

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.

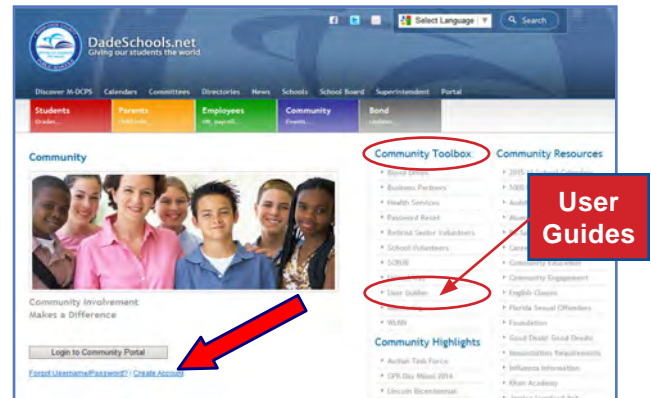
If you already have a Community Portal Account go to the next section, **Logging in to the Community Portal** in the right column of this page.

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.



- ▼ **Click** Create Account

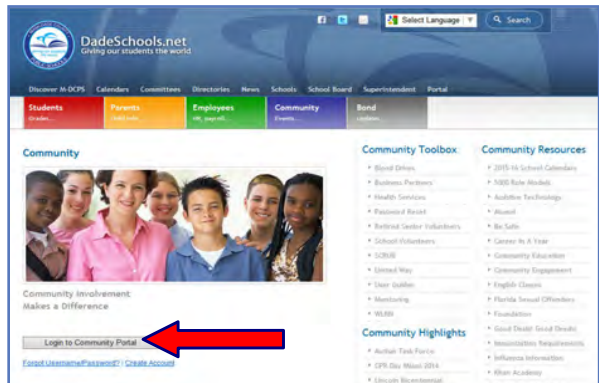
To continue follow the instructions in the **Creating a Community Account** user guide.

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 Explorer
- ▼ **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: These credentials are unique to assigned user at school.

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.

- ▼ **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

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**.

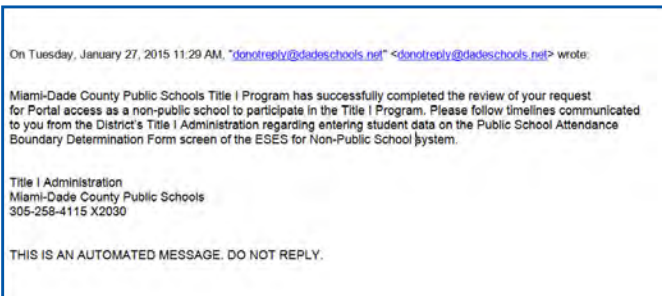
When finished,

- ▼ **Click** **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.

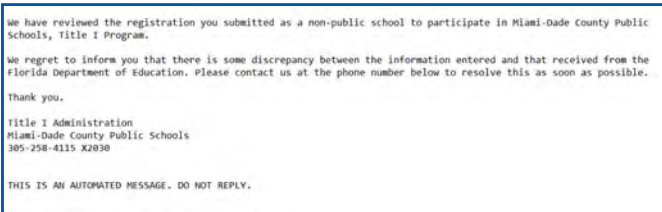


In your email account, the same email you used to register with M-DCPS to create your account, check periodically in your Inbox for a message from dadeschools.net. It may take several days for the review to be completed. See *sample below*.



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*.

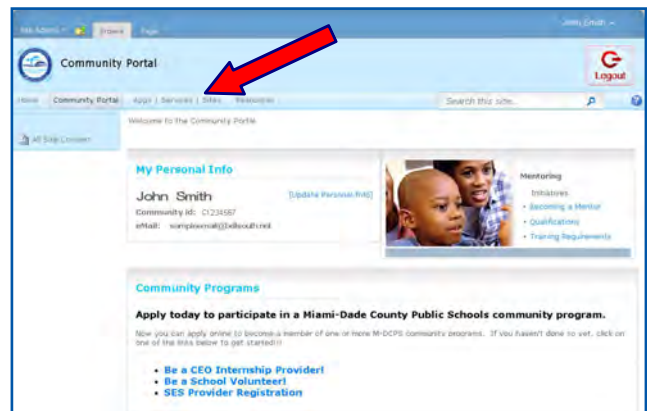


Entering Students

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.

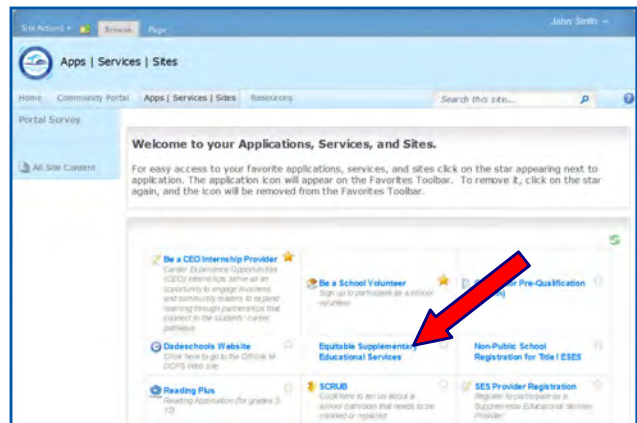
Log into the **Community Portal**. [For instructions, see **Logging into the Community Portal** section starting on page 1].

From the **Community Portal Home** page,



▼ Click **App | Services | Sites** tab

The **Applications, Services, and Sites** page will display. The **Equitable Supplementary Educational Services** application will display on the page.



▼ Click **Equitable Supplementary Educational Services**

The **ESES Public School Attendance Boundary Determination Form** will open.

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.

- ▼ **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 (please use this format for the street number, ex. 19TH ST)
- ▼ **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.

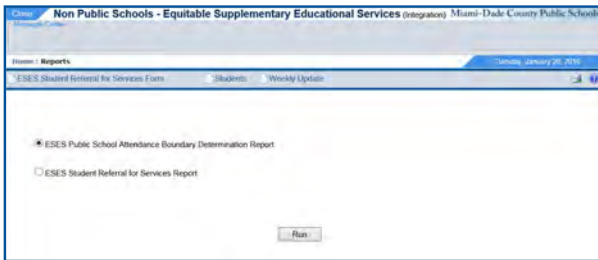
The report will display the **Record Key-NPS Student Identifier** number, **Student Address**, **Gr-HR** and **DOB**. You can save the report in different formats and/or print it if desired.

NPS Number	MDCPS	MDCPS Name	Record Key-NPS Student Identifier	Student Address	Gr-HR	DOB	Age
0447	0000		0000053-0000056	6463 SW 27 ST MIAMI, FL 33155	04-032	09/29/2002	13
			0000054-0000054	2500 SW 62 AVE MIAMI, FL 33155	03-032	06/02/2008	8

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 (*)

NPS Number	MDCPS	MDCPS Name	Record Key-NPS Student Identifier	Student Address	Gr-RR	DOB	Age
0447	0000		* 0000053-0000056	6463 SW 27 ST MIAMI, FL 33155	04-032	09/29/2002	13
			* 0000054-0000054	2500 SW 62 AVE MIAMI, FL 33155	03-032	06/02/2008	8

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.

- ▼ **Type** the student's last name
- ▼ **Type** the student's first name
- ▼ **Select** Race from the drop-down menu
- ▼ **Select** Yes or No for Hispanic
- ▼ **Select** Gender from drop-down menu

In the section, **Referral for Services Selection Criteria (Minimum of 2)**,

- ▼ **Select** appropriate criteria

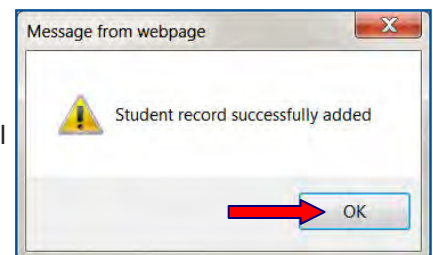
When finished,

- ▼ **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.

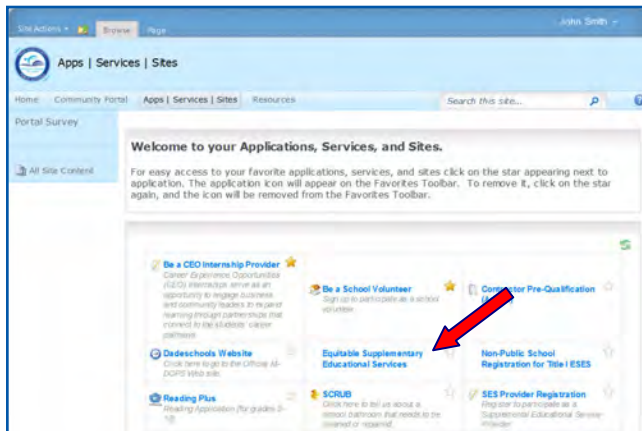
Student Search

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.

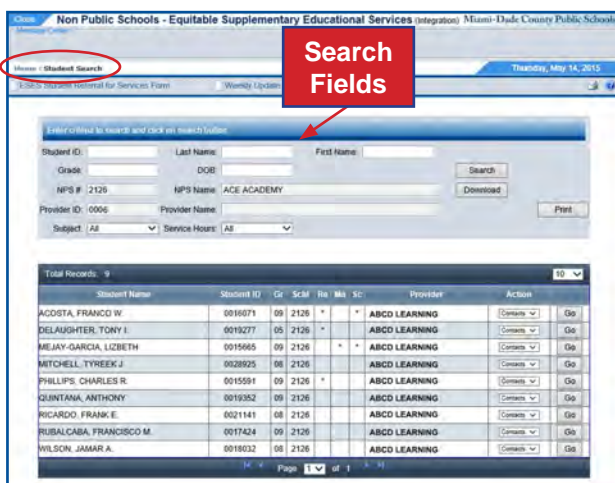
- ▼ **Log into the Community Portal**
- ▼ **Click Apps | Services | Sites tab**

The **Apps | Services | Sites** page will display.



- ▼ **Click Equitable Supplementary Educational Services**

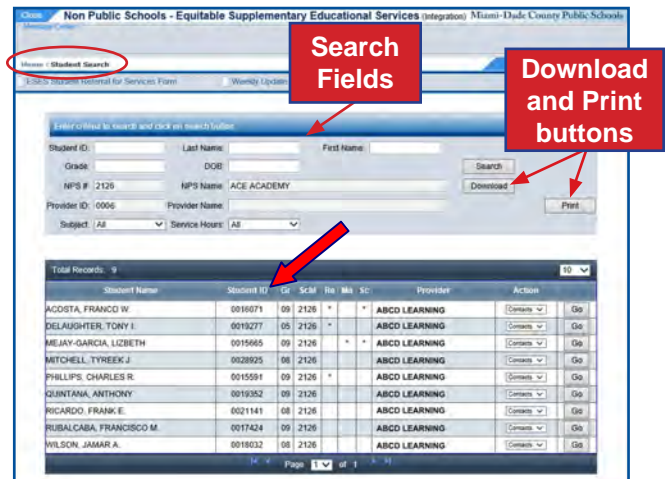
The **Student Search** page will display.



The **Student Search** page will list all of your students and the provider that was designated to your school. You will be able to search using the different criteria available.

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.

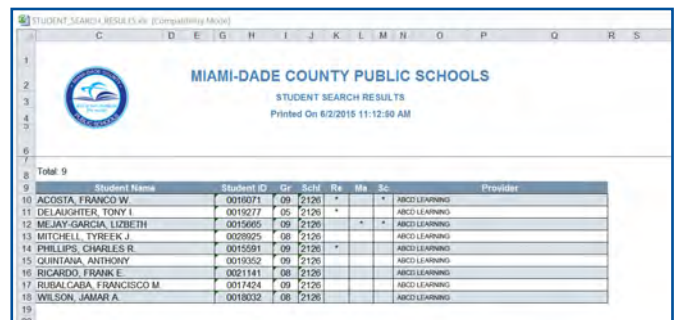
- ▼ **Click Download**

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



- ▼ **Click Open**

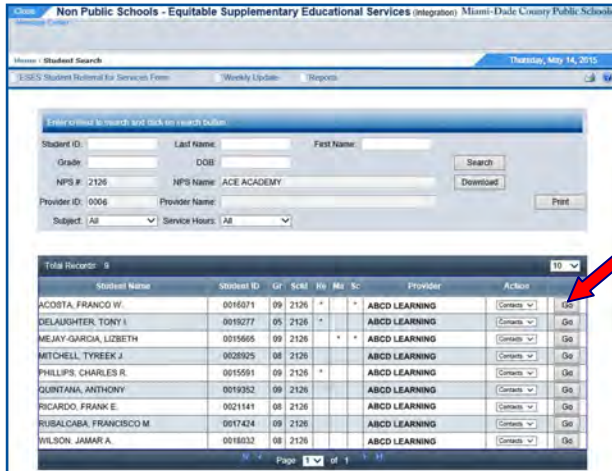
The **Student Search Results** list will display.



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,



Student Name	Student ID	Gr	Scd	Hs	Mx	Sc	Provider	Action
ACOSTA, FRANCO W.	0016071	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
DELAUGHTER, TONY I.	0019277	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
MELAY-GARCIA, LIZBETH	0015665	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
MITCHELL, TYREEK J.	0028925	08	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
PHILLIPS, CHARLES R.	0015591	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
QUINTANA, ANTHONY	0019332	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
RICARDO, FRANK E.	0021141	08	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
RUBALCABA, FRANCISCO M.	0017424	09	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]
WILSON, JAMAR A.	0018832	08	2126	*	*	*	ABCD LEARNING	[Contacts] [Go]

▼ 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**,



Student Name: ACOSTA, FRANCO W. (0016071)
Address: 209 W 65 ST APT. 208 HIALEAH, FL 33112

INSTRUCTIONAL PLANS

Most Recent Plans: [ESESPR: 08/31/2015](#)

Previous Plans: [ESESPR \(1\)](#)
[ESESPR: 05/31/2015](#)

▼ Click  report link

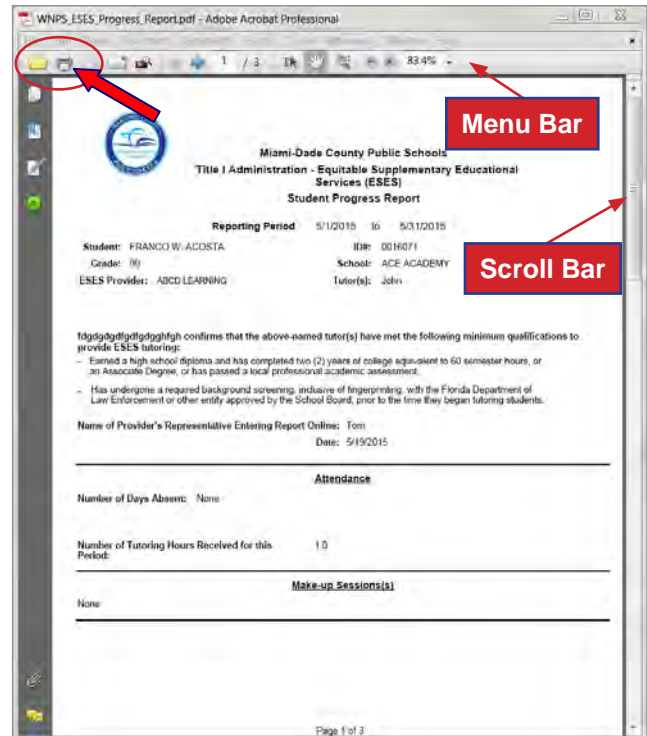
The message “Do you want to open or save WNPS ESES Progress Report” will display.

▼ 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,



WNPS_ESES_Progress_Report.pdf - Adobe Acrobat Professional

Miami-Dade County Public Schools
Title I Administration - Equitable Supplementary Educational Services (ESES)
Student Progress Report

Reporting Period: 5/1/2015 to 5/31/2015

Student: FRANCO W. ACOSTA ID#: 0016071
Grade: (W) School: ACE ACADEMY
ESES Provider: ABCD LEARNING Tutor(s): John

fg9jg9t@fg9jg9tgh confirms that the above-named tutor(s) have met the following minimum qualifications to provide ESES tutoring:
- Earned a high school diploma and has completed two (2) years of college equivalent to 60 semester hours, or an Associate Degree, or has passed a local professional academic assessment.
- Has undergone a required background screening, inclusive of fingerprinting, with the Florida Department of Law Enforcement or other entity approved by the School Board, prior to the time they began tutoring students.

Name of Provider's Representative Entering Report Online: Tom
Date: 5/19/2015

Attendance

Number of Days Absent: None

Number of Tutoring Hours Received for this Period: 1.0

Make-up Sessions(s)

None

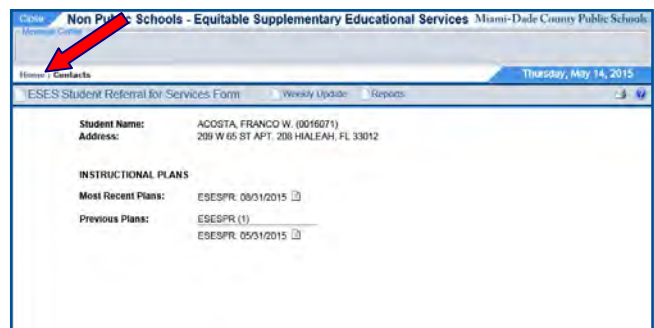
Page 1 of 3

▼ Click  printer icon (on the menu bar)

When finished,

▼ Click  to close PDF

To go back to the **Student Search** page,



Student Name: ACOSTA, FRANCO W. (0016071)
Address: 209 W 65 ST APT. 208 HIALEAH, FL 33012

INSTRUCTIONAL PLANS

Most Recent Plans: [ESESPR: 08/31/2015](#)

Previous Plans: [ESESPR \(1\)](#)
[ESESPR: 05/31/2015](#)

▼ Click **Home**

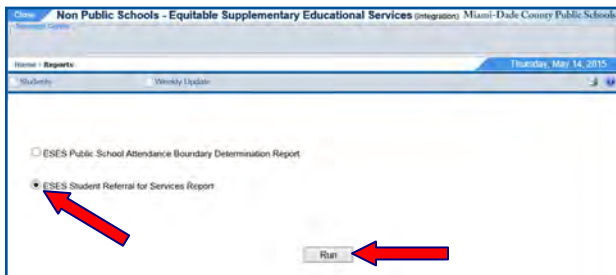
The **Student Search** page will display.

Reports

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

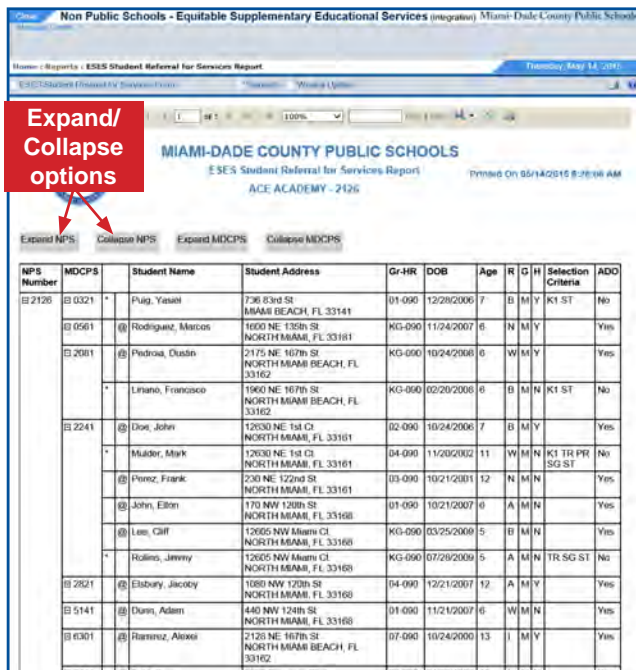
The **ESES Public School Attendance Boundary Determination Report** will display the **Record Key-NPS Student Identifier** number, **Student Address**, **Gr-HR** and **DOB**. You can save the report in different formats and/or print it if desired. [See page 4 for additional information about the **ESES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

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



- ▼ 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.



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

NPS Number	MDCPS	Student Name	Student Address	Gr-HR	DOB	Age	R	G	H	Selection Criteria	ADD
2126	0321	* Puig, Yassiel	736 83rd St MIAMI BEACH, FL 33141	01-090	12/28/2006	7	B	M	Y	K1 ST	No
	0561	@ Rodriguez, Marcos	1600 NE 135th St NORTH MIAMI, FL 33181	KG-090	11/24/2007	6	N	M	Y		Yes
	2081	@ Pedraza, Dustin	2175 NE 167th St NORTH MIAMI BEACH, FL 33162	KG-090	10/24/2006	6	W	M	Y		Yes
		* Lirio, Francisco	1960 NE 167th St NORTH MIAMI BEACH, FL 33162	KG-090	02/20/2006	6	B	M	N	K1 ST	No
	2241	@ Doe, John	12630 NE 1st Ct NORTH MIAMI, FL 33181	02-090	10/24/2006	7	B	M	Y		Yes
		* Mader, Mark	12630 NE 1st Ct NORTH MIAMI, FL 33181	04-090	11/20/2002	11	W	M	N	K1 TR PR SG ST	No
		@ Perez, Frank	230 NE 122nd St NORTH MIAMI, FL 33181	03-090	10/21/2001	12	N	M	N		Yes
		@ John, Elton	170 NW 120th St NORTH MIAMI, FL 33168	01-090	10/21/2007	6	A	M	N		Yes
		@ Lee, Cliff	12605 NW Miami Ct NORTH MIAMI, FL 33168	KG-090	03/25/2009	5	B	M	N		Yes
		* Rollins, Jeremy	12605 NW Miami Ct NORTH MIAMI, FL 33168	KG-090	07/29/2009	5	A	M	N	TR SG ST	No
	2821	@ Elsbury, Jacoby	1080 NW 120th St NORTH MIAMI, FL 33168	04-090	12/21/2007	12	A	M	Y		Yes
	5141	@ Dunn, Adam	440 NW 124th St NORTH MIAMI, FL 33168	01-090	11/21/2007	6	W	M	N		Yes
	6301	@ Ramirez, Alexa	2126 NE 167th St NORTH MIAMI BEACH, FL 33162	07-090	10/24/2000	13	I	M	Y		Yes
	6411	@ Fiala, Sam	5955 Biscayne Blvd MIAMI, FL 33137	08-090	01/02/1999	15	I	M	N		Yes
	6541	@ Arango, Rolando	736 83rd St MIAMI BEACH, FL 33141	06-090	10/24/2001	12	A	M	N		Yes

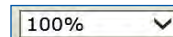
*Title I eligible and services requested
@Title I eligible but no services requested

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

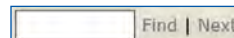
Using the tool bar features at the top of the report,



Scroll through the report.



Enlarge/reduce the size of the report page.



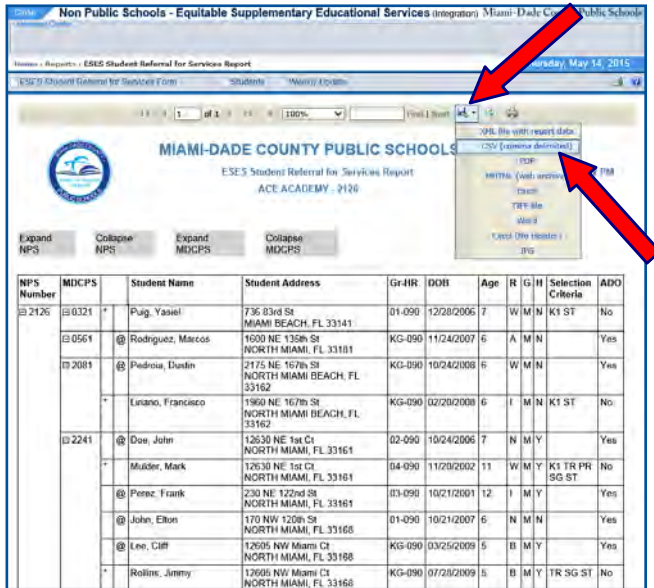
Search for content in the report by typing a word or phrase that you want to find.




Use 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,

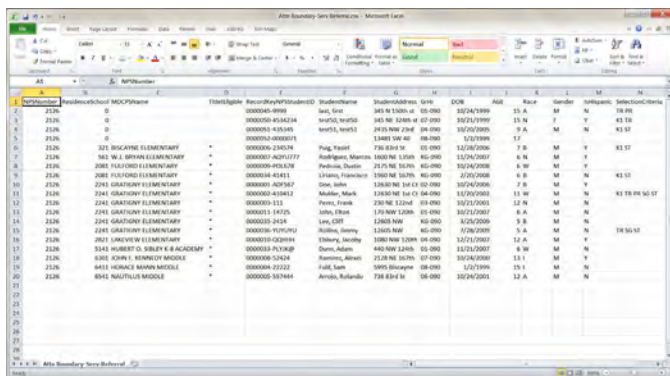


- ▼ Click  Export drop-down menu
- ▼ Select the format you want to use

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

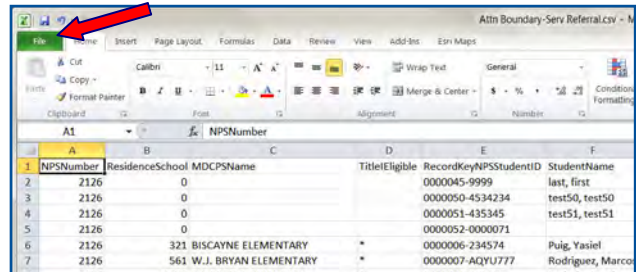


The report will open in the format you selected. For this example we used CSV (comma delimited) format.



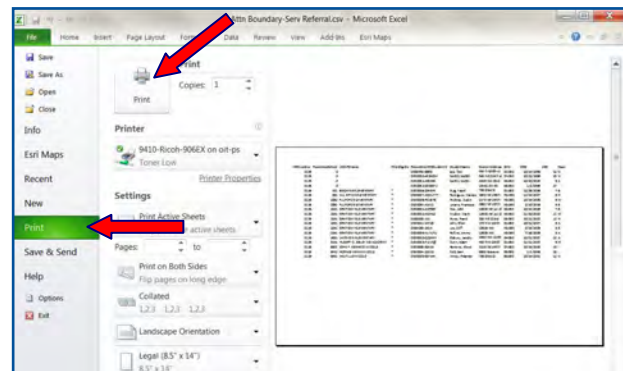
Printing/Saving the Report

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,

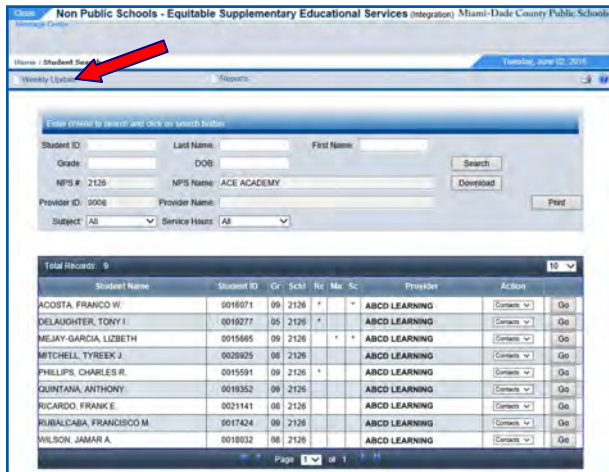
- ▼ Click **Students**

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 ESESPR for the month in question.

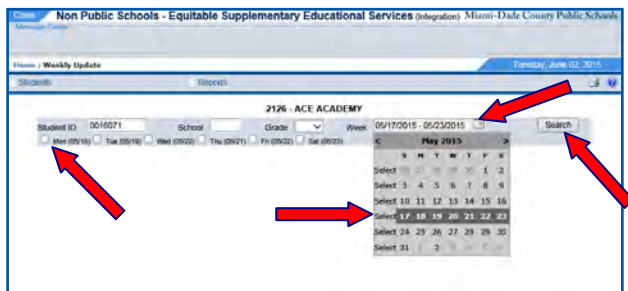
To access the **Weekly Update** page,



▼ Click **Weekly Update**

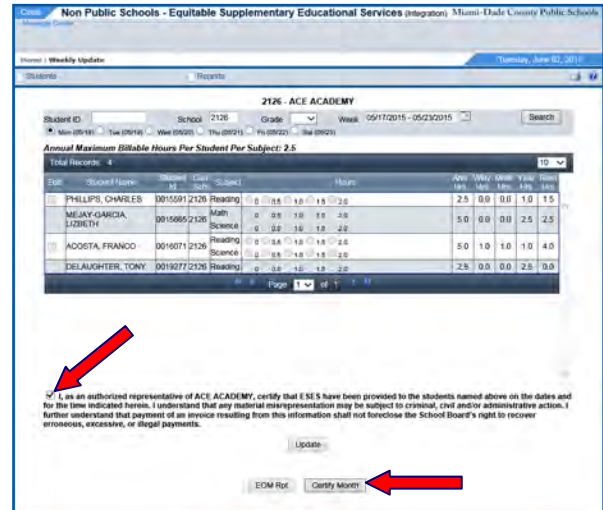
The NPS **Weekly Update** page will display.

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

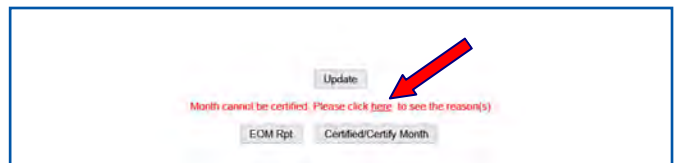
The students will display.



- ▼ Click check box to certify services were provided
- ▼ Click **Certify Month**

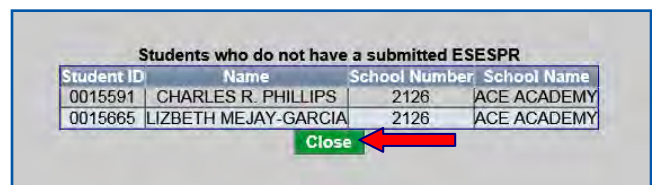
The option to certify the month will then be disabled and will change to Certified. This will verify that the month has been certified.

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.