

Title I School-level Compliance Filing System Status Form



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 Webbased 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,

Portal Survey	Apps Services Sites Resources Reports Welcome to the Employee Portal	Search this site P
All Site Content	My Info SAMPLE IMPLOYEE (Update Info) meno: Update Info Meno: Update Info Meno:	My Collaboration Image: Collaboration </th
		■ d9410 - CLIENT & BUSINESS SERVICE

▼ Click Applications | Services | Sites tab

The Applications|Services|Sites page will display.



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.

Contraction Title I Compliance		Welcome Sample 8		
Title I Monthly Parent and Family Engagement Data	I-level Compliance Filing System Status Form			
CIS PD/Meetings Attendance Entry	mami Uada Katirgi Yudii Sandan Title I School-Kevel Campliane Filing System Status Form School Year: 2018-2019			
Notify Empla: Employee Name	900000 Regis Charter Schools School Population: 544 BELL, SOFIA 000 Principal's Name: DAY, DORIS			
Title I School-level A-TAT Name: Compliance Filing System Status Form	LEE, ANA School: Telephone: (103)222-2222			
Reports	V V V LICEL WITH SCHOCLWDE FILCORUM (4170000) scammation of implementing uffective curicula that bad to improving students' academic achievement (kg, agendus dirys in sheets of curicula contend meetings grade low(Mpartmer/Region and District, etc.)			
1.2. Document glancej, eb	cumentation provided meet compliance requirement. on that school holds students to same academic standards (e.g., lesson plans, District Pacing Guide (year at a and documentation of actual needs assessment instruments and data sources			
1. 22.2	Copy of master schedule (Classroom Master Schedules) Documentation provided meet compliance requirement.			
2. 🖬 /	 K X Q. Ensemble of Local Educational Agency (JLA) notification to parents, school staff, and the public in a formul/inspage bits of school and instabilished in significant part and the school and the school and the commentation of the school conditions or parameters. 			
s. 🖬 /	The second school's and student's progress (avendar of student progress meeting/agendag			
4 🛛	C Q © Copies of State. District and school testing data Documentation provided meet compliance requirement			
1.3. Copy of Sc	ol Improvement Plan (SIP)			

▼ 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.

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Title I School-level Compliance Filing System Status Form



DOCUMENT UPLOAD - Continue



▼ 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 schoolsite 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,

	🕝 Title I Compliance			Welcome, Sample Employ
	Title I Monthly Parent and Family Engagement Data	Home		•
	CIS PD/Meetings Attendance Entry		Welcome to the Title I Compliance (TIC) Web-based System1	
	Notify Title I School kevel Compilance Filing System Status Form Reports			

▼ Click

Title I School-level Compliance Filing System Status Form

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

itle I Monthly Parent and amily Engagement Data	1.5.	Roster of student and documentation	s not meeting State Standards, inclusive of students with disabilities and English Language Learnes (ELL), on of additional educational assistance provided Evidence of BeforyAffer School Tutoring, Stantayl Academiee, Computer Assisted Instruction, etc., and Student	
itle I School-level ompliance Filing System			Record of Attendance	
tatus Form	1.6.	Roster of migrant 1. ■ FXQ	students and documentation of additional support services to those students in the school Evidence of additional resources provided to migrant students and/or meeting agenda, emails and other correspondence demonstrating collaboration between school and other relevant programs	
		2. ₩ /×Q	List of migrant students (download and print the roster of migrant students from the Employee Portal, Reports tab, Miscellaneous)	
	17.	Appropriate docu situations," throug with their non-ho 1.	mentation of confidential "as-weeked services," provided to any students in the school in "in-melless of programs and mechanisms that allow Review UP-START students equal extractional apportunities along indexic constraints." Existence of additional resources provided to students in homeless students and/or mereling appendix, emails and other correspondence constrainting of additionation between school and other interest programs."	
		2. ₩/жQ	List of identified Project UP-START students (download and print the roster of students in homeless situations from the Employee Portal, Reports tab, Miscellaneous)	
		3. 8/% Q	Original completed, signed and dated Project UP-START – Homeless Education Program Principal Questionnaire and Assurance Form	
		4 8 7×Q	Evidence that completed Project UP-START Student Questionnaire forms (FM-7378) returned by parents, were submitted to the Department of Title I Administration, Project UP-START (e.g., faxes, emails, etc.)	
		s. ∎ ⊁¥Q	McKinney-Vento (Project UP-START) posters are displayed in areas of the school frequently visited by parents (Main Office, Parent Resource Center/Area, etc.)	
2	N Law	as Principal of SAM Federal, State, and I reen compiled and v udit of the District o	PLE SCHOL ES hereby certify that the Title Files and the required evidence sources, verifying compliance with Title Static quotelines for the school year indicated on the Title I School-level Compliance Filing System Status Form, have will be maintened at the schoolste for a minimum of five (5) years, in order to support any Ostrict, State of Federal the conduction.	

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.

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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,



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.





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	orth Ms. Marina A. Prieto		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	<u>Rayrez1@dadeschools.net</u>	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	