

MEMO TO: Title I Authorized Representatives/Coordinators/Teachers

FROM: Laurie Matzke, Director, Title I

RE: Sample Title I Student Selection Tool

DATE: August, 2003

Many schools struggle with a method for determining which students are in need of Title I services. Title I services should be made available to those students who are not working at grade level and are not meeting grade level standards. Therefore, the idea was suggested to develop a sample student selection tool for Title I teachers to use in selecting students for the Title I program.

At the spring 2003 regional Title I workshops, the State Title I office distributed a handout regarding a sample Title I student selection project. We then surveyed staff to see if Title I personnel were in favor of the Department pursuing development of a student selection tool over the summer. Participants were overwhelmingly in favor of the development of this project.

Over the summer, the State Title I office contracted with seven North Dakota teachers. They were hired to develop a one-page list of the grade level expectations for specific grades assigned to them. Using the North Dakota state standards, this list outlines what a child should know and be able to do upon exiting that particular grade level. In addition, they developed a test to go along with the grade level expectations that they created for the grades assigned to them. A sample student selection tool was created for each grade level K-6 in both reading and math.

In a targeted assistance program, Title I law requires that selection of Title I students be based on multiple, objective, uniformly applied criteria given to all students at each grade level and documented on a student selection worksheet. **It is important to note that it is not mandatory that schools use this tool to select students for the Title I program. It is simply a sample, an assessment that can be used for those schools that would like to use this tool.** This sample tool can be used for just specific grade levels as well. Title I law does not require that a uniform test be utilized for all grade levels served for the purpose of identifying students in need of assistance. However, it does require that multiple measures be used to determine a student's eligibility. Therefore, keep in mind that even if you choose to use this tool, you will need at least one other objective, educationally-related criteria to select Title I students.

In schoolwide Title I programs or in schools that have a strong student selection process already established, this resource could also be used as an assessment tool, either for Title I or for use in the regular classroom.

The sample tool is aligned to the draft North Dakota State Standards. All of the teachers who were contracted are knowledgeable of the North Dakota standards and were on the standards writing team. It is also important to note that seven different teachers helped to create this tool. Therefore, each teacher's individuality and style are reflected in the various grade level tests. The tests may vary a great deal from grade to grade.

I would like to acknowledge and commend the seven exemplary North Dakota teachers who helped to create this student selection tool.

- ✓ Carla Weber
Fargo Public Schools
- ✓ Terri Jangula
Napoleon Public Schools
- ✓ Ahna Fixen
Devils Lake Public Schools
- ✓ Dawn Johnson
Devils Lake Public Schools
- ✓ Mary Beth Becker
Beulah Public Schools
- ✓ Lori Gibson
Bismarck Public Schools
- ✓ Mike Rowe
Napoleon Public Schools

The student selection tool, by grade level and subject, can be accessed on the Title I website at: www.dpi.state.nd.us/title1/index.shtm under the resource section.

Feel free to provide feedback to the State Title I office regarding this project. Above all, please remember that it is simply a resource, an optional tool for those schools that are interested in using it to select Title I students or assess student achievement. If you have any questions, please e-mail me at lmatzke@state.nd.us or call me at 328-2284.