

Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent
600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440

TARGETING FORMS TO COMPLETE

Targeting Forms to Complete

The targeting forms will be completed online and tied directly to the consolidated application. This electronic process is called the Title I Targeting Report.

The Title I Targeting Report is available on the State Automated Reporting System (STARS).

In April, the state Title I office will send an email notification when the Targeting Report has been opened to begin inputting data. District personnel will input data into parts 1-5 in the Targeting Report. The Department of Public Instruction Title I staff will then review each report, generate a hard copy targeting spreadsheet with building allocations for the regular Title I funds and email the spreadsheet to the district. After your targeting spreadsheet has been finalized, district or school personnel can input building budgets electronically on the STARS. These budgets will feed into the Title I budget on the consolidated application.

The Title I Targeting Report contains the following sections:

✓ PARTS 1-3

Enter Title I Targeting information for every building within the district (Title I, non-Title I, and Title I Private). The numbers reported on Worksheet G should be used to populate the private section of parts 1-3.

✓ PART 4

This tells the state Title I office the amount that each school district wants set aside or is required to set aside for administration, indirect cost, supplemental services, school choice, and other reservations before allocating funds to each building.

✓ PART 5

This information helps the state Title I office more accurately complete the targeting spreadsheet based on district preferences.

✓ BUILDING BUDGETS

Districts will complete a building budget for all eligible Title I schools in the Targeting Report.

■ COLLECTING INFORMATION FOR THE CONSOLIDATED APPLICATION

Print-ready copies of specific pages from the consolidated application will be available at www.dpi.state.nd.us/title1/conapp.shtm. These forms can be used to collect consolidated application information from multiple schools for large districts and those participating in cooperative agreements. The forms include:

- ✓ Title I Budget for Individual School Buildings
- ✓ Title I Budget for District Reservations
- ✓ Title I Targeted Assistance School Information
- ✓ Title I Schoolwide School Information
- ✓ Title I Private School Information

Login Help

- Setting Up NDLoginID
- Troubleshooting Tips
- Setting Up STARS Users

ND Login ID

- Login ID Maintenance
- Reset Password
- Forgot Login ID
- Contact Login Support

Login

Please enter your State of North Dakota Login ID and password then click "Login" to enter STARS.

Login ID:

Password:

Login

Announcements

No announcements

Welcome Title Admin ([Log Out](#))**Reports****Fill Out Reports**

Report Status

Security

My Account

Manage Users

System










Announcements







File Sharing





Shadow

 [Print Page](#) [Help](#)**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the right side of the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

 **Reports**  Enrollment  Compensation  Federal Title  Title I Targeting

-  Bismarck 1 (Bismarck) 08-001
-  Devils Lake 1 (Devils Lake) 36-001
-  Dickinson 1 (Dickinson) 45-001
-  DPI DISTRICT (City) 99-999
-  Fargo 1 (Fargo) 09-001
-  Grand Forks 1 (Grand Forks) 18-001
-  Jamestown 1 (Jamestown) 47-001
-  Mandan 1 (Mandan) 30-001
-  Minot 1 (Minot) 51-001
-  Valley City 2 (Valley City) 02-002
-  West Fargo 6 (West Fargo) 09-006
-  Williston 1 (Williston) 53-001

  Consolidated Application  Consolidated Budget Revision

Welcome Ann Ellefson

Exit Report

Title I Targeting



Title I Targeting Buildings

District Targeting Options

Building Budgets

Functions

- Validate
- Submit
- Generate PDF

-  Print Page
-  Help

Title I Targeting - Buildings [Parts 1,2,3]

The public and non-public Title I buildings are listed below. To view or edit Title I Targeting information for a building, click on the building name. To add a new building for Title I Targeting, click on "Add Building."

[Add Building](#)

Building	Grade Span	School Being Served	Public Students Residing in Attendance Area	Non-Public Student Enrollment	Non-Pub In %	Public Low-Income Students Residing in Attendance Area	Non-Public Low-Income Students Residing in Attendance Area	% Low Income Students
No Title I Buildings have been added.								

*Districts that report each private school separately must submit Worksheet G to the Title I office.

Welcome Patty Carmichael

Exit Report

Title I Targeting



Title I Targeting Buildings

District Targeting Options

Building Budgets

Functions

- Validate
- Submit
- Generate PDF

-  Print Page
-  Help

Title I Targeting Buildings - Add Building

To add a building, first select the building from the list by clicking on the name. You will then be able to fill out the building's Title I Targeting details.

[Return to Title I Targeting Buildings](#)

Building	Contact	Title	Phone
DPI PLANT			

Welcome Patty Carmichael

Exit Report

- Title I Targeting
- Title I Targeting Buildings**
- District Targeting Options
- Building Budgets



Title I Targeting Buildings - DPI PLANT [Parts 1,2,3]

Enter the number of students from low-income families as determined from selected school district data sources. Include private school students in the public school attendance area in which the student resides.

[Return to Title I Targeting Buildings](#)

Functions

- Save
- Validate
- Submit
- Generate PDF

-  [Print Page](#)
-  [Help](#)

DPI PLANT

Title I Served:	<input checked="" type="checkbox"/>
Targeted / Schoolwide:	<input checked="" type="radio"/> Targeted <input type="radio"/> Schoolwide
Grade Span:	<input type="text"/>
Public School Students:	<input type="text"/>
Non-Public School Students:	<input type="text"/>
Total Students:	0
Public School Low-Income Students:	<input type="text"/>
Non-Public School Low-Income Students:	<input type="text"/>
Total Low-Income Students:	0
Percent of Low-Income Students:	0

Welcome Patty Carmichael

[Exit Report](#)

Title I Targeting
[Title I Targeting Buildings](#)
[District Targeting Options](#) 
[Building Budgets](#)

District Targeting Options

[Targeting Worksheet \[Part 5\]](#) | [District Reserves \[Part 4\]](#)

District reserves worksheet is used to determine Title I Targeting reserved amounts.

Total Allocation:	\$0.00
Total Reserved Funds:	\$0.00
Allocation Balance:	\$0.00
Total Low-Income Children (district-wide):	78
Per Pupil Amount for > 35% poverty:	\$0.00

Reserved Funds:

Administrative Services:	<input type="text" value="0"/>
Staff Development:	<input type="text" value="0"/>
Teacher Quality:	<input type="text" value="0"/>
Indirect Cost:	<input type="text" value="0"/>
Neglected Children Services:	<input type="text" value="0"/>
ELL/LEP Children:	<input type="text" value="0"/>
Homeless Children:	<input type="text" value="0"/>
Parent Involvement:	<input type="text" value="0"/>
Program Improvement-District 10% PD:	<input type="text" value="0"/>
Program Improvement-Sch. Choice:	<input type="text" value="0"/>
Program Improvement-Sup. Serv. :	<input type="text" value="0"/>
Cooperative Agreement:	<input type="text" value="0"/>
Other Reserved:	<input type="text" value="0"/>

[Check In](#)[Save](#)[Validate](#)[Submit](#)[Generate PDF](#)[Print Page](#)[Help](#)

- * All districts must reserve:
 - Funds for homeless – See guidance
- * Neglected and Delinquent:
 - See guidance for set aside requirements
- * Districts that receive an allocation of \$500,000 or more must reserve:
 - 1% for parental involvement
- * Districts that have been identified for program improvement must reserve:
 - 10% for professional development – Required for years one and two only
 - 20% for choice-related transportation cost and to provide supplemental educational services

Title I District Level Reservations

Required Reservations

- * Parent Involvement 1%
(If allocation is over \$500,000)
- Neglected and Delinquent
(See Guidance)
- Homeless
(See Guidance)

Optional Reservations

- Administrative Costs
- * Teacher Quality -5%
- * Preschool
- * Summer School
- Indirect Costs
- * Professional Development
- LEP Title I Program
(See Addendum)

Program Improvement

- 10% - Professional Development – Required for years one and two.
- 10% - 20% School Choice – Required for year one and beyond.
- 10% - 20% Supplemental Education Service – Required for years two and beyond.


The amounts reserved off the top of the Title I allocation should be listed on the district Title I budget on the consolidated application.

* Please note, if funds are reserved for those items with an asterisk (*), the district will also need to provide private schools with an equitable share of the amount reserved.


Welcome Patty Carmichael

[Exit Report](#)**Title I Targeting**

Title I Targeting Buildings

**District Targeting
Options** 

Building Budgets

Functions[Check In](#)[Save](#)[Validate](#)[Submit](#)[Generate PDF](#) [Print Page](#) [Help](#)**District Targeting Options**[Targeting Worksheet \[Part 5\]](#) | [District Reserves \[Part 4\]](#)

The Targeting Worksheet helps the State Title I staff more accurately determine the targeting spreadsheet indicating the building allocations within the district.

1. The intent in your district is to provide Title I Services to which grade spans?
 - Elementary Program Only
 - Elementary - Middle School Program
 - Elementary – Middle – High School Program
2. If your intent is to serve Middle or High School students and those buildings are not eligible, would you like the state office to try using the feeder pattern to make those buildings eligible?
 - Yes
 - No

If yes, provide a list of elementary schools that feed into the building you would like the state office to try using the feeder pattern for:

3. Which option would you like the state office to use in ranking eligible Title I Schools?
 - Grade Span Grouping
 - District Wide Grouping
 - Use the same method as last year
4. Do you want the same per pupil allocation, as determined by District Reserves [Part 4], used for every eligible building receiving a Title I allocation?
 - Yes
 - No

If no, provide us with specific details as to what per pupil amount you'd like for each building remembering that you must meet or exceed the per pupil amount determined on District Reserves [Part 4]. In addition, you must allocate a higher per pupil to schools with higher poverty rates than to schools with lower poverty rates.

Targeted Assistance
 Schoolwide

Title I Budget For Individual School Buildings

District:			
School Building:			
Building Allocation	Carry Over Allocation	Parent Involvement Set-Aside	Total Building Allocation

Object Codes	Title I (a)	Title I Parent Involvement (b)
Salaries		
110 Professional	\$	\$
120 Non-Professional		
200 Benefits		
300 Purchased Prof. & Tech. Services		
400 Maintenance		
580 Travel		
600 Materials/Supplies		
730 Equipment >\$750/unit		
800 Dues/Memberships/Registration Fees		
810		
900 Indirect Costs		
Unobligated		
Total	\$	
Building Principal's Signature		Date
District Coordinator's Signature		Date
Authorized Representative's Signature		Date

Copies of signed building budgets must be maintained at the district for auditing purposes.