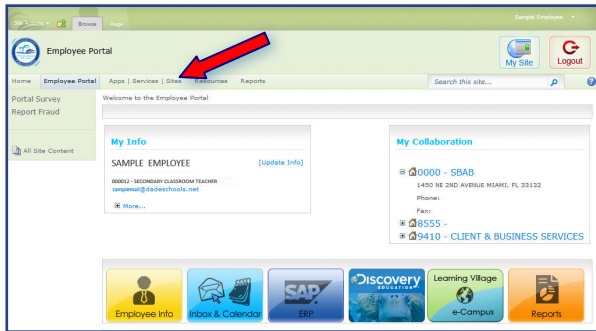


Upon conclusion of each Title I Technical Assistance and Support On-site Visit, the Title I Accountability and Technical Assistance Team (A-TAT) staff member, who conducted the review process of the documentation compiled in the School-level Compliance Filing System will issue a Title I School-level Compliance Filing System Status Form. The form will detail the compilation status of the documents of compliance required in each section of the Title I School-level Compliance Filing System. Information regarding the availability of the form will be sent from the Title I Compliance (TIC) Web-based System to the Principal, the Title I School-level Compliance Facilitator and the Community Involvement Specialist (CIS)/Community Liaison Specialist (CLS).

This user guide contains **steps to access the TIC Web-based System, upload documents, certify the Title I School-level Compliance Filing System Status Form and print the Form.**

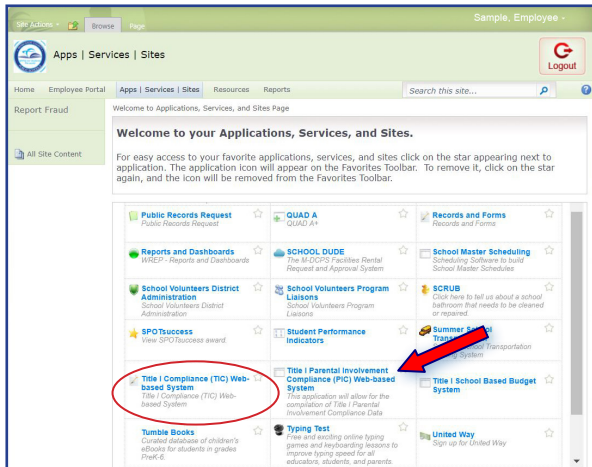
Getting Started

Log into the **Employee Portal**. From the **Employee Portal**,



▼ Click **Applications | Services | Sites** tab

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

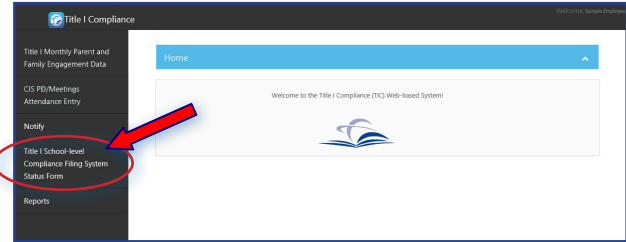


▼ Select **Title I Compliance (TIC) Web-based System**

The **Title I Compliance Home** page will display.

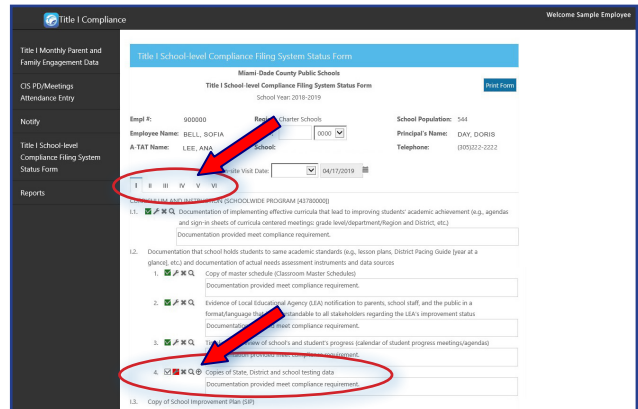
Title I School-level Compliance Filing System Form

From the **Title I Compliance Home** page,



▼ Click **Title I School-level Compliance Filing System Status Form**

The **Title I School-level Compliance Filing System Status Form** page will display.



▼ Click the roman numerals, located under the **On-site Visit Date**, to transition between sections and review the compilation status of each item as of the date of the visit

DOCUMENTS UPLOAD

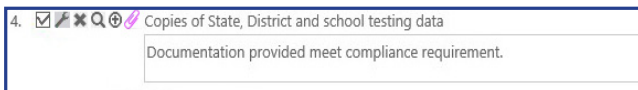
Check for any items marked in red. For every item marked in red, an upload icon will display next to the magnifying glass tool.

Read the comment(s) entered by the Title I A-TAT staff and upload the requested document(s).

▼ Click the upload icon

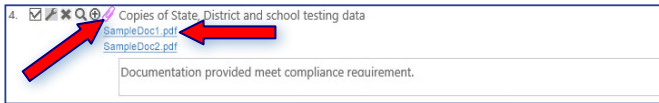
▼ Select document to be uploaded

Once the document is uploaded, the red mark will disappear, and a purple paper clip icon will appear next to the upload button. To upload additional documents, repeat the steps above.



DOCUMENT UPLOAD - Continue

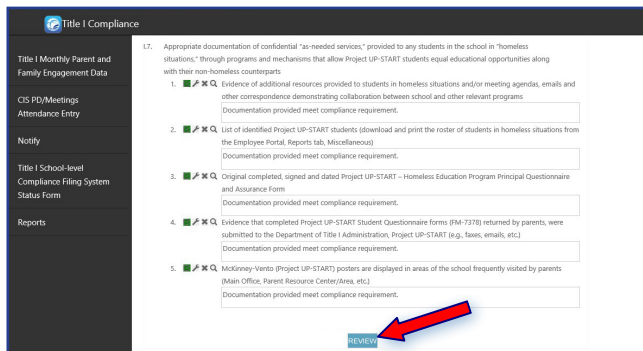
To view the uploaded document,



▼ **Click** the paper clip icon

The uploaded document will display below the item. To open the document, click on the link.

When finished uploading the required documents, for all items marked in red, the **REVIEW** button is enabled at the bottom of the page.



▼ **Click** on **REVIEW** to submit the report to Title I for review

The Title I A-TAT staff will review the uploaded document(s) and provide feedback. Information regarding the availability of the report, containing feedback from the A-TAT staff, will be sent from the TIC Web-based System to the Principal, Title I Compliance Facilitator and the CIS/CLS, via email. If any of the documents uploaded into the original report is not considered as appropriate to demonstrate compliance, the item(s) will be marked in red again, and comments indicating why the upload was not accepted will be included. School site staff will be required to upload additional documentation as required, based on the A-TAT comments.

NOTE: To read all comments, please scroll-down using the right side arrow of the comment box.

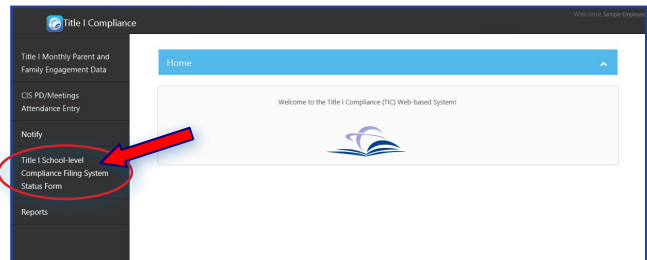
After all items of compliance are completed, the school-site Principal will be notified via email to certify the form. *[See instructions for the certification process in the right side column of this page.]*

Note: Schools are required to upload documentation and click on REVIEW when applicable, no later than seven (7) days from the automated notification submission date. After seven (7) days, automated messages will be sent to the school until the require documents are uploaded. Schools may access the system using the hyperlink included in the email message. The original version of all documents uploaded to the TIC Web-based System must be filed in the corresponding section and folder of the Title I School-level Compliance Filing System.

Certify Compliance Filing System Status Form

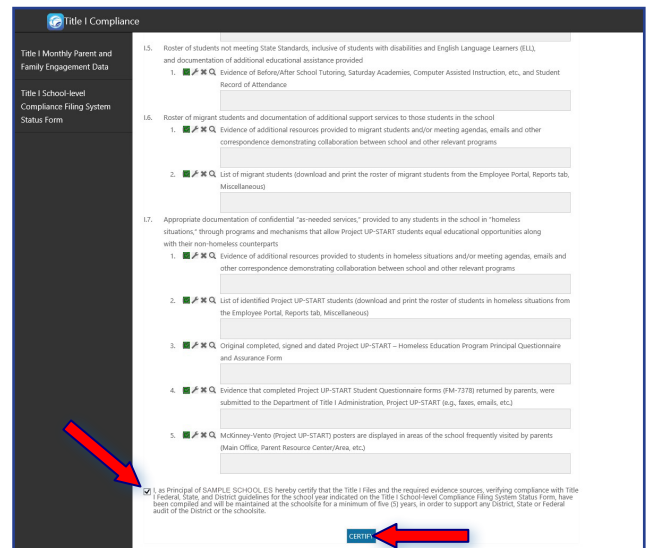
The Principal is the school-site administrator authorized to certify the **Title I School-level Compliance Filing System Status Form** for the location. The Form must be certified no later than seven (7) days from the automated notification submission date. The Principal will be notified via email of the requirement to certify the form.

From the **Title I Compliance Home** page, on the left navigation panel,



▼ **Click** **Title I School-level Compliance Filing System Status Form**

The **Title I School-level Compliance Filing System Status Form** will display.



Scroll down to the bottom of the form, read the certification disclaimer and click the check box to certify compliance with Title I, State, and District guidelines.

▼ **Click** the check box to select it

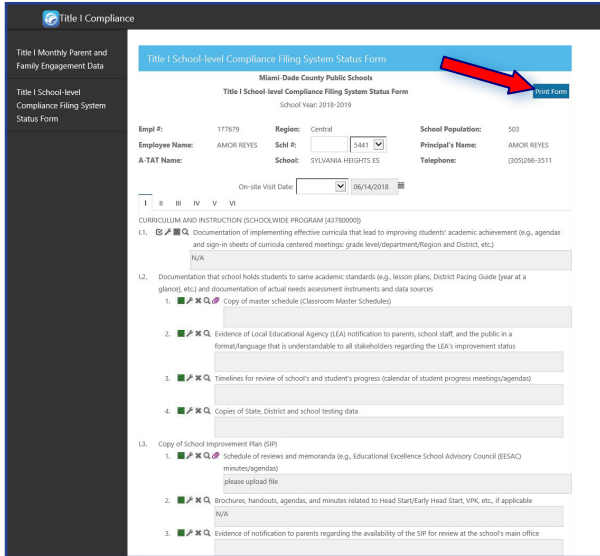
The **Certify** button will display on the page.

▼ **Click** **CERTIFY**

The message **Form has been certified successfully** will display.

Printing the Form

From the **Title I School-level Compliance Filing System Status Form**,



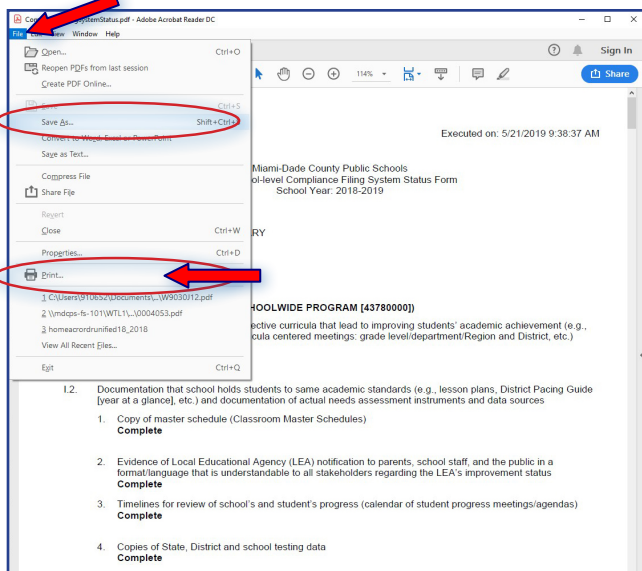
▼ Click **Print Form**

The message **“Do you want to open or save the Compliance Filing System Status Form”** will display.

▼ Click **Open**

The **Form** will open in PDF format.

To print the **Form**,



▼ Click **File**

▼ Select **Print**

The printer options will open. Select the printer if necessary.

Note: The printed report must be placed in the black hanging folder of the Title I School-level Compliance Filing System.

To Exit the Portal

It is important to close the application and exit the **Portal** to prevent access to your Portal by others.

To close the application, close the browser window.

To log out of the **Portal**,

▼ Click **LOGOUT** button, in the upper right corner of the page

The message **“You have successfully logged out of the system”** will be displayed.

Close the browser window.



Title I School-level Compliance Filing System Status Form



Whom to Contact for Assistance

For questions regarding the information contained in the **Title I School-level Compliance Filing System Status Form**, please contact the Title I A-TAT staff assigned to your location.

Region	Staff Name	Title	Email Address	Telephone Number
North	Ms. Marina A. Prieto	Curriculum Support Specialist	MAPrieto@dadeschools.net	305-995-7126
Central*	Ms. Yalili Low	Curriculum Support Specialist	YaliliLow@dadeschools.net	305-995-1496
South	Ms. Maria E. Salas	Curriculum Support Specialist	MariaSalas@dadeschools.net	305-995-7637
*Central Region Schools participating in the "We Rise" initiative.	Ms. Raymonde Reyes	Administrative Assistant I	Rayrez1@dadeschools.net	305-836-0012
Region	Staff Name	Title	Email Address	Telephone Number
Charter	Ms. Janeth Rodriguez	Curriculum Support Specialist	Janeth_rodriguez@dadeschools.net	305-995-7120