

North Dakota Department of Public Instruction  
Dr. Wayne G. Sanstead, State Superintendent  
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Bismarck, ND 58505-0440

## **Title I Compliance Series**

### **Issue: Student Selection**

#### **Applicable for:**

- Targeted Assistance Schools



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# Teacher Referral Checklist for Title I

Teacher:	Grade:
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Student Name:	Date:
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1. Based on classroom assessments administered during the final 8 weeks of this school year, this student is scoring below the class average in the following areas:

Skill:	Indicate "yes" or "no"	If yes, indicate date and title of assessment
Word Recognition		
Comprehension		
Written Expression		
Vocabulary		
Story Skills (sequence, recall, plot, theme)		

2. Where does this student rank overall in your classroom? (Circle One)

Top 1/3
Middle 1/3
Bottom 1/3

3. Has this student repeated a grade?

## Final Score:

Column 1-- Enter 1 point for every "yes."	Column 2-- Top 1/3=0 pts. Middle 1/3=1 pt. Bottom 1/3=2 pts.	Column 3-- Yes=1 pt., No=0 pts.
<b>TOTAL=</b>		

A score of 5 or better results in a positive teacher referral. Check if student received a 5 or better and so is referred by you for Title I services.

# North Dakota Department of Public Instruction

## TITLE I FAST FACT SERIES

### Issue: Title I Student Selection

In a targeted assistance program, Title I law requires that selection of Title I students be based on objective, uniformly applied criteria given to all students at each grade level and documented on a student selection worksheet. Listed below are specific points to keep in mind regarding the student selection process.

- The criteria for eligibility for Title I services must be objective, education-related, and uniformly applied.
- Selection criteria for students in grades three and above must be objective. However, the law does allow for subjective criteria to be used for grades K-2 (i.e., teacher referral).
- You must have a worksheet that you use to compile, compare, and document the student selection data. These worksheets also document who will receive services. The students must be ranked in priority order according to greatest need for services.
- The selection criteria should be given to all students in each particular grade being served.
- Examples of criteria used for student selection could include: report card grades, book tests, informal reading inventories, computer based assessments (STAR, NWEA, etc.).
- The student selection worksheet must list each of the criteria you use so that it is easy to see that students were selected uniformly and objectively.
- You must use multiple or more than one selection criterion to determine eligibility.
- Economically disadvantaged, learning disabled, LEP, and migrant students must be selected on the same basis as all other students. Professional staff cannot exclude them solely because they are receiving other services.
- Homeless students are automatically eligible for Title I services.
- If a new student moves into the district, they must be selected and ranked in the same way as the other eligible students receiving services. Even if they received services in another school, they must meet your school's criteria before receiving services. For this reason, schools are discouraged from using the North Dakota State Assessment (NDSA) as a selection criterion. It is best to use criteria that are readily available if a new student needs to be tested.
- A large district with multiple buildings may decide to use a uniform set of criteria in all Title I schools; however, that certainly is not mandatory or even necessarily recommended. It is a local decision.
- Large districts with very high numbers of students may also begin the student selection process by designating one criteria to be used to identify an eligible pool of possible Title I students. The remaining criteria would then be applied only to this eligible pool of students, and the results would identify those students who are eligible for Title I.
- The average caseload for a Title I teacher is 25-35 students. A caseload above 45 students is too many for one teacher to oversee. However, very small caseloads may indicate a need to widen the selection criteria to make more students eligible for the program.
- The basic rule of thumb is that only students who have been found to be eligible for Title I and whose parents have been informed, should receive Title I services. Title I services are not meant to be general aid to the classroom. The purpose is to give identified students additional services above and beyond the primary instruction they receive in the classroom.
- Incidental inclusion allows Title I personnel to work with non-Title I students randomly or periodically but should not occur on a regular basis. For example, it is illegal for Title I staff to regularly work with a particular reading group on a regular basis. The Title I teacher should provide supplementary or additional services beyond what a classroom teacher may provide during reading groups and should only work with non-Title I students on a non-regular basis.
- Title I law requires local school districts to assume the cost and responsibility of identifying students in need of Title I services. Schools cannot use Title I funds to test all students for the purpose of identifying Title I students. Schools that are testing all students with the NDSA, the NWEA or any other assessments must use state, local and other federal funds for this expenditure, not Title I funds.

If you have additional questions regarding this issue, please contact:

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# Student Selection Resources

Additional student selection resources can be accessed on the department's website at [www.dpi.state.nd.us/title1/targeted/require/student/index.shtm](http://www.dpi.state.nd.us/title1/targeted/require/student/index.shtm)

Fast Fact on Student Selection Requirements

[www.dpi.state.nd.us/title1/targeted/general/facts/selectn.pdf](http://www.dpi.state.nd.us/title1/targeted/general/facts/selectn.pdf)

Possible Criteria for Student Selection

[www.dpi.state.nd.us/title1/targeted/require/student/criteria.pdf](http://www.dpi.state.nd.us/title1/targeted/require/student/criteria.pdf)

Sample Student Selection Tools

[www.dpi.state.nd.us/title1/resource/select/index.shtm](http://www.dpi.state.nd.us/title1/resource/select/index.shtm)

Reading Sample Progress Reports

- [Sample #1](#) – Student Selection Worksheet with 3 Criteria
  - Reading Report Card Grade
  - Reading Book Test
  - Teacher Referral (Using an Objective Teacher Referral Form)
- [Sample #2](#) – Student Selection Worksheet with 4 Criteria
  - Reading Report Card Grade
  - Teacher Referral (Using an Objective Teacher Referral Form)
  - Reading Book Test
  - Sight Word List
- [Sample #3](#) – Student Selection Worksheet with 4 Criteria
  - Report Card Grades
  - Classroom Teacher Assessment
  - Previous Title I Services
  - Standardized Test Score
- [Sample #4](#) – Objective Teacher Referral Form
- [Sample #5](#) – Reading Teacher Referral Form Lower Elementary
- [Sample #6](#) – Reading Student Selection Worksheet at the High School Level
- [Sample #7](#) – Reading Student Selection Worksheet at the Upper Elementary Level
- [Sample #8](#) – Reading Student Selection Worksheet at the Middle School Level
- [Sample #9](#) – Reading Student Selection Worksheet at the Lower Elementary Level

Math Sample Progress Reports

- [Title I Math - Sample Student Selection Form #1](#)  
Includes selection worksheet using 5 objective criteria
  - Final Math Grade
  - Overall Math Ability
  - Math Standards Rating
  - Student Retention
  - Previous Title I Math Services
- [Title I Math - Sample Student Selection Form #2](#)  
Includes selection worksheet using 3 objective criteria
  - Math Report Card Grade
  - Math Inventory
  - STAR Math

- [Title I Math - Sample Student Selection Form #3](#)  
Includes selection worksheet using 4 objective criteria
  - Math Report Card Grade
  - Teacher Made Math Test
  - Previous Title I Math Services
  - Standardized Math Test
- [Title I Math - Teacher Referral Form](#)  
Includes 5 objective criteria
  - Classroom Assessments
  - Overall Math Performance
  - Student Retention
  - Previous Title I Math Services
  - Teacher Recommendation
- [Title I Math - Teacher Referral Form Middle School Level](#)
- [Title I Math - Teacher Referral Form Upper Elementary School](#)

Sample Math Student Selection Tools

[www.dpi.state.nd.us/title1/resource/select/index.shtm](http://www.dpi.state.nd.us/title1/resource/select/index.shtm)

General Teacher Referral Checklist – High School

[www.dpi.state.nd.us/title1/targeted/require/student/referral.pdf](http://www.dpi.state.nd.us/title1/targeted/require/student/referral.pdf)

Sample Student Selection Tool

The North Dakota Department of Public Instruction, Title I office, contracted with local educators to put together the following sample student selection tool for your use. The assessments are aligned with the draft North Dakota State Standards. This is an optional tool for those schools that are interested in using it to select Title I students or assess student achievement. Please read the letter of explanation below for further details on the sample student selection tool before using them.

Letter of Explanation for Sample Student Selection Tool

[www.dpi.state.nd.us/title1/resource/select/memo.pdf](http://www.dpi.state.nd.us/title1/resource/select/memo.pdf)

Math K-6 Tools

- [Kindergarten Math Assessment Test](#)
  - [Kindergarten Answer Key](#)
- [First Grade Math Assessment Test](#)
  - [First Grade Answer Key](#)
- [Second Grade Math Assessment Test](#)
  - [Second Grade Answer Key](#)
- [Third Grade Math Assessment Test](#)
  - [Third Grade Answer Key](#)
- [Fourth Grade Math Assessment Test](#)
  - [Fourth Grade Answer Key](#)
- [Fifth Grade Math Assessment Test](#)
  - [Fifth Grade Answer Key](#)
- [Sixth Grade Math Assessment Test](#)
  - [Sixth Grade Answer Key](#)

Reading K-4 Tools

- [Kindergarten Reading Assessment Test](#)
- [First Grade Reading Assessment Test](#)

- [Second Grade Reading Assessment Test](#)
- [Third Grade Reading Assessment Test](#)
  - Third Grade Reading Answer Key
  - Third Grade Reading Bibliography
- [Fourth Grade Reading Assessment Test](#)
  - Fourth Grade Reading Answer Key
  - Fourth Grade Reading Bibliography