California State Department of Education to operate a schoolwide program. Schools operating an approved schoolwide program may use Title I funds to serve all students and the identification of individual Title I-eligible students is not required.

In Targeted Assistance schools, only students identified as Title I-eligible may receive services funded by Title I. Title I-eligible students must be identified at the beginning of the school year and as they enroll throughout the school year. For complete instruction on how to identify Title I-eligible students, refer to the Specially Funded and Parent/Community Programs, Reference Guide No. BP-22 (Rev.), "Guidelines and Procedures for Identifying Title I-Eligible Students," July 15, 2002.

II. TITLE I STUDENT IDENTIFICATION ROSTERS

- On or before the second Friday of December 2002, each Title I Targeted Assistance school must submit Title I Student Identification Rosters to the local district categorical support staff. (Title I Schoolwide schools do not have to submit rosters.) A copy of the rosters should be kept on file at the school.
- To generate the identification rosters using the School Information System (SIS), follow the instructions on Attachment A. The rosters must contain the name, grade, birth date, gender, and language status of each identified student. Each set (classroom, track, grade level, etc.)

of rosters must be signed by the school staff who identified the students or the principal or the principal's designee.

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- Schools without SIS must complete and submit Attachment B, 2002-2003 Title I-Eligible Student Identification Roster.
- Classroom teachers should receive and maintain current rosters of the Title I participants in their classroom. Update the rosters throughout the year as follows:
 - Add the names of newly enrolled Title I-eligible students to the roster.
 - Line out on the roster, but do not remove the names of Title I participants who leave the school. These students are to be counted as having received Title I services. Note: Memorandum No. BP-31, "2002-2003 Title I School Reporting Form," May 12, 2003, will require schools to identify the number of students receiving Title I services in Reading/Language Arts, Mathematics, Science, Social Science, Attendance/Social Work, Health/Nutrition, Pupil Transportation, and Other services.

III. FORM 1, ASSESSMENT MEASURES USED TO IDENTIFY TITLE-I ELIGIBLE STUDENTS

- On or before the second Friday of December 2002, each Title I Targeted Assistance school must complete and submit to the local district categorical support staff the attached Form 1, Assessment Measures Used to Identify Title I-Eligible Students (Attachment C). (Form 1 was also provided in Reference Guide BP-22 (Rev.) "Guidelines and Procedures for Identifying Title I-Eligible Students," July 15, 2002.)
- Complete Form 1 by using the codes provided at the bottom of the form to indicate the District and local school-developed/adopted assessment measures the school used to identify Title I-eligible students. Two measures must be used at each grade level for reading/language arts and mathematics. In the space provided, write the name of each local school-developed/adopted measure the school used in the identification process. SAT 9 and Aprenda may not be used at the kindergarten level and grades 1-2. BEST may not be used as the second measure in conjunction with SAT 9 and Aprenda.

IV. LOCAL DISTRICT REVIEW AND SUBMISSION OF THE TITLE I IDENTIFICATION DOCUMENTS

- On or before the second Friday of December 2002, the local district categorical support staff should have collected Form 1, Assessment Measures Used to Identify Title I-Eligible Students and Title I Student Identification Rosters from each Title I Targeted Assistance school in the local district.

- The local district categorical staff should review each school's Form 1 and rosters for accuracy and have schools make corrections as necessary. Form 1 should be reviewed to

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ensure that appropriate measures were used for each grade level. The rosters should be reviewed to ensure the correct rosters were submitted and signed by school staff.

- On or before the third Friday of January 2003, the local district categorical support staff should submit a Form 1, Assessment Measures Used to Identify Title I-Eligible Students and Title I Student Identification Rosters for each Title I Targeted Assistance school in the local district to the Specially Funded Programs Branch, Compensatory Education Compliance Evaluation Unit, Grand Plaza Building.

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