Title I Equitable Supplementary Educational Services
For Non-Public Schools

Overview
The Equitable Supplementary Educational Services (ESES) is a provision of funds for supplemental education to eligible non-public schools students at risk of academic failure.

Information Technology Services, in collaboration with the Office of Program Evaluation and Title I Administration, have developed the Title I ESES Non-Public School portal application for non-public schools to participate in the Title I Program.

This user guide will assist non-public schools representatives with the Title I Program application process and the entering of student information.

The following system updates and standard settings must be done to ensure proper use and view of the forms and reports:

- Upgrade to Internet Explorer 8.0 or higher.
- Allow ActiveX to run on the page, if applicable.
- Allow Pop-ups from the portal. [Internet Explorer 8, go to Tools/Pop-up Blockers.]

Whom to Contact for Assistance
For questions regarding Equitable Supplementary Educational Services for Non-Public Schools, contact Title I Administration at 305-258-4115 x2030.

For technical problems, please send us an email at: TitleI_NPS_ESES@dadeschools.net.

Creating an Account with M-DCPS
You must register with Miami-Dade County Public Schools (M-DCPS) to create an account and be able to access the Community Portal, register your school, and enter your students.

If you already have a Community Portal Account go to the next section, Logging in to the Community Portal in the right column of this page.

Getting Started
▼ Open Internet Explorer
▼ Type www.dadeschools.net
▼ Click Community tab

The DadeSchools.net Community page will display.

Please note the User Guides' link under the Community Toolbox column, click on the link. From the User Guides page, click on the Creating a Community Account user guide for instructions on how to create a Community Account.

Logging into the Community Portal
You already have a Community Account with M-DCPS. Now you should be able to access the Community Portal.

▼ Open the Internet browser
▼ Type www.dadeschools.net
▼ Click the Community tab

The dadeschools.net Community page will display.

▼ Click Login to Community Portal
The M-DCPS Portal Login screen will display.
Logging in to the Community Portal - Continued

From the Dadeschools.net Login screen,

▼ Type your username
▼ Type your password
▼ Click Login

Note: The first time you access the Portal, the M-DCPS Acceptable Use Policy will display for your approval. Please read the terms in detail.

If you agree with these terms,

▼ Click Accept

The Community Portal page will display.

▼ Type the name of the school
As you start typing the system will display possible results for the name of the school.

▼ Select the name for your school
The FL ID# will populate automatically. Continue by typing the rest of the Business Information.

When finished,

▼ Click the App | Services | Sites tab
The Applications, Services, and Sites page will display.

▼ Click Non-Public School Registration for Title I ESES
The Title I ESES NPS Registration page will display.

Registering Your Non-Public School
Complete all the business information for your school.

▼ Type the name of the school
When finished,

▼ Click Submit Application
The message “Thanks for your interest! Our records indicate that you have successfully submitted a registration. Your registration is under review and you will be notified of the results via email” will display on the page.

In your email account, the same email you used to register with M-DCPS to create your account, check periodically in your Inbox for a message from dadeschools.net. It may take several days for the review to be completed. See sample below.

Once your request was successfully accepted, you will be granted access to the ESES application overnight to start entering your students.

If there is a discrepancy, you will be notified by email to contact the Non-Public School Title I Administration as soon as possible. See sample email message below.

**Entering Students**

After your request is successfully accepted, you will be granted access to the **Equitable Supplementary Educational Services** application to start entering your students. Please note that this application will be available the following day of you receiving the successful email notification.

Log into the **Community Portal**. [For instructions, see **Logging into the Community Portal** section starting on page 1].
Entering Students - Continued

The name of your school, the State FL ID # and the State of Florida will be pre-populated on the form.

Complete the ESES Public School Attendance Boundary Determination Form by entering all the information on the page. Students must be entered before the deadline stipulated by Title I Office.

Note: This will be important later in the process when you will have to enter additional information on these records for students deemed eligible for ESES.

▼ Type the NPS Student Identifier number [This should be whatever unique student identifier your school uses.]

Note: This will be important later in the process when you will have to enter additional information on these records for students deemed eligible for ESES.

▼ Type the student’s address
▼ Click the ? question mark for help with the street abbreviations
▼ Select Direction, City, Grade, from the drop-down menus
▼ Type student’s date of birth

After typing the date of birth the Age will populate automatically. When finished,

▼ Click Submit

The message “Student record successfully added” will display.

▼ Click OK

Continue to enter all the students.

Note: There is a deadline by which all the students must be entered. Please consult the timeline provided by the Title I Office.

To view all the students you have entered into the ESES Public School Attendance Boundary Form for the eligibility determination process,

▼ Click Reports link on the menu bar

From the Reports page,

▼ Select ESES Public School Attendance Boundary Report
▼ Click Run

The ESES Public School Attendance Boundary Determination Report will open.

The report will display the Record Key-NPS Student Identifier number, Student Address, Gr-HR and DOB. You can save the report in different formats and/or print it if desired.
The Eligibility Process
During the students eligibility determination process, NO student entry screen will be available. The landing page for the ESES application during this time will be the Reports page. [See sample below.]

Please consult with the Title I Office for the timeline stipulated for this process.

ESES Student Referral For Services Form
Use the ESES Public School Attendance Boundary Determination Report to identify students eligible for service referral. An asterisk (*) will appear in column indicated below. Enter these students in the ESES Student Referral for Services Form by entering the Record Key that appears in the column to the right of the asterisk (*)

Log into the Portal and access the Equitable Supplementary Educational Services application. The ESES Student Referral For Services Form will be the landing page.

Type Record Key for the student
Press Enter
Using previously entered NPS Student Identifier, please crosscheck that expected student address, grade, DOB and age is displayed, to ensure correct student to be acted on.

The messages Record Key not found and/or Ineligible Student will display if an invalid Record Key was used.

In the section, Referral for Services Selection Criteria (Minimum of 2),
Select appropriate criteria
When finished,
Click Submit
The message “Student record successfully added” will display.
Click OK
Continue to enter all the students.

Note: There is a deadline by which all the ESES Student Referral for Services Form must be submitted. Please consult the Title I Office for the timeline.
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Student Search

As the Title I Office collects all the ESES Student Referral For Services Form and students have been allocated, you will be able to view and search your students, print the ESES Public School Attendance Boundary Report and the ESES Student Referral for Services Report.

After the Title I Office has allocated the students, the Student Search page is the default page at which time NO student entry form will be available.

Log into the Community Portal
Click Apps | Services | Sites tab

The Apps | Services | Sites page will display.

Click Equitable Supplementary Educational Services

The Student Search page will display.

The grid displays the Student Name, Student ID number, Grade, School number, Subjects, Provider name and an Action column. For the time being the only option available in the Action column is the Contacts page.

The grid by default is sorted by the Student Name. To sort by a different column,

Click on the column’s title you wish to sort by

Use the Download and Print options to open or save the Student Search Results list. The Download will open in Excel format and the Print in PDF format.

Click Download

The message “Do you want to open or save the STUDENT SEARCH RESULTS.xls” will display.

Click Open

The Student Search Results list will display.
**Contacts**

To access the Contacts page, from the Student Search page, find the student on the grid or search by ID or by name.

Next to the Action column,

▼ Click Go

The Contacts page will display. If the student has any ESES Progress Report (ESESPR), it will display on the page.

To open the ESESPR,

▼ Click report link

The message “Do you want to open or save WNPS ESES Progress Report” will display.

▼ Click Open

The ESESPR will open in PDF format. [See sample on the next column.]

Use the scroll bar to scroll down the page.

To print the document,

▼ Click printer icon (on the menu bar)

When finished,

▼ Click to close PDF

To go back to the Student Search page,

▼ Click Home

The Student Search page will display.
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Reports

From the default screen as stipulated by the timeline the Reports option is available.

The ESES Public School Attendance Boundary Determination Report will display the Record Key-NPS Student Identifier number, Student Address, Gr-HR and DOB. You can save the report in different formats and/or print it if desired. [See page 4 for additional information about the ESES Public School Attendance Boundary Determination Report.]

At this point of the process the ESES Student Referral for Services Report would be used.

See the legend at the bottom of the report to identify eligibility and selection criteria entered.

*Title I eligible and services requested
@Title I eligible but no services requested
K1 - Title I Readiness Checklist Grade K-1 # Correct
TR - Teacher Referral
PR - Parent Request
SG - Unsatisfactory Subject Grade (D or F)
ST - Based on Standardized Tests

Using the tool bar features at the top of the report,

- Click the radio button to select it
- Click Run

The ESES Student Referral for Services Report will display. The ESES Student Referral for Services Report will reflect all the students for your location for whom services have been requested.

Using the tool bar features at the top of the report,

- Scroll through the report.
- 100% Enlarge/reduce the size of the report page.
- Find | Next Search for content in the report by typing a word or phrase that you want to find.

Use the printer to print the report. The printer icon , in the menu bar, will print the page data as you see it on the screen.
The report can be exported to several different formats. You can also save it and print it.

To select a format to export the report,

▼ Click Export drop-down menu
▼ Select the format you want to use

The message “Do you want to open or save ESES Student Referral for Services Report.xlsx” will display.

The report will open in the format you selected. For this example we used CSV (comma delimited) format.

Printing/Saving the Report

To print the report,

▼ Click File
The printer options will open.

▼ Select Print
Change settings if necessary.

▼ Click Print
To save the report,

▼ Click File
▼ Select Save As
The Save As screen will open.

▼ Select the folder where to save the document
▼ Type a file name
▼ Click Save

When finished,

▼ Click to close the report

To go back to the Student Search page,

▼ Click Students
The Student Search page will display.
Weekly Update - Certify the Month

In order for the non-public school representative to certify a month, students must have hours of service and a submitted ESES Progress Report (ESESPR) for the month in question.

To access the Weekly Update page,

Click the Weekly Update

The NPS Weekly Update page will display.

To display your students and the hours of service, first select the week from the calendar and second select the day of the week.

Click the calendar
Select any week of the month
Select any day of the week
Click Search

The students will display.

Note: The “Certify Month” button will also be disabled if there are students who have hours of service in the system but do not have a submitted ESES Progress Report (ESESPR) for the month in question. The message “Month cannot be certified. Please click here to see the reason(s)” will display near the bottom of the page.

Click on the here hyperlink

The list of student(s) that are missing information will display.

Click Close to close the list

Contact the Provider to complete the missing ESESPRs for the student(s). When done, continue to Certify Month.