# 2021–22 Consolidated Application for Funding Categorical Aid Programs Instructions(Spring Version)

Prepared by the California Department of Education,

Educational Data Management Division

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## Introduction

This document contains instructions for completing the data collection forms included in the Consolidated Application (ConApp) Spring Release. It is intended primarily for local educational agency (LEA) staff who are involved in the completion of the ConApp using the Consolidated Application and Reporting System (CARS), but may also be helpful to anyone who is reviewing the ConApp.

The CARS is a web-based system to apply for funding, collect and report ConApp data, and track categorical program expenditures and activities. The LEA must print the certified ConApp. The Certification of Assurances page must be signed by the LEA Authorized Representative and the entire ConApp must be kept on file in the office of the LEA, per the General Assurances of the ConApp Legal Assurances that are posted on the California Department of Education Consolidated Application web page at <https://www.cde.ca.gov/fg/aa/co/index.asp>.

## Consolidated Application and Reporting System Pre-Loaded Data Types

The following terminology describes and differentiates various types of pre-loaded data that can be found in certain Consolidated Application and Reporting System (CARS) data collection forms.

### Displayed Data

Displayed data can be calculated data or data referenced from another data collection form which cannot be edited by the local educational agency (LEA) user. An example of a calculated displayed data field is “Total expenditures and encumbrances.” An example of a referenced displayed data field from another data collection form is “Transferred-in amount”.

Displayed data can also be source data from outside of CARS which cannot be edited by the LEA user. An example of source data is the allocation amount. If an LEA believes the displayed allocation data needs to be changed, then the LEA must speak to the program contact noted on the data collection form and/or to the appropriate California Department of Education (CDE) fiscal services staff. However, even if the data are revised by the program or fiscal contact, there may be occasions when the data cannot be changed within CARS while data collection forms are open.

Other examples of non-editable displayed source data are LEA names and County-District-School (CDS) codes, all of which are sourced directly from the CDS database, and cannot be manually changed in CARS. If a change to this type of data is needed, then the LEA must contact the CDE CDS Administration office by email at CDSAdmin@cde.ca.gov or by phone at 916-327-4014. CDS Administration resources can also be reviewed on the CDE County-District-School Administration web page at <https://www.cde.ca.gov/ds/si/ds/>.

### Pre-populated Data

Pre-populated data is data that was brought forward from another data collection form which can be edited by the LEA user. Pre-populated data are brought forward with the initial opening of a data collection form. Once the data collection form is saved, the system will not bring forward the pre-populated data again. A current example of editable pre-populated data can be found in the fields of the Title I, Part A Notification of Authorization of Schoolwide Program data collection form, which will display data that was certified in the same data collection form from the prior fiscal year.

## Abbreviations, Acronyms, and Initialisms

| **Abbreviation, Acronym, or Initialism** | **Full Name** |
| --- | --- |
| Addendum | LCAP Federal Addendum Template |
| CALPADS | California Longitudinal Pupil Achievement Data System |
| CARS | Consolidated Application and Reporting System |
| CDE | California Department of Education |
| CDS | County-District-School also used to refer to the CDE California School Directory database |
| CFR | Code of Federal Regulations |
| ConApp | Consolidated Application |
| CSAM | California School Accounting Manual  |
| DELAC | District English Learner Advisory Committee |
| EC | Education Code |
| EL | English Learner |
| ESEA | Elementary and Secondary Education Act |
| ESSA | Every Student Succeeds Act |
| FPM | Federal Program Monitoring |
| FY | Fiscal Year |
| GED | General Educational Development |
| HSET | High School Equivalency Test |
| ICR | Indirect Cost Rate |
| LCAP | Local Control and Accountability Plan |
| LEA | Local Educational Agency |
| PAR | Personnel Activity Report |
| RLIS | Rural and Low Income Schools |
| SRSA | Small, Rural School Achievement |
| TASC | Test Assessing Secondary Completion |
| U.S. | United States |
| YTD | Year-to-date |

#

## 2018–19 Title II, Part A Fiscal Year Expenditure Report, 36 Months

### Data Collection Purpose

This section is used to report the year-to-date expenditures and encumbrances for the Title II, Part A Educator Quality federal funding by activity. This expenditure reporting period is July 1, 2018 through June 30, 2021.

This data collection form will display if the local educational agency (LEA) applied for and received Title II, Part A funding.

### Program Information

Each LEA that received Title II, Part A Educator Quality funding must complete this report.

Expenditures should not include prior year carryover.

For further information on allowable uses of funds, please visit the United States Code web site at <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim>.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2018–19 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year (FY) Federal Transferability data collection form.

**Transferred-out amount:** Data displays as reported in the same FY Federal Transferability data collection form.

**2018–19 Total allocation:** The allocation amount plus the transferred-in amount minus the transferred-out amount.

### Procedures – Professional Development Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the expenditures for **Professional Development for Teachers**. | Enter the expenditures, as applicable. |
| 2 | Enter the expenditures for **Professional Development for Administrators**. | Enter the expenditures, as applicable. |
| 3 | Enter the expenditures for **All Other Professional Development Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Recruitment, Training, and Retention Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 4 | Enter the expenditures for **Recruitment Activities**. | Enter the expenditures, as applicable. |
| 5 | Enter the expenditures for **Training Activities**. | Enter the expenditures, as applicable. |
| 6 | Enter the expenditures for **Retention Activities**. | Enter the expenditures, as applicable. |
| 7 | Enter the expenditures for **All Other Recruitment, Training, and Retention Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Miscellaneous Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 8 | Enter the expenditures for Class Size Reduction. | Enter the expenditures, as applicable. |
| 9 | Enter the expenditures for Administrative and Indirect Costs. | Enter the expenditures, as applicable. |
| 10 | Enter the funds used for Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation. | This field will only display if the LEA is participating in Title V Alternative Uses of Funds Authority Participation. Enter the expenditures, as applicable. |
| 11 | Enter the expenditures for Equitable Services for Nonprofit Private Schools. | Enter the expenditures, as applicable. Equitable services expenditures for nonprofit private schools could be less than or equal to the equitable services allocation which must be spent during the year allocated. |
| 12 | Enter the expenditures for All Other Allowable Expenditures or Encumbrances. | Enter the expenditures, as applicable. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total expenditures and encumbrances:** The sum of all expenditures and encumbrances amount.

**2018–19 Unspent funds:** The total allocation amount minus the sum of all expenditures and encumbrances amount.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Expenditure Amount | If the total allocation is greater than zero, then the total expenditures and encumbrances should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the total allocation amount. Obligations will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Expenditure Amount | The total expenditures and encumbrances cannot be greater than the total allocation amount. | Review the expenditures and encumbrances for accuracy and make necessary adjustments. |

## 2019–20 Title I, Part D Subpart 2 Expenditure, Carryover Report

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through June 30, 2021, from the Title I, Part D Subpart 2 LEA allocation.

### Program Information

Expenditures by the LEA may include administrative and indirect costs. Administrative costs are any costs, indirect or direct, that are administrative in nature and support the management of a program. For more information regarding administrative costs, please see Procedure 915 in the California Department of Education (CDE) California School Accounting Manual (CSAM) located on the Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/>.

According to the CSAM, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, on the Discover U.S. Government – Citation web page at <https://www.gpo.gov/fdsys/search/submitcitation.action?publication=CFR>.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2019–20 Title I, Part D Subpart 2 LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2019–20 Total LEA allocation:** The LEA allocation amount plus the transferred-in amount.

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total LEA allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15 percent of the LEA allocation. Expenditures will be reviewed by CDE program staff to determine reasonableness. | Warning Only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the LEA allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the LEA allocation plus transferred in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Expenditure Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2019–20 Title II, Part A Fiscal Year Expenditure Report, 24 Months

### Data Collection Purpose

This section is used to report the year-to-date expenditures and encumbrances for the Title II, Part A Educator Quality federal funding by activity. This expenditure reporting period is July 1, 2019 through June 30, 2021.

This data collection form will display if the local educational agency (LEA) applied for and received Title II, Part A funding.

### Program Information

Each LEA that received Title II, Part A Educator Quality funding must complete this report.

Expenditures should not include prior year carryover.

For further information on allowable uses of funds, please visit the United States Code web site at <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim>.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2019–20 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year (FY) Federal Transferability data collection form.

**Transferred-out amount:** Data displays as reported in the same FY Federal Transferability data collection form.

**2019–20 Total allocation:** The allocation amount plus the transferred-in amount minus the transferred-out amount.

### Procedures – Professional Development Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the expenditures for **Professional Development for Teachers**. | Enter the expenditures, as applicable. |
| 2 | Enter the expenditures for **Professional Development for Administrators**. | Enter the expenditures, as applicable. |
| 3 | Enter the expenditures for **All Other Professional Development Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Recruitment, Training, and Retention Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 4 | Enter the expenditures for **Recruitment Activities**. | Enter the expenditures, as applicable. |
| 5 | Enter the expenditures for **Training Activities**. | Enter the expenditures, as applicable. |
| 6 | Enter the expenditures for **Retention Activities**. | Enter the expenditures, as applicable. |
| 7 | Enter the expenditures for **All Other Recruitment, Training, and Retention Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Miscellaneous Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 8 | Enter the expenditures for Class Size Reduction. | Enter the expenditures, as applicable. |
| 9 | Enter the expenditures for Administrative and Indirect Costs. | Enter the expenditures, as applicable. |
| 10 | Enter the funds used for Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation. | This field will only display if the LEA is participating in Title V Alternative Uses of Funds Authority Participation. Enter the expenditures, as applicable. |
| 11 | Enter the expenditures for Equitable Services for Nonprofit Private Schools. | Enter the expenditures, as applicable. Equitable services expenditures for nonprofit private schools could be less than or equal to the equitable services allocation which must be spent during the year allocated. |
| 12 | Enter the expenditures for All Other Allowable Expenditures and Encumbrances. | Enter the expenditures, as applicable. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total expenditures and encumbrances:** The sum of all expenditures and encumbrances amount.

**2019–20 Unspent funds:** The total allocation amount minus the sum of all expenditures and encumbrances amount.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Expenditure Amount | If the total allocation is greater than zero, then the total expenditures and encumbrances should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the total allocation amount. Obligations will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Expenditure Amount | The total expenditures and encumbrances cannot be greater than the total allocation amount. | Review the expenditures and encumbrances for accuracy and make necessary adjustments. |

##

## 2019–20 Title III English Learner YTD Expenditure Report,24 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through June 30, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act sections 3115 (c) and (d) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Transfers

**2019–20 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2019–20 Total allocation:** The sum of Title III EL student program allocation amount plus the transferred-in amount.

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on Certificated Personnel Salaries. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on Classified Personnel Salaries. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on Employee Benefits. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on Services and Other Operating Expenditures. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on Direct Administrative Costs. | Required field. Enter an amount equal to or greater than zero. Amount cannot exceed 2 percent of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on Indirect Costs. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted ICR to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |

## 2019–20 Title III Immigrant YTD Expenditure Report, 24 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through June 30, 2021, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year (FY) may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act Section 3115(e)(1) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Transfers

**2019–20 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same FY Federal Transferability data collection form.

**2019–20 Total allocation:** The sum of the Title III immigrant student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. Amount should not exceed 2 percent of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted ICR to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Employee Benefits Expenditure Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |

## 2020–21 Title I, Part A Nonprofit Private School Students Served

### Data Collection Purpose

The Title I, Part A Nonprofit Private School Students Served data collection form collects nonprofit private school eligible students served by grade level (receiving Title I, Part A equitable services).

**Note**: If applicable, this data collection form must be certified annually.

### Program Information

The Title I, Part A Nonprofit Private School Students Served data collection form requests information in response to Public Law 114-95 (Section 1117); the California Department of Education developed this data collection form to collect data on eligible students served attending nonprofit private schools receiving Title I, Part A services.

This data collection form is to be completed for nonprofit private schools with eligible participating students who were served using Title I, Part A funding during 2020–21. Information must be reported for those who received Title I, Part A services.

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### Displayed Data – Students Served Total

**Students served total:** The sum of all grade level students served counts.

### Procedures – Students Served Count by Grade

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Kindergarten Student Count** total. | Enter applicable number of students. |
| 2 | Enter the **Grade 1 Student Count** total. | Enter applicable number of students. |
| 3 | Enter the **Grade 2 Student Count** total. | Enter applicable number of students. |
| 4 | Enter the **Grade 3 Student Count** total. | Enter applicable number of students. |
| 5 | Enter the **Grade 4 Student Count** total. | Enter applicable number of students. |
| 6 | Enter the **Grade 5 Student Count** total. | Enter applicable number of students. |
| 7 | Enter the **Grade 6 Student Count** total. | Enter applicable number of students. |
| 8 | Enter the **Grade 7 Student Count** total. | Enter applicable number of students. |
| 9 | Enter the **Grade 8 Student Count** total. | Enter applicable number of students. |
| 10 | Enter the **Grade 9 Student Count** total. | Enter applicable number of students. |
| 11 | Enter the **Grade 10 Student Count** total. | Enter applicable number of students. |
| 12 | Enter the **Grade 11 Student Count** total. | Enter applicable number of students. |
| 13 | Enter the **Grade 12 Student Count** total. | Enter applicable number of students. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Students Served Total | The LEA has one or more participating nonprofit private schools. The sum of all students served must be greater than zero. | Ensure that students served count is greater than zero. |

## 2020–21 Title I, Part D Subpart 2 Facilities Report

### Data Collection Purpose

To report the number of Title I, Part D Subpart 2 funded facilities, by program, and the number of facilities that report student data. This data collection form will only be available for local educational agencies (LEAs) that participated in Title I, Part D Subpart 2 and received an LEA allocation.

### California Department of Education Program Staff Contact

Sherry Davis

Education Programs Consultant

Title I Policy, Program, and Support Office

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916-445-4904

### Procedures – At-Risk Programs

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the Total Number of At-Risk Programs Facilities. | Required field. |
| 2 | Enter the Number of Facilities that Reported Student Data. | If the number of facilities is greater than zero this field is required. |
| 3 | Enter the Average Number of Days Students Were Served in At-Risk Programs Facilities. | If the number of facilities is greater than zero this field is required. |

### Procedures – Neglected Programs

| Step | Action | Program Instructions |
| --- | --- | --- |
| 4 | Enter the Total Number of Neglected Programs Facilities. | Required field. |
| 5 | Enter the Number of Facilities that Reported Student Data. | If the number of facilities is greater than zero this field is required. |
| 6 | Enter the Average Number of Days Students Were Served in Neglected Programs Facilities. | If the number of facilities is greater than zero this field is required. |

### Procedures – Juvenile Detention Programs

| Step | Action | Program Instructions |
| --- | --- | --- |
| 7 | Enter the Total Number of Juvenile Detention Programs Facilities. | Required field. |
| 8 | Enter the Number of Facilities that Reported Student Data. | If the number of facilities is greater than zero this field is required. |
| 9 | Enter the Average Number of Days Students Were Served in Juvenile Detention Programs Facilities. | If the number of facilities is greater than zero this field is required. |

### Procedures – Juvenile Correction Programs

| Step | Action | Program Instructions |
| --- | --- | --- |
| 10 | Enter the Total Number of Juvenile Correction Programs Facilities. | Required field. |
| 11 | Enter the Number of Facilities that Reported Student Data. | If the number of facilities is greater than zero this field is required. |
| 12 | Enter the Average Number of Days Students Were Served in Juvenile Correction Programs Facilities. | If the number of facilities is greater than zero this field is required. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| At-Risk Programs Days Served Count | The average number of days students were served in At-Risk programs facilities should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust the number of days students were served. |
| At-Risk Programs Days Served Count | If the number of At-Risk programs facilities is greater than zero, the average number of days that students were served is required. | If the number of facilities is greater than zero this field is required. |
| At-Risk Programs Facilities Reporting Count | The number of At-Risk programs facilities providing student data should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust facilities count. |
| At-Risk Programs Facilities Reporting Count | At-Risk programs facilities reporting student data cannot be greater than the number of At-Risk programs facilities. | Ensure that the number of facilities reporting data is correct. |
| At-Risk Programs Facilities Reporting Count | If the At-Risk programs facilities count is greater than zero, At-Risk programs facilities reporting student data is required. | Enter the number of facilities. |
| Juvenile Detention Programs Days Served Count | If the number of Juvenile Detention programs facilities is greater than zero, the average number of days that students were served is required. | If the number of facilities is greater than zero this field is required. |
| Juvenile Detention Programs Days Served Count | The average number of days students were served in Juvenile Detention programs facilities should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust the number of days students were served. |
| Juvenile Detention Programs Facilities Reporting Count | Juvenile Detention programs facilities reporting student data cannot be greater than the number of Juvenile Detention programs facilities. | Ensure that the number of facilities reporting data is correct. |
| Juvenile Detention Programs Facilities Reporting Count | If the Juvenile Detention programs facilities count is greater than zero, Juvenile Detention programs facilities reporting student data is required. | Enter the number of reporting facilities. |
| Juvenile Detention Programs Facilities Reporting Count | The number of Juvenile Detention programs facilities providing student data should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness.  | Warning only, if applicable, adjust facilities count. |
| Neglected Programs Days Served Count | The average number of days students were served in Neglected programs facilities should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust the number of days students were served. |
| Neglected Programs Days Served Count | If the number of Neglected programs facilities is greater than zero, the average number of days that students were served is required. | If the number of facilities is greater than zero this field is required. |
| Neglected Programs Facilities Reporting Count | The number of Neglected programs facilities providing student data should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust facilities count. |
| Neglected Programs Facilities Reporting Count | Neglected programs facilities reporting student data cannot be greater than the number of Neglected programs facilities. | Ensure that the number of facilities reporting data is correct. |
| Neglected Programs Facilities Reporting Count | If the Neglected programs facilities count is greater than zero, Neglected programs facilities reporting student data is required. | Enter the number of reporting facilities. |
| Juvenile Correction Programs Days Served Count | The average number of days students were served in Juvenile Correction programs facilities should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust the number of days students were served. |
| Juvenile Correction Programs Days Served Count | If the number of Juvenile Correction programs facilities is greater than zero, the average number of days that students were served is required. | If the number of facilities is greater than zero this field is required. |
| Juvenile Correction Programs Facilities Reporting Count | The number of Juvenile Correction programs facilities providing student data should be greater than zero; this will be reviewed by CDE program staff to determine reasonableness. | Warning only, if applicable, adjust facilities count. |
| Juvenile Correction Programs Facilities Reporting Count | Juvenile Correction programs facilities reporting student data cannot be greater than the number of Juvenile Correction programs facilities. | Ensure that the number of facilities reporting data is correct. |
| Juvenile Correction Programs Facilities Reporting Count | If the Juvenile Correction programs facilities count is greater than zero, Juvenile Correction programs facilities reporting student data is required. | Enter the number of facilities. |
| Not Field Name Specific | At least one program facility must be reported. | If the LEA received a Title I, Part D Subpart 2 LEA allocation, then they must report at least one program facility. |
| Not Field Name Specific | At least one program facility must have reported student data. | If the LEA received a Title I, Part D Subpart 2 LEA allocation, then they must report student data for at least one program facility. |

## 2020–21 Title I, Part D Subpart 2 Students Served

### Data Collection Purpose

To report demographic data, by program, of students served with Title I, Part D Subpart 2 funds. This data collection form will only be available for local educational agencies (LEAs) that participated in Title I, Part D Subpart 2 and received an LEA allocation.

The Title I, Part D Subpart 2 Facilities Report data collection form must be completed first.

### California Department of Education Program Staff Contact

Sherry Davis

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### Procedures – At-Risk Programs Students Served

**Students served in At-Risk Programs –** This program section will not display if At-Risk programs facilities count is zero or, is greater than zero with no facilities reporting student data.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Report the number of Male students served. | Required field. |
| 2 | Report the number of Female students served. | Required field. |
| 3 | Report the number of Non-binary students served. | Required field. |

### Displayed Data – At-Risk Programs Unduplicated Students

**Total unduplicated students served:** The sum of male, female, and non-binary students served.

### Procedures – At-Risk Programs Student Counts by Age

| Step | Action | Program Instructions |
| --- | --- | --- |
| 4 | Report the number of 3 through 5 year old students served. | Enter applicable number of students. |
| 5 | Report the number of 6 year old students served. | Enter applicable number of students. |
| 6 | Report the number of 7 year old students served. | Enter applicable number of students. |
| 7 | Report the number of 8 year old students served. | Enter applicable number of students. |
| 8 | Report the number of 9 year old students served. | Enter applicable number of students. |
| 9 | Report the number of 10 year old students served. | Enter applicable number of students. |
| 10 | Report the number of 11 year old students served. | Enter applicable number of students. |
| 11 | Report the number of 12 year old students served. | Enter applicable number of students. |
| 12 | Report the number of 13 year old students served. | Enter applicable number of students. |
| 13 | Report the number of 14 year old students served. | Enter applicable number of students. |
| 14 | Report the number of 15 year old students served. | Enter applicable number of students. |
| 15 | Report the number of 16 year old students served. | Enter applicable number of students. |
| 16 | Report the number of 17 year old students served. | Enter applicable number of students. |
| 17 | Report the number of 18 year old students served. | Enter applicable number of students. |
| 18 | Report the number of 19 year old students served. | Enter applicable number of students. |
| 19 | Report the number of 20 year old students served. | Enter applicable number of students. |
| 20 | Report the number of 21 year old students served. | Enter applicable number of students. |

### Displayed Data – At-Risk Programs Total Student Count by Age

**Total student counts by age:** The sum of all age levels served.

### Procedures – At-Risk Programs Student Counts by Racial/Ethnic Group

| Step | Action | Program Instructions |
| --- | --- | --- |
| 21 | Report the number of Hispanic or Latino, of any race, students served. | Enter the applicable number of students. |
| 22 | Report the number of American Indian or Alaskan Native students served. | Enter the applicable number of students. |
| 23 | Report the number of Asian students served. | Enter the applicable number of students. |
| 24 | Report the number of Black or African American students served. | Enter the applicable number of students. |
| 25 | Report the number of Native Hawaiian or Pacific Islander students served. | Enter the applicable number of students. |
| 26 | Report the number of White students served. | Enter the applicable number of students. |
| 27 | Report the number of Two or More Races students served. | Enter the applicable number of students. |

### Displayed Data – At-Risk Programs Total Student Count by Racial/Ethnic Group

**Total student counts by racial/ethnic group:** The sum of all racial/ethnic groups served.

### Procedures – At-Risk Programs Other Student Counts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 28 | Report the number of English Learner students served. | Enter applicable number of students. |
| 29 | Report the number of Students with Disabilities served. | Enter applicable number of students. |

### Procedures – Neglected Programs Students Served

**Students served in Neglected Programs –** This program section will not display if Neglected programs facilities count is zero or, is greater than zero with no facilities reporting student data.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 30 | Report the number of Male students served. | Required field. |
| 31 | Report the number of Female students served. | Required field. |
| 32 | Report the number of Non-binary students served. | Required field. |

### Displayed Data – Neglected Programs Unduplicated Students

**Total unduplicated students served:** The sum of male, female, and non-binary students served.

###

### Procedures – Neglected Programs Student Counts by Age

| Step | Action | Program Instructions |
| --- | --- | --- |
| 33 | Report the number of 3 through 5 year old students served. | Enter applicable number of students. |
| 34 | Report the number of 6 year old students served. | Enter applicable number of students. |
| 35 | Report the number of 7 year old students served. | Enter applicable number of students. |
| 36 | Report the number of 8 year old students served. | Enter applicable number of students. |
| 37 | Report the number of 9 year old students served. | Enter applicable number of students. |
| 38 | Report the number of 10 year old students served. | Enter applicable number of students. |
| 39 | Report the number of 11 year old students served. | Enter applicable number of students. |
| 40 | Report the number of 12 year old students served. | Enter applicable number of students. |
| 41 | Report the number of 13 year old students served. | Enter applicable number of students. |
| 42 | Report the number of 14 year old students served. | Enter applicable number of students. |
| 43 | Report the number of 15 year old students served. | Enter applicable number of students. |
| 44 | Report the number of 16 year old students served. | Enter applicable number of students. |
| 45 | Report the number of 17 year old students served. | Enter applicable number of students. |
| 46 | Report the number of 18 year old students served. | Enter applicable number of students. |
| 47 | Report the number of 19 year old students served. | Enter applicable number of students. |
| 48 | Report the number of 20 year old students served. | Enter applicable number of students. |
| 49 | Report the number of 21 year old students served. | Enter applicable number of students. |

### Displayed Data – Neglected Programs Total Student Count by Age

**Total student counts by age:** The sum of all age levels served.

### Procedures – Neglected Programs Student Counts by Racial/Ethnic Group

| Step | Action | Program Instructions |
| --- | --- | --- |
| 50 | Report the number of Hispanic or Latino, of any race, students served. | Enter the applicable number of students. |
| 51 | Report the number of American Indian or Alaskan Native students served. | Enter the applicable number of students. |
| 52 | Report the number of Asian students served. | Enter the applicable number of students. |
| 53 | Report the number of Black or African American students served. | Enter the applicable number of students. |
| 54 | Report the number of Native Hawaiian or Pacific Islander students served. | Enter the applicable number of students. |
| 55 | Report the number of White students served. | Enter the applicable number of students. |
| 56 | Report the number of Two or More Races students served. | Enter the applicable number of students. |

### Displayed Data – Neglected Programs Total Student Count by Racial/Ethnic Group

**Total student counts by racial/ethnic group:** The sum of all racial/ethnic groups served.

### Procedures – Neglected Programs Other Student Counts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 57 | Report the number of English Learner students served. | Enter applicable number of students. |
| 58 | Report the number of Students with Disabilities served. | Enter applicable number of students. |

### Procedures – Juvenile Detention Programs Students Served

**Students served in Juvenile Detention Programs –** This program section will not display if Juvenile Detention programs facilities count is zero or, is greater than zero with no facilities reporting student data.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 59 | Report the number of Male students served. | Required field. |
| 60 | Report the number of Female students served. | Required field. |
| 61 | Report the number of Non-binary students served. | Required field. |

### Displayed Data – Juvenile Detention Programs Unduplicated Students

**Total unduplicated students served:** The sum of male, female, and non-binary students served.

### Procedures – Juvenile Detention Programs Student Counts by Age

| Step | Action | Program Instructions |
| --- | --- | --- |
| 62 | Report the number of 3 through 5 year old students served. | Enter applicable number of students. |
| 63 | Report the number of 6 year old students served. | Enter applicable number of students. |
| 64 | Report the number of 7 year old students served. | Enter applicable number of students. |
| 65 | Report the number of 8 year old students served. | Enter applicable number of students. |
| 66 | Report the number of 9 year old students served. | Enter applicable number of students. |
| 67 | Report the number of 10 year old students served. | Enter applicable number of students. |
| 68 | Report the number of 11 year old students served. | Enter applicable number of students. |
| 69 | Report the number of 12 year old students served. | Enter applicable number of students. |
| 70 | Report the number of 13 year old students served. | Enter applicable number of students. |
| 71 | Report the number of 14 year old students served. | Enter applicable number of students. |
| 72 | Report the number of 15 year old students served. | Enter applicable number of students. |
| 73 | Report the number of 16 year old students served. | Enter applicable number of students. |
| 74 | Report the number of 17 year old students served. | Enter applicable number of students. |
| 75 | Report the number of 18 year old students served. | Enter applicable number of students. |
| 76 | Report the number of 19 year old students served. | Enter applicable number of students. |
| 77 | Report the number of 20 year old students served. | Enter applicable number of students. |
| 78 | Report the number of 21 year old students served. | Enter applicable number of students. |

### Displayed Data – Juvenile Detention Programs Total Student Count by Age

**Total student counts by age:** The sum of all age levels served.

### Procedures – Juvenile Detention Programs Student Counts by Racial/Ethnic Group

| Step | Action | Program Instructions |
| --- | --- | --- |
| 79 | Report the number of Hispanic or Latino, of any race, students served. | Enter the applicable number of students. |
| 80 | Report the number of American Indian or Alaskan Native students served. | Enter the applicable number of students. |
| 81 | Report the number of Asian students served. | Enter the applicable number of students. |
| 82 | Report the number of Black or African American students served. | Enter the applicable number of students. |
| 83 | Report the number of Native Hawaiian or Pacific Islander students served. | Enter the applicable number of students. |
| 84 | Report the number of White students served. | Enter the applicable number of students. |
| 85 | Report the number of Two or More Races students served. | Enter the applicable number of students. |

### Displayed Data – Juvenile Detention Programs Total Student Count by Racial/Ethnic Group

**Total student counts by racial/ethnic group:** The sum of all racial/ethnic groups served.

### Procedures – Juvenile Detention Programs Other Student Counts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 86 | Report the number of English Learner students served. | Enter applicable number of students. |
| 87 | Report the number of Students with Disabilities served. | Enter applicable number of students. |

### Procedures – Juvenile Correction Programs Students Served

**Students served in Juvenile Correction Programs –** This program section will not display if Juvenile Correction programs facilities count is zero or, is greater than zero with no facilities reporting student data.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 88 | Report the number of Male students served. | Required field. |
| 89 | Report the number of Female students served. | Required field. |
| 90 | Report the number of Non-binary students served. | Required field. |

### Displayed Data – Juvenile Correction Programs Unduplicated Students

**Total unduplicated students served:** The sum of male, female, and non-binary students served.

### Procedures – Juvenile Correction Programs Student Counts by Age

| Step | Action | Program Instructions |
| --- | --- | --- |
| 91 | Report the number of 3 through 5 year old students served. | Enter applicable number of students. |
| 92 | Report the number of 6 year old students served. | Enter applicable number of students. |
| 93 | Report the number of 7 year old students served. | Enter applicable number of students. |
| 94 | Report the number of 8 year old students served. | Enter applicable number of students. |
| 95 | Report the number of 9 year old students served. | Enter applicable number of students. |
| 96 | Report the number of 10 year old students served. | Enter applicable number of students. |
| 97 | Report the number of 11 year old students served. | Enter applicable number of students. |
| 98 | Report the number of 12 year old students served. | Enter applicable number of students. |
| 99 | Report the number of 13 year old students served. | Enter applicable number of students. |
| 100 | Report the number of 14 year old students served. | Enter applicable number of students. |
| 101 | Report the number of 15 year old students served. | Enter applicable number of students. |
| 102 | Report the number of 16 year old students served. | Enter applicable number of students. |
| 103 | Report the number of 17 year old students served. | Enter applicable number of students. |
| 104 | Report the number of 18 year old students served. | Enter applicable number of students. |
| 105 | Report the number of 19 year old students served. | Enter applicable number of students. |
| 106 | Report the number of 20 year old students served. | Enter applicable number of students. |
| 107 | Report the number of 21 year old students served. | Enter applicable number of students. |

### Displayed Data – Juvenile Correction Programs Total Student Count by Age

**Total student counts by age:** The sum of all age levels served.

### Procedures – Juvenile Correction Programs Student Counts by Racial/Ethnic Group

| Step | Action | Program Instructions |
| --- | --- | --- |
| 108 | Report the number of Hispanic or Latino, of any race, students served. | Enter the applicable number of students. |
| 109 | Report the number of American Indian or Alaskan Native students served. | Enter the applicable number of students. |
| 110 | Report the number of Asian students served. | Enter the applicable number of students. |
| 111 | Report the number of Black or African American students served. | Enter the applicable number of students. |
| 112 | Report the number of Native Hawaiian or Pacific Islander students served. | Enter the applicable number of students. |
| 113 | Report the number of White students served. | Enter the applicable number of students. |
| 114 | Report the number of Two or More Races students served. | Enter the applicable number of students. |

### Displayed Data – Juvenile Correction Programs Total Student Count by Racial/Ethnic Group

**Total student counts by racial/ethnic group:** The sum of all racial/ethnic groups served.

### Procedures – Juvenile Correction Programs Other Student Counts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 115 | Report the number of English Learner students served. | Enter applicable number of students. |
| 116 | Report the number of Students with Disabilities served. | Enter applicable number of students. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Neglected Programs Students With Disabilities Count | The students with disabilities count cannot be greater than the total Neglected programs student count. | Ensure that the data entered is correct. |
| Neglected Programs Male Student Count | LEA has one or more Neglected programs facilities, male student count is required. | If the LEA has one or more Neglected programs facilities, a male student count of zero or greater is required. |
| Neglected Programs English Learner Student Count | The English learner student count cannot be greater than the total Neglected programs student count. | Ensure that the data entered is correct. |
| Neglected Programs Female Student Count | LEA has one or more Neglected programs facilities, female student count is required. | If the LEA has one or more Neglected programs facilities, a female student count of zero or greater is required. |
| Neglected Programs Non-binary Student Count | LEA has one or more Neglected programs facilities, non-binary student count is required. | If the LEA has one or more Neglected programs facilities, a non-binary student count of zero or greater is required. |
| Juvenile Detention Programs Students With Disabilities Count | The students with disabilities count cannot be greater than the total Juvenile Detention programs student count. | Ensure that the data entered is correct. |
| Juvenile Detention Programs Male Student Count | LEA has one or more Juvenile Detention programs facilities, male student count is required. | If the LEA has one or more Juvenile Detention programs facilities, a male student count of zero or greater is required. |
| Juvenile Detention Programs English Learner Student Count | The English learner student count cannot be greater than the total Juvenile Detention programs student count. | Ensure that the data entered is correct. |
| Juvenile Detention Programs Female Student Count | LEA has one or more Juvenile Detention programs facilities, female student count is required. | If LEA has one or more Juvenile Detention programs facilities, a female student count of zero or greater is required. |
| Juvenile Detention Programs Non-binary Student Count | LEA has one or more Juvenile Detention programs facilities, non-binary student count is required. | If LEA has one or more Juvenile Detention programs facilities, a non-binary student count of zero or greater is required. |
| At-Risk Programs Students With Disabilities Count | The students with disabilities count cannot be greater than the total At-Risk programs student count. | Ensure that the data entered is correct. |
| At-Risk Programs English Learner Student Count | The English learner student count cannot be greater than the total At-Risk programs student count. | Ensure that the data entered is correct. |
| At-Risk Programs Male Student Count | LEA has one or more At-Risk programs facilities, male student count is required. | If the LEA has one or more At-Risk programs facilities, a male student count of zero or greater is required. |
| At-Risk Programs Female Student Count | LEA has one or more At-Risk programs facilities, female student count is required. | If the LEA has one or more At-Risk programs facilities, a female student count of zero or greater is required. |
| At-Risk Programs Non-binary Student Count | LEA has one or more At-Risk programs facilities, non-binary student count is required. | If the LEA has one or more At-Risk programs facilities, a non-binary student count of zero or greater is required. |
| Juvenile Correction Programs Students With Disabilities Count | The students with disabilities count cannot be greater than the total Juvenile Correction programs student count. | Ensure that the data entered is correct. |
| Juvenile Correction Programs English Learner Student Count | The English learner student count cannot be greater than the total Juvenile Correction programs student count. | Ensure that the data entered is correct. |
| Juvenile Correction Programs Male Student Count | LEA has one or more Juvenile Correction programs facilities, male student count is required. | If the LEA has one or more Juvenile Correction programs facilities, a male student count of zero or greater is required. |
| Juvenile Correction Programs Female Student Count | LEA has one or more Juvenile Correction programs facilities, female student count is required. | If the LEA has one or more Juvenile Correction programs facilities, a female student count of zero or greater is required. |
| Juvenile Correction Programs Non-binary Student Count | LEA has one or more Juvenile Correction programs facilities, non-binary student count is required. | If the LEA has one or more Juvenile Correction programs facilities, a non-binary student count of zero or greater is required. |
| Not Field Name Specific | The sum of all At-Risk programs age levels must equal the At-Risk programs total student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Neglected programs age levels must equal the Neglected programs total student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Juvenile Detention programs age levels must equal the Juvenile Detention programs total student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Juvenile Correction programs age levels must equal the Juvenile Correction programs total student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all At-Risk programs racial/ethnic student counts must equal the total At-Risk programs student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Neglected programs racial/ethnic student counts must equal the total Neglected programs student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Juvenile Detention programs racial/ethnic student counts must equal the total Juvenile Detention programs student count. | Ensure that the data entered is correct. |
| Not Field Name Specific | The sum of all Juvenile Correction programs racial/ethnic student counts must equal the total Juvenile Correction programs student count. | Ensure that the data entered is correct. |

## 2020–21 Title I, Part D Subpart 2 Outcomes

### Data Collection Purpose

To report the academic and vocational outcomes of students served with Title I, Part D Subpart 2 funds. This data collection will only be available for local educational agencies (LEAs) that participated in Title I, Part D Subpart 2 and received an LEA allocation.

The Title I, Part D Subpart 2 Students Served data collection form must be completed first.

### Program Information

California has approved the use of three high school equivalency tests (GED®, HiSET®, and TASC™) for students 18 years old and older, and 17 years old in some instances, for the purpose of receiving a California High School Equivalency Certificate. More information about the high school equivalency tests can be found on the California Department of Education High School Equivalency Tests (HSET) web page at <https://www.cde.ca.gov/ta/tg/gd/>.

### California Department of Education Program Staff Contact

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### Displayed Data – At-Risk Programs

**At-Risk Programs –** This program section will not display if At-Risk programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – At-Risk Programs While in the Facility

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Report the number of students who, while in the facility, **Earned High School Course Credits**. | Enter applicable number of students. |
| 2 | Report the number of students who, while in the facility, **Enrolled in a General Educational Development (GED) Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 3 | Report the number of students who, while in the facility, **Earned a GED**. | Enter applicable number of students. |
| 4 | Report the number of students who, while in the facility, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 5 | Report the number of students who, while in the facility, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 6 | Report the number of students who, while in the facility, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 7 | Report the number of students who, while in the facility, **Obtained Employment**. | Enter applicable number of students. |

### Procedures – At-Risk Programs Within 90 Calendar Days After Exit

| Step | Action | Program Instructions |
| --- | --- | --- |
| 8 | Report the number of students who, within 90 calendar days after exit, **Earned High School Course Credits**. | Enter applicable number of students. |
| 9 | Report the number of students who, within 90 calendar days after exit, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 10 | Report the number of students who, within 90 calendar days after exit, **Enrolled in their Local District School**. | Enter applicable number of students. |
| 11 | Report the number of students who, within 90 calendar days after exit, **Earned a GED**. | Enter applicable number of students. |
| 12 | Report the number of students who, within 90 calendar days after exit, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 13 | Report the number of students who, within 90 calendar days after exit, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 14 | Report the number of students who, within 90 calendar days after exit, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 15 | Report the number of students who, within 90 calendar days after exit, **Obtained Employment**. | Enter applicable number of students. |

### Displayed Data – Neglected Programs

**Neglected Programs –** This program section will not display if Neglected programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Neglected Programs While in the Facility

| Step | Action | Program Instructions |
| --- | --- | --- |
| 16 | Report the number of students who, while in the facility, **Earned High School Course Credits**. | Enter applicable number of students. |
| 17 | Report the number of students who, while in the facility, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 18 | Report the number of students who, while in the facility, **Earned a GED**. | Enter applicable number of students. |
| 19 | Report the number of students who, while in the facility, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 20 | Report the number of students who, while in the facility, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 21 | Report the number of students who, while in the facility, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 22 | Report the number of students who, while in the facility, **Obtained Employment**. | Enter applicable number of students. |

### Procedures – Neglected Programs Within 90 Calendar Days After Exit

| Step | Action | Program Instructions |
| --- | --- | --- |
| 23 | Report the number of students who, within 90 calendar days after exit, **Earned High School Course Credits**. | Enter applicable number of students. |
| 24 | Report the number of students who, within 90 calendar days after exit, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 25 | Report the number of students who, within 90 calendar days after exit, **Enrolled in their Local District School**. | Enter applicable number of students. |
| 26 | Report the number of students who, within 90 calendar days after exit, **Earned a GED**. | Enter applicable number of students. |
| 27 | Report the number of students who, within 90 calendar days after exit, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 28 | Report the number of students who, within 90 calendar days after exit, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 29 | Report the number of students who, within 90 calendar days after exit, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 30 | Report the number of students who, within 90 calendar days after exit, **Obtained Employment**. | Enter applicable number of students. |

### Displayed Data – Juvenile Detention Programs

**Juvenile Detention Programs –** This program section will not display if Juvenile Detention programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Juvenile Detention Programs While in the Facility

| Step | Action | Program Instructions |
| --- | --- | --- |
| 31 | Report the number of students who, while in the facility, **Earned High School Course Credits**. | Enter applicable number of students. |
| 32 | Report the number of students who, while in the facility, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 33 | Report the number of students who, while in the facility, **Earned a GED**. | Enter applicable number of students. |
| 34 | Report the number of students who, while in the facility, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 35 | Report the number of students who, while in the facility, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 36 | Report the number of students who, while in the facility, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 37 | Report the number of students who, while in the facility, **Obtained Employment**. | Enter applicable number of students. |

### Procedures – Juvenile Detention Programs Within 90 Calendar Days After Exit

| Step | Action | Program Instructions |
| --- | --- | --- |
| 38 | Report the number of students who, within 90 calendar days after exit, **Earned High School Course Credits**. | Enter applicable number of students. |
| 39 | Report the number of students who, within 90 calendar days after exit, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 40 | Report the number of students who, within 90 calendar days after exit, **Enrolled in their Local District School**. | Enter applicable number of students. |
| 41 | Report the number of students who, within 90 calendar days after exit, **Earned a GED**. | Enter applicable number of students. |
| 42 | Report the number of students who, within 90 calendar days after exit, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 43 | Report the number of students who, within 90 calendar days after exit, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 44 | Report the number of students who, within 90 calendar days after exit, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 45 | Report the number of students who, within 90 calendar days after exit, **Obtained Employment**. | Enter applicable number of students. |

### Displayed Data – Juvenile Correction Programs

**Juvenile Correction Programs –** This program section will not display if Juvenile Correction programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Juvenile Correction Programs While in the Facility

| Step | Action | Program Instructions |
| --- | --- | --- |
| 46 | Report the number of students who, while in the facility, **Earned High School Course Credits**. | Enter applicable number of students. |
| 47 | Report the number of students who, while in the facility, **Enrolled in a General Educational Development (GED) Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 48 | Report the number of students who, while in the facility, **Earned a GED**. | Enter applicable number of students. |
| 49 | Report the number of students who, while in the facility, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 50 | Report the number of students who, while in the facility, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 51 | Report the number of students who, while in the facility, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 52 | Report the number of students who, while in the facility, **Obtained Employment**. | Enter applicable number of students. |

### Procedures – Juvenile Correction Programs Within 90 Calendar Days After Exit

| Step | Action | Program Instructions |
| --- | --- | --- |
| 53 | Report the number of students who, within 90 calendar days after exit, **Earned High School Course Credits**. | Enter applicable number of students. |
| 54 | Report the number of students who, within 90 calendar days after exit, **Enrolled in a GED Program (include GED, HiSET, and TASC)**. | Enter applicable number of students.**Note**: See Program Information above for allowable HSET programs. |
| 55 | Report the number of students who, within 90 calendar days after exit, **Enrolled in their Local District School**. | Enter applicable number of students. |
| 56 | Report the number of students who, within 90 calendar days after exit, **Earned a GED**. | Enter applicable number of students. |
| 57 | Report the number of students who, within 90 calendar days after exit, **Obtained a High School Diploma**. | Enter applicable number of students. |
| 58 | Report the number of students who, within 90 calendar days after exit, **Were Accepted or Enrolled into Postsecondary Education**. | Enter applicable number of students. |
| 59 | Report the number of students who, within 90 calendar days after exit, **Enrolled in Job Training Programs and/or Courses**. | Enter applicable number of students. |
| 60 | Report the number of students who, within 90 calendar days after exit, **Obtained Employment**. | Enter applicable number of students. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| At-Risk Programs Earned High School Course Credit Student Count | At-Risk facilities/programs: The number of students who earned high school course credits while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs Enrolled in GED Program Student Count | At-Risk facilities/programs: The number of students who enrolled in a GED program while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs Enrolled in Job Training Student Count | At-Risk facilities/programs: The number of students who enrolled in job training courses/programs while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs Obtained Employment Student Count | At-Risk facilities/programs: The number of students who obtained employment while in the facility must be equal to or less than the total number of students participating. | Ensure that the data entered is correct. |
| At-Risk Programs Postsecondary Education Student Count | At-Risk facilities/programs: The number of students who were accepted or enrolled into postsecondary education while in the facility must be equal to or less than the total number of students participating. | Ensure that the data entered is correct. |
| Not Field Name Specific | At-Risk facilities/programs: The number of students who earned a GED and obtained a high school diploma while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Enrolled in Job Training Student Count | At-Risk facilities/programs: The number of students who enrolled in job training courses/programs after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Enrolled in Local District School Student Count | At-Risk facilities/programs: The number of students who enrolled in their local district school after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Earned High School Course Credit Student Count | At-Risk facilities/programs: The number of students who earned high school course credits after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Enrolled in GED Program Student Count | At-Risk facilities/programs: The number of students who enrolled in a GED program after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Obtained Employment Student Count | At-Risk facilities/programs: The number of students who obtained employment after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Postsecondary Education Student Count | At-Risk facilities/programs: The number of students who were accepted or enrolled into postsecondary education after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| At-Risk Programs After Exit Earned GED Program Student Count | At-Risk facilities/programs: The number of students who earned a GED and obtained a high school diploma after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | The LEA did not report any outcomes in At-Risk programs; this will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure student counts are correct. |
| Neglected Programs Earned High School Course Credits Student Count | Neglected facilities/programs: The number of students who earned high school course credits while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs Enrolled in GED Program Student Count | Neglected facilities/programs: The number of students who enrolled in a GED program while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs Enrolled in Job Training Student Count | Neglected facilities/programs: The number of students who enrolled in job training courses/programs while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs Obtained Employment Student Count | Neglected facilities/programs: The number of students who obtained employment while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs Postsecondary Education Student Count | Neglected facilities/programs: The number of students who were accepted or enrolled into postsecondary education while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | Neglected facilities/programs: The number of students who earned a GED and obtained a high school diploma while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Enrolled in Job Training Student Count | Neglected facilities/programs: The number of students who enrolled in job training courses/programs after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Earned High School Course Credit Student Count | Neglected facilities/programs: The number of students who earned high school course credits after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Enrolled in GED Program Student Count | Neglected facilities/programs: The number of students who enrolled in a GED program after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Enrolled in Local District School Student Count | Neglected facilities/programs: The number of students who enrolled in their local district school after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Obtained Employment Student Count | Neglected facilities/programs: The number of students who obtained employment after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Neglected Programs After Exit Postsecondary Education Student Count | Neglected facilities/programs: The number of students who were accepted or enrolled into postsecondary education after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | Neglected facilities/programs: The number of students who earned a GED and obtained a high school diploma after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | The LEA did not report any outcomes in Neglected programs; this will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure student counts are correct. |
| Juvenile Detention Programs Earned High School Course Credits Student Count | Juvenile Detention facilities/programs: The number of students who earned high school course credits while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs Enrolled in GED Program Student Count | Juvenile Detention facilities/programs: The number of students who enrolled in a GED program while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct.  |
| Juvenile Detentions Program Enrolled in Job Training Student Count | Juvenile Detention facilities/programs: The number of students who enrolled in job training courses/programs while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct.  |
| Juvenile Detention Programs Obtained Employment Student Count | Juvenile Detention facilities/programs: The number of students who obtained employment while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs Postsecondary Education Student Count | Juvenile Detention facilities/programs: The number of students who were accepted or enrolled into postsecondary education while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | Juvenile Detention facilities/programs: The number of students who earned a GED and obtained a high school diploma while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Enrolled in Job Training Student Count | Juvenile Detention facilities/programs: The number of students who enrolled in job training courses/programs after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Program Earned High School Course Credit Student Count | Juvenile Detention facilities/programs: The number of students who earned high school course credits after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Enrolled in GED Program Student Count | Juvenile Detention facilities/programs: The number of students who enrolled in a GED program after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Enrolled in Local District School Student Count | Juvenile Detention facilities/programs: The number of students who enrolled in their local district school after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Obtained Employment Student Count | Juvenile Detention facilities/programs: The number of students who obtained employment after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Detention Programs After Exit Postsecondary Education Student Count | Juvenile Detention facilities/programs: The number of students who were accepted or enrolled into postsecondary education after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | Juvenile Detention facilities/programs: The number of students who earned a GED and obtained a high school diploma after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | The LEA did not report any outcomes in Juvenile Detention programs; this will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure student counts are correct. |
| Juvenile Correction Programs Earned High School Course Credit Student Count | Juvenile Correction facilities/programs: The number of students who earned high school course credits while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs Enrolled in GED Program Student Count | Juvenile Correction facilities/programs: The number of students who enrolled in a GED program while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs Enrolled in Job Training Student Count | Juvenile Correction facilities/programs: The number of students who enrolled in job training courses/programs while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs Obtained Employment Student Count | Juvenile Correction facilities/programs: The number of students who obtained employment while in the facility must be equal to or less than the total number of students participating. | Ensure that the data entered is correct. |
| Juvenile Correction Programs Postsecondary Education Student Count | Juvenile Correction facilities/programs: The number of students who were accepted or enrolled into postsecondary education while in the facility must be equal to or less than the total number of students participating. | Ensure that the data entered is correct. |
| Not Field Name Specific | Juvenile Correction facilities/programs: The number of students who earned a GED and obtained a high school diploma while in the facility must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Enrolled in Job Training Student Count | Juvenile Correction facilities/programs: The number of students who enrolled in job training courses/programs after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Enrolled in Local District School Student Count | Juvenile Correction facilities/programs: The number of students who enrolled in their local district school after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Earned High School Course Credit Student Count | Juvenile Correction facilities/programs: The number of students who earned high school course credits after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Enrolled in GED Program Student Count | Juvenile Correction facilities/programs: The number of students who enrolled in a GED program after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Obtained Employment Student Count | Juvenile Correction facilities/programs: The number of students who obtained employment after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Postsecondary Education Student Count | Juvenile Correction facilities/programs: The number of students who were accepted or enrolled into postsecondary education after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Juvenile Correction Programs After Exit Earned GED Program Student Count | Juvenile Correction facilities/programs: The number of students who earned a GED and obtained a high school diploma after exit must be equal to or less than the total number of students participating in the program. | Ensure that the data entered is correct. |
| Not Field Name Specific | The LEA did not report any outcomes in Juvenile Correction programs; this will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure student counts are correct. |

## 2020–21 Title I, Part D Subpart 2 Academic Performance

### Data Collection Purpose

To report the academic performance of long-term students served with Title I, Part D Subpart 2 funds. This data collection form will only be available for local educational agencies (LEAs) that participated in Title I, Part D Subpart 2 and received an LEA allocation.

The Title I, Part D Subpart 2 Students Served data collection form must be completed first.

### Program Information

Long-term students are those who have been enrolled in a program for at least 90 consecutive calendar days. Multiple admissions cannot be added together.

### California Department of Education Program Staff Contact

Sherry Davis

Education Programs Consultant

Title I Policy, Program, and Support Office

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916-445-4904

### Displayed Data – At-Risk Programs Students

**Note**: This program section will not display if At-Risk programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – At-Risk Programs Long-Term Students

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Report the Number of Long-term Students Served. | Enter the number of long-term students enrolled in At-Risk programs. |

### Procedures – At-Risk Programs Reading

| Step | Action | Program Instructions |
| --- | --- | --- |
| 2 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 3 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 4 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 5 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |

### Procedures – At-Risk Programs Mathematics

| Step | Action | Program Instructions |
| --- | --- | --- |
| 6 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 7 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 8 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 9 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |

### Displayed Data – Neglected Programs Students

**Note**: This program section will not display if Neglected programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Neglected Programs Long-Term Students

| Step | Action | Program Instructions |
| --- | --- | --- |
| 10 | Report the Number of Long-term Students Served. | Enter the number of long-term students enrolled in Neglected programs. |

### Procedures – Neglected Programs Reading

| Step | Action | Program Instructions |
| --- | --- | --- |
| 11 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 12 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 13 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 14 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |

### Procedures – Neglected Programs Mathematics

| Step | Action | Program Instructions |
| --- | --- | --- |
| 15 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 16 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 17 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 18 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |

### Displayed Data – Juvenile Detention Programs Students

**Note**: This program section will not display if Juvenile Detention programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Juvenile Detention Programs Long-Term Students

| Step | Action | Program Instructions |
| --- | --- | --- |
| 19 | Report the Number of Long-term Students Served. | Enter the number of long-term students enrolled in Juvenile Detention programs. |

### Procedures – Juvenile Detention Programs Reading

| Step | Action | Program Instructions |
| --- | --- | --- |
| 20 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 21 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 22 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 23 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |

####

### Procedures – Juvenile Detention Programs Mathematics

| Step | Action | Program Instructions |
| --- | --- | --- |
| 24 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 25 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 26 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 27 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |

### Displayed Data – Juvenile Correction Programs Students

**Note**: This program section will not display if Juvenile Correction programs facilities count is zero or, is greater than zero with no facilities reporting student data, or the total unduplicated students served count for the program is zero in the Title I, Part D Subpart 2 Students Served data collection form.

**Total students served:** Total unduplicated student count from the Title I, Part D Subpart 2 Students Served data collection form.

### Procedures – Juvenile Correction Programs Long-Term Students

| Step | Action | Program Instructions |
| --- | --- | --- |
| 28 | Report the Number of Long-term Students Served. | Enter the number of long-term students enrolled in Juvenile Correction programs. |

### Procedures – Juvenile Correction Programs Reading

| Step | Action | Program Instructions |
| --- | --- | --- |
| 29 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 30 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 31 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |
| 32 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Reading. | Enter applicable number of students. |

### Procedures – Juvenile Correction Programs Mathematics

| Step | Action | Program Instructions |
| --- | --- | --- |
| 33 | Report the number of long-term students with Negative Grade Level Change from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 34 | Report the number of long-term students with No Change in Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 35 | Report the number of long-term students with Improvement of up to One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |
| 36 | Report the number of long-term students with Improvement of More Than One Grade Level from the Pre- to Post-Test Exams in Mathematics. | Enter applicable number of students. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| At-Risk Programs Long Term Student Count | The number of At-Risk programs long-term students served cannot be greater than the total At-Risk programs students served. | Adjust numbers as needed. |
| Neglected Programs Long Term Student Count | The number of Neglected programs long-term students served cannot be greater than the total Neglected programs students served. | Adjust numbers as needed. |
| Juvenile Detention Programs Long Term Student Count | The number of Juvenile Detention programs long-term students served cannot be greater than the total Juvenile Detention programs students served. | Adjust numbers as needed. |
| Juvenile Correction Programs Long Term Student Count | The number of Juvenile Correction programs long-term students served cannot be greater than the total Juvenile Correction programs students served. | Adjust numbers as needed. |
| At-Risk Programs Long Term Student Count | The number of At-Risk programs long-term students is required. | Adjust numbers as needed. |
| Neglected Programs Long Term Student Count | The number of Neglected programs long-term students served is required. | Adjust numbers as needed. |
| Juvenile Detention Programs Long Term Student Count | The number of Juvenile Detention programs long-term students served is required. | Adjust numbers as needed. |
| Juvenile Correction Programs Long Term Student Count | The number of Juvenile Correction programs long-term students served is required. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of At-Risk programs long-term students with reading grade change results cannot be greater than the number of long- term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Neglected programs long-term students with reading grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Juvenile Detention programs long-term students with reading grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Juvenile Correction programs long-term students with reading grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of At-Risk programs long-term students with mathematics grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Neglected programs long-term students with mathematics grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Juvenile Detention programs long-term students with mathematics grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |
| Not Field Name Specific | The sum of Juvenile Correction programs long-term students with mathematics grade change results cannot be greater than the number of long-term students served. | Adjust numbers as needed. |

## 2020–21 Title I, Part D Subpart 2 Expenditure, Carryover Report

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2020, through June 30, 2021, from the Title I, Part D Subpart 2 LEA allocation.

### Program Information

Expenditures by the LEA may include administrative and indirect costs. Administrative costs are any costs, indirect or direct, that are administrative in nature and support the management of a program. For more information regarding administrative costs, please see Procedure 915 in the California Department of Education (CDE) California School Accounting Manual (CSAM) located on the Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/>.

According to the CSAM, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76 on the Discover U.S. Government – Citation web page at <https://www.gpo.gov/fdsys/search/submitcitation.action?publication=CFR>.

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### Displayed Data – Allocation and Transfers

**2020–21 Title I, Part D Subpart 2 LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2020–21 Total LEA allocation:** The LEA allocation amount plus the transferred-in amount.

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2020–21 Unspent funds:** The total LEA allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the LEA allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the LEA allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the LEA allocation. Expenditures will be reviewed by CDE program staff to determine reasonableness. | Warning Only. Ensure that the administrative and indirect costs amount is appropriate. |
| Employee Benefits Expenditure Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2020–21 Title II, Part A Fiscal Year Expenditure Report,12 Months

### Data Collection Purpose

This section is used to report the year-to-date (YTD) expenditures and encumbrances for the Title II, Part A Educator Quality federal funding by activity. This expenditure reporting period is July 1, 2020, through June 30, 2021.

This data collection form will display if the local educational agency (LEA) applied for and received a Title II, Part A entitlement.

### Program Information

Each LEA that received Title II, Part A Educator Quality funding must complete this report.

Expenditures should not include prior year carryover.

For further information on allowable uses of funds, please visit the United States Code web page at [http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim" \o "United States Codes web page).

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### Displayed Data – Allocation and Transfers

**2020–21 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year (FY) Federal Transferability data collection form.

**Transferred-out amount:** Data displays as reported in the same FY Federal Transferability data collection form.

**2020–21 Total allocation:** The allocation amount plus the transferred-in amount minus the transferred-out amount.

### Procedures – Professional Development Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the expenditures for **Professional Development for Teachers**. | Enter the expenditures, as applicable. |
| 2 | Enter the expenditures for **Professional Development for Administrators**. | Enter the expenditures, as applicable. |
| 3 | Enter the expenditures for **All Other Professional Development Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Recruitment, Training, and Retention Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 4 | Enter the expenditures for **Recruitment Activities**. | Enter the expenditures, as applicable. |
| 5 | Enter the expenditures for **Training Activities**. | Enter the expenditures, as applicable. |
| 6 | Enter the expenditures for **Retention Activities**. | Enter the expenditures, as applicable. |
| 7 | Enter the expenditures for **All Other Recruitment, Training, and Retention Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Miscellaneous Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 8 | Enter the expenditures for **Class Size Reduction**. | Enter the expenditures, as applicable. |
| 9 | Enter the expenditures for **Administrative and Indirect Costs**. | Enter the expenditures, as applicable. |
| 10 | Enter the funds used for **Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation**. | This field will only display if the LEA is participating in Title V Alternative Uses of Funds Authority Participation. Enter the expenditures, as applicable. |
| 11 | Enter the expenditures for **Equitable Services for Nonprofit Private Schools**. | Enter the expenditures, as applicable. Equitable services expenditures for nonprofit private schools could be less than or equal to the equitable services allocation which must be spent during the year allocated. |
| 12 | Enter the expenditures for **All Other Allowable Expenditures and Encumbrances**. | Enter the expenditures, as applicable. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total expenditures and encumbrances:** The sum of all expenditures and encumbrances amount.

**2020–21 Unspent funds:** The total allocation amount minus the total expenditures and encumbrances amount.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Expenditure Amount | If the total allocation is greater than zero, then the total expenditures and encumbrances should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the total allocation amount. Obligations will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Expenditure Amount | The total expenditures and encumbrances cannot be greater than the total allocation amount. | Review the expenditures and encumbrances for accuracy and make necessary adjustments. |

## 2020–21 Title III English Learner Nonprofit Private School Reimbursement

### Data Collection Purpose

To capture the actual number of nonprofit private school English learner (EL) students who received Title III services from July 1, 2020, through June 30, 2021.

The local educational agency (LEA) will be reimbursed for the number of nonprofit private school students served in 2020–21, using 2021–22 apportionment funds, as reported in this data collection form. If no nonprofit private school students were served in 2020–21, then please indicate "0."

This data collection form is relevant if one or more nonprofit private school in the LEA’s attendance area has a signed written affirmation on file, in the same fiscal year (FY) Nonprofit Private School Consultation data collection form. This data collection form is also relevant if the LEA is a non-unified district, they added one or more nonprofit private school from outside their attendance area to the same FY Nonprofit Private School Consultation data collection form, and the school had a signed written affirmation on file.

### Program Information

LEAs that receive a Title III EL Student Program subgrant are required to serve EL students enrolled in nonprofit private schools whenever the administration of a particular nonprofit private school requests to participate in the program.

The LEA must, after timely and meaningful consultation with appropriate nonprofit private school officials, provide equitable services that address the needs of nonprofit private school students and staff under this program. Refer to the Consolidated Application Program Guidance section on the California Department of Education (CDE) Consolidated Application web page at <https://www.cde.ca.gov/fg/aa/co/> for more information regarding Elementary and Secondary Education Act participation and reporting of students in nonprofit private schools.

To ensure that equitable services were delivered to eligible students under Title III, the LEA must report the number of nonprofit private school students receiving services in the 2020–21 year. For more information, see the CDE Title III EL Student Program Private Schools web page at <https://www.cde.ca.gov/sp/el/t3/elprivateschools.asp>.

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**Secondary contact:**

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### Procedures – Students Served

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the **Total English Learner Students Served**. | Required field. Enter the total actual number of nonprofit private school EL students receiving Title III EL Program services from July 1, 2020, through June 30, 2021. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total English Learner Students Served | Total English learner students served count is required. | Enter a count that is equal to or greater than zero. |

## 2020–21 Title III English Learner YTD Expenditure Report,12 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2020, through June 30, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) are available on the California Department of Education (CDE) Indirect Cost Rates web page at [https://www.cde.ca.gov/fg/ac/ic/index.asp](http://www.cde.ca.gov/fg/ac/ic/index.asp).

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to 34 *Code of Federal Regulations* (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act sections 3115(c) and (d) as a guide to determine authorized expenditures.

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### Displayed Data – Allocation and Transfers

**2020–21 Title III EL student program allocation:** Source data from the CDE Title III, English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2020–21 Total allocation:** The student program allocation amount plus the transferred-in amount.

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field.Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field.Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The amount entered cannot exceed 2 percent of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted ICR to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2020–21 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |

## 2020–21 Title III Immigrant Nonprofit Private School Students Served

### Data Collection Purpose

To capture the actual number of nonprofit private school immigrant students who received Title III services from July 1, 2020, through June 30, 2021.

The local educational agency (LEA) will be reimbursed for the number of nonprofit private school students served in 2020–21, using 2021–22 apportionment funds, as reported in this data collection form. If no nonprofit private school students were served in 2020–21, then please indicate "0."

This data collection form is relevant if one or more nonprofit private school in the LEA’s attendance area has a signed written affirmation on file, in the same fiscal year (FY) Nonprofit Private School Consultation data collection form. This data collection form is also relevant if the LEA is a non-unified district, they added one or more nonprofit private school from outside their attendance area to the same FY Nonprofit Private School Consultation data collection form, and the school had a signed written affirmation on file.

### Program Information

LEAs that receive a Title III Immigrant Student Program subgrant are required to serve immigrant students enrolled in nonprofit private schools whenever the administration of a particular nonprofit private school requests to participate in the program.

The LEA must, after timely and meaningful consultation with appropriate nonprofit private school officials, provide equitable services that address the needs of nonprofit private school students and staff under this program. Refer to the Consolidated Application Program Guidance section on the California Department of Education (CDE) Consolidated Application web page at <https://www.cde.ca.gov/fg/aa/co/> for more information regarding participation and reporting of students in nonprofit private schools.

To ensure timely and meaningful consultation, the LEA must consult with appropriate nonprofit private school officials during the design and development of these programs.

To ensure that equitable services were delivered to eligible students under Title III, the LEA must report the total number of nonprofit private school students receiving services in 2020–21.

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### Procedures – Students Served

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the Total **Immigrant Students Served**. | Required field. Enter the total actual number of nonprofit private school immigrant students receiving Title III Immigrant Program services from July 1, 2020, through June 30, 2021. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Total Immigrant Students Served | Total immigrant students served count is required. | Enter a count that is equal to or greater than zero. |

## 2020–21 Title III Immigrant YTD Expenditure Report, 12 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2020, through June 30, 2021, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year (FY) may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act Section 3115(e)(1) as a guide to determine authorized expenditures.

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### Displayed Data – Allocation and Transfers

**2020–21 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same FY Federal Transferability data collection form.

**2020–21 Total allocation:** The student program allocation amount plus the transferred-in amount.

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field.Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field.Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed 2 percent of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted ICR to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2020–21 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |

## 2020–21 Homeless Education Policy, Requirements, and Implementation

### Data Collection Purpose

The purpose of this data collection form is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) which was re-authorized by the Every Student Succeeds Act (ESSA) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act of 1965, also amended by the ESSA. This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA’s homeless liaison.

### Program Information

Please see the California Department of Education (CDE) Homeless Education web page at <https://www.cde.ca.gov/sp/hs/> for more guidance.

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### Procedures – Homeless Liaison Contact Information

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Provide the **First Name** of the LEA’s homeless liaison. | Required field. |
| 2 | Provide the **Last Name** of the LEA’s homeless liaison. | Required field. |
| 3 | Provide the **Title** of the LEA’s homeless liaison. | Required field. |
| 4 | Provide the **Email** of the LEA’s homeless liaison. | Required field.Format: abc@xyz.zyx. |
| 5 | Provide the **Telephone Number** of the LEA’s homeless liaison. | Required field.Format: 999-999-9999 |
| 6 | Provide the **Telephone Extension Number** of the LEA’s homeless liaison. | Optional field. Maximum 16 characters. |
| 7 | Enter the number of **Full-time Equivalent (FTE) Personnel** directly responsible for the implementation of homeless education. | Required field. Enter the number of FTE personnel who provide homeless education. |

### Procedures – Homeless Liaison Training Information

| Step | Action | Program Instructions |
| --- | --- | --- |
| 8 | Indicate whether the homeless liaison attended and/or participated in a **Homeless Education Liaison Training Within the Last Two Years**. | Required field. |
| 9 | Indicate whether the homeless liaison provided training to **Principals and Other School Leaders**. | Optional field. |
| 10 | Indicate whether the homeless liaison provided training to **Attendance Officers and Registrars**. | Optional field. |
| 11 | Indicate whether the homeless liaison provided training to **Teachers and Instructional Assistants**. | Optional field. |
| 12 | Indicate whether the homeless liaison provided training to **School Counselors**. | Optional field. |

### Procedures – Homeless Education Policy and Requirements

| Step | Action | Program Instructions |
| --- | --- | --- |
| 13 | Indicate whether the LEA has a **Written Homeless Education Policy**. | Required field. |
| 14 | Provide a **No Policy** **Comment**, if there is no written policy. | If written homeless education policy is “No,” then this field is required. Please explain why the LEA-level homeless education policy does not exist. Maximum 500 characters. |
| 15 | Enter the **LEA Board Approval Date** of the homeless education policy. | If written homeless education policy is “Yes,” then this field is required. |
| 16 | Indicate if **LEA Policy Meets Federal Requirements**. | Required field. |
| 17 | Provide a **Compliance Comment**, if the LEA’s policy does not comply with federal requirements. | If LEA policy meets federal requirements is “No,” then this field is required. Please explain why the LEA does not disseminate public notice of the educational rights of homeless children and youth. Maximum 500 characters. |

### Displayed Data – Title I, Part A Homeless Expenditures

**Note**: This section will display only if the LEA applied for and received a Title I, Part A allocation.

**2020–21 Title I, Part A LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>, as reflected in the same fiscal year (FY) Title I, Part A LEA Allocation and Reservations data collection form.

**2020–21 Title I, Part A direct or indirect services to homeless children reservation:** Data from the same FY Title I, Part A LEA Allocation and Reservations data collection form.

### Procedures – Homeless Miscellaneous

| Step | Action | Program Instructions |
| --- | --- | --- |
| 18 | Enter the amount of **Title I, Part A Funds Expended or Encumbered** **for direct or indirect services for homeless children**. | Required if the LEA received a Title I, Part A allocation. |
| 19 | Provide a description of **Homeless Services Provided**, if there are expenditures or encumbrances. | Required if expenditures are greater than zero. Maximum 500 characters. |
| 20 | Provide a **No Expenditures or Encumbrances Comment**, if applicable. | Required if expenditures equal zero. Maximum 500 characters. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Local Governing Board Approval Date | The local board homeless policy approval date is required. | Enter date. |
| Not Compliant Comment | An explanation why the LEA is not able to comply with federal requirements is required. | Enter an explanation. Maximum 500 characters. |
| Homeless Services Expenditure Amount | The Title I, Part A homeless services expenditures or encumbrances amount is required. | Enter an expenditure amount equal to or greater than zero. |
| No Expenditure Comment | An explanation why there are no Title I, Part A expenditures or encumbrances for homeless services is required. | Enter an explanation. Maximum 500 characters. |
| No Policy Comment | An explanation why a homeless education policy does not exist is required. | Enter an explanation. Maximum 500 characters. |
| Homeless Services Expenditure Amount | Title I funds expended or encumbered for direct or indirect services to homeless children cannot be greater than the Title I, Part A LEA allocation. | Ensure that the data entered is correct. |
| Description of Services Provided | Title I, Part A expenditures or encumbrances for homeless services is greater than zero, a description of services provided is required. | Enter a description of services provided. Maximum 500 characters. |

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## 2021–22 Certification of Assurances

### Data Collection Purpose

The submission of the Certification of Assurances is required every fiscal year (FY). Before certifying any other data, the Certification of Assurances must be certified. The local educational agency (LEA) will only be prompted for this information once per FY. A complete list of legal and program assurances for the FY is available on the California Department of Education (CDE) Legal Assurances web page at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>. Once certified, the Certification of Assurances will be available under the LEA’s Reports tab in the Consolidated Application and Reporting System (CARS) for printing purposes.

**Note:** This data collection form can only be submitted by a CARS user with the role of Authorized Representative. It can be viewed by other users, however, the “Save” button does not display for those other users.

### Program Information

The Authorized Representative’s signature is required to certify that all applicable state and federal rules and regulations will be observed, that all assurances will be adhered to, and that the use of all funds will be subject to review or audit according to standards and criteria of the CDE Federal Program Monitoring (FPM) Office and the Standards and Procedures for Audits of California K-12 Local Educational Agencies, which is used by certified public accounting firms that audit LEAs. For further information, see the CDE FPM Compliance Monitoring web page at <https://www.cde.ca.gov/ta/cr/>.

### California Department of Education Form Contact

Education Data Office

ConAppSupport@cde.ca.gov

916-319-0297

### Procedures – Consolidated Application Certification Statement

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Provide the **Full Name** of the LEA superintendent or their designee.  | Required field. |
| 2 | Enter the **Title** of the LEA superintendent or their designee. | Required field. |
| 3 | Enter the **Signature Date** of the signature of the LEA superintendent or their designee. | Required field. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| N/A | N/A | N/A |

## **2021–22** Protected Prayer Certification

### Data Collection Purpose

The Protected Prayer Certification meets the annual federal requirements specified in the Every Student Succeeds Act Section 8524(b) regarding constitutionally protected prayer in public elementary and secondary schools. This data collection form is designed to provide the written certification that the local educational agency (LEA) has no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

### Program Information

The LEA must maintain the signed certification page in its files and be prepared to show it to staff during compliance monitoring.

### California Department of Education Program Staff Contact

Carrie Lopes

Education Administrator I

Title I Policy, Program, and Support Office

CLopes@cde.ca.gov

916-319-0126

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate whether the **Authorized Representative Agrees** to the certification statement. | Required field. |
| 2 | Provide the **Authorized Representative’s Full Name**. | If certification is “Yes,” then this field is required. |
| 3 | Provide the **Authorized Representative’s Title**. | If certification is “Yes,” then this field is required. |
| 4 | Provide the **Authorized Representative’s Signature Date**. | If certification is “Yes,” then this field is required. |
| 5 | Provide a **Comment** if the LEA is not able to certify at this time. | If certification is “No,” then this field is required. Maximum 500 characters. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| No Certification Comment | A comment must be provided to describe why certification has not occurred. | If certification is “No,” then this field is required. |
| Authorizing Representative Name | The authorizing representative name is required. | If certification is “Yes,” then this field is required. |
| Authorizing Representative Title | The authorizing representative title is required. | If certification is “Yes,” then this field is required. |
| Certification Date | The certification date is required. | If certification is “Yes,” then this field is required. |

## 2021–22LCAP Federal Addendum Certification

### Data Collection Purpose

The local educational agency (LEA) must certify that the Local Control and Accountability Plan (LCAP) has been approved by the local governing board or governing body of the LEA.

### Program Information

Adopted by the State Board of Education on March 14, 2018, within California LEAs that apply for Every Student Succeeds Act (ESSA) funds are required to complete the LCAP, the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp) via the Consolidated Application and Reporting System (CARS).

The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the ESSA LEA Plan requirement. The template for the Addendum can be found on the California Department of Education (CDE) LCAP web page at <https://www.cde.ca.gov/re/lc/>.

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in CARS, then the LEA may use the same original approval or adoption date that the LEA used in the prior year data collection form.

### California Department of Education Form Contact

Local Agency Systems Support Office

LCAPAddendum@cde.ca.gov

916-323-5233

### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the **Original Approval Date of the County Office of Education or District** **Current LCAP**, as applicable. | For a county office of education (COE) or district, this field is required. For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP. The date must be on or after July 1, 2017 and equal to or earlier than today’s date. |
| 2 | Enter the **Adoption Date of the Direct Funded Charter Current LCAP**, as applicable. | For a direct funded charter, this field is required. The date must be on or after June 1, 2017 and equal to or earlier than today’s date. |
| 3 | Provide the **Authorized Representative’s Full Name**. | Required field. |
| 4 | Provide the **Authorized Representative’s Title**. | Required field. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| County Office of Education and School District LCAP Approval Date | The LEA is a county office of education or district; this field is required. | Enter approval date. |
| Charter School LCAP Approval Date | The LEA is a direct funded charter; this field is required. | Enter approval date. |
| County Office of Education and School District LCAP Approval Date | The county office of education or district local governing board approval date cannot be greater than today's date. | Enter a date equal to today’s date or earlier. |
| Charter School LCAP Approval Date | The direct funded charter local governing board approval date cannot be greater than today's date. | Enter a date equal to today’s date or earlier. |
| County Office of Education and School District LCAP Approval Date | The LEA is a direct funded charter; this date is not applicable. | Remove the date entered into the county office of education and school district LCAP approval date field. |
| Charter School LCAP Approval Date | The LEA is a county office of education or district; this date is not applicable. | Remove the date entered into the charter school LCAP approval date field. |

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## 2021–22 Application for Funding

### Data Collection Purpose

The Application for Funding declares that the local educational agency (LEA), authorized by the local governing board, is applying for specified categorical aid funds.

### Program Information

District English Learner Advisory Committee (DELAC): Each California public school district, kindergarten through grade twelve, with 51 or more English learners (ELs) must form a DELAC or subcommittee of an existing districtwide advisory committee. Parents or guardians of ELs, not employed by the district, must constitute a majority membership (51 percent or more) of the committee (California *Education Code* [*EC*] Section 52176[a]). For more information, please see the California Department of Education (CDE) District English Learner Advisory Committee web page at <https://www.cde.ca.gov/ta/cr/delac.asp>.

### California Department of Education Form Contact

Education Data Office

ConAppSupport@cde.ca.gov

916-319-0297

Questions regarding program eligibility should be directed to the CDE contact person assigned to the applicable program. Contact information can be found on the CDE Program Contacts web page at <https://www.cde.ca.gov/fg/aa/co/capcontactstablese.asp>.

### Conditional Display Items

Only funding opportunities the LEA is eligible to receive (based on LEA structure or program eligibility lists) will be displayed.

If the LEA is eligible to receive Title V, Part B Subpart 1 Small, Rural School Achievement (SRSA) Grant and elects to participate, then the Program Record/Award Number field will be prompted to display. Every valid Program Record/Award Number begins with S358A21. The LEA must enter into the Program Record/Award Number field the four additional characters of the code that are specific to the LEA. A selection for Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation will also be prompted to display if LEA elects to participate in SRSA, or if dually eligible for SRSA and Title V, Part B Subpart 2 Rural and Low Income Schools (RLIS) Grant, and LEA elects to participate in RLIS.

### Procedures – Local Governing Board Approval

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the **Local Governing Board Approval Date** of the meeting during which the board of trustees of the LEA reviewed and approved this application. | Required field. |

### Procedures – DELAC Review

| Step | Action | Program Instructions |
| --- | --- | --- |
| 2 | Enter the **DELAC Representative’s Full Name (non-LEA employee)**. | If the DELAC review date is not blank, then the DELAC representative's full name is required. |
| 3 | Enter **DELAC Review Date**. | More information regarding DELAC responsibilities can be found on the CDE DELAC web page at <https://www.cde.ca.gov/ta/cr/delac.asp>. |
| 4 | Enter the **Web Address** where the review meeting minutes are located. | Format:http://SomeWebsiteName.xxx |
| 5 | Enter a **Comment** if the committee refused to review. | Indicate the date(s) of meetings held to provide input, along with any explanation. Maximum 500 characters. |

### Procedures – Application for Categorical Programs

| Step | Action | Program Instructions |
| --- | --- | --- |
| 6 | Select “**Yes**” in the appropriate box for each categorical program in which the LEA requests participation. | Required fields. If “Yes” is not selected, then “No” must be selected. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| DELAC Comment | If the DELAC review date is blank, a comment must be entered providing an explanation. | If the DELAC review date is blank, then a comment must be provided explaining why the review was not obtained or that review is not applicable. |
| Not Field Name Specific | Participation selection is missing. Either “Yes” or “No” must be selected. | Required field. Either “Yes” or “No” must be selected. |
| Local Governing Board Approval Date | The local governing board approval date is missing. Local board approval date must be included. | Required field. |
| Local Governing Board Approval Date | The local governing board approval date cannot be beyond August 31, or if today's date is beyond August 31, then it cannot be beyond today's date. | Example: if today's date is September 1, of the applicable fiscal year, then the local governing board approval date must be equal to or earlier than September 1. |
| DELAC Representative Full Name | The DELAC representative's full name is required. | If the DELAC review date is not blank, then the DELAC representative's full name is required. |
| DELAC Approval Date | The DELAC review date must be on or before the local governing board approval date. | Ensure that the DELAC had the opportunity to review the Consolidated Application before the local governing board meeting. |
| Not Field Name Specific | Protected Prayer Certification must be certified before this submission. | Protected Prayer Certification must be certified before, or at the same time as, this data collection form. |
| Program Record/Award Number | If participating in Title V, Part B Subpart 1 Small, Rural School Achievement Grant, then Program Record/Award Number is required. | Conditional required field, if LEA is participating in Title V SRSA. Enter the four characters of the Program Record/Award Number that are specific to the LEA. |
| Program Record/Award Number | Program Record/Award Number begins with S358A21; enter the four additional LEA specific characters. | Conditional required field, if LEA is participating in Title V SRSA. Every valid Program Record/Award Number begins with S358A21. Enter no more or less than the four LEA specific characters into the Program Record/Award Numberfield. |

## 2021–22Nonprofit Private School Consultation

### Data Collection Purpose

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed. This completed data collection form, along with the LEA’s records of contact and consultation, will serve to document that the nonprofit private schools were contacted and decided to participate in Title I, Part A (Basic Grant), Title II, Part A (Teacher Quality), Title III English Learner, Title III Immigrant, and/or Title IV, Part A (Student Support).

**Note:** If applicable, this data collection form must be certified annually.

### Program Information

Every Student Succeeds Act (ESSA) Fiscal Changes & Equitable Services Guidance can be found on the U.S. Department of Education web page at <https://www2.ed.gov/policy/elsec/leg/essa/index.html>. It outlines consultation between LEAs and eligible private schools. The LEA records should include dates of contact, persons contacted, and the results of such contacts with each nonprofit private school. These records should document both the participating nonprofit private schools and those choosing not to participate in ESSA services.

It is expected that LEAs engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data, if it is being used for the purpose of providing equitable services.

### California Department of Education Program Staff Contact

**Ombudsman and Consultation for Title I, Part A**

Sylvia Hanna

Equitable Services Ombudsman

Title I Policy, Program, and Support Office

SHanna@cde.ca.gov

916-319-0948

**Consultation for Title I, Part A, secondary contact**

Rina DeRose

Education Programs Consultant

Title I Policy, Program, and Support Office

RDerose@cde.ca.gov

916-323-0472

**Consultation for Title II, Part A**

Lisa Fassett

Education Programs Consultant

Standards Implementation Support Office

LFassett@cde.ca.gov

916-323-4963

**Consultation for Title III Immigrant and English Learner**

Geoffrey Ndirangu

Education Programs Consultant

Language Policy and Leadership Office

GNdirang@cde.ca.gov

916-323-5831

**Consultation for Title IV, Part A**

Kevin Donnelly

Education Programs Assistant

Rural Education and Student Support Office

TitleIV@cde.ca.gov

### Displayed Data – School Grid

**School name** and **School code:** Displayed using source data from the California Department of Education (CDE) County-District-School database which populates the online CDE California School Directory at <https://www.cde.ca.gov/SchoolDirectory/>.

**Enrollment:** The numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified and the CDE takes no position as to its accuracy.

The CDE maintains a Private School Affidavit web page at [https://www3.cde.ca.gov/psa/](https://www3.cde.ca.gov/psa/%22%20%5Co%20%22Private%20School%20Affidavit%20web%20page) (password required) that allows LEAs to view private school affidavits filed by schools within the district, including the school’s self-reported tax status and enrollment.

If a private school is not listed, then please use the CDE Private School Affidavit web page at <http://www3.cde.ca.gov/psa/> to determine if an affidavit was filed and/or to view the self-reported tax status.

* If an affidavit has not been filed, then please contact the school to remind them to file and refer them to the CDE Filing the Private School Affidavit Information web page at <https://www.cde.ca.gov/sp/ps/affidavit.asp>, or have them contact the CDE Private School Data Office by email at PrivateSchools@cde.ca.gov or by phone at 916-319-0317 for filing information.
* If a school inadvertently reported its tax status incorrectly (as tax exempt or not tax exempt), then please have the school email the CDE Private School Data Office at PrivateSchools@cde.ca.gov to have this updated.

**Title I, Part A:** If students from the LEA’s Title I, Part A eligible attendance area are attending nonprofit private schools located outside of the LEA’s attendance area and the nonprofit private school is participating in the Title I, Part A program, then the LEA must add the nonprofit private school to this data collection form using the **Add a School** “button.”

**Title II, Part A; Title III; Title IV, Part A:** Non-unified school districts (i.e., elementary and high school districts) may opt to share responsibility for providing equitable services for an eligible private school whose grade span includes both elementary and high school students. To accommodate this, an elementary or high school district may add a shared attendance area school using the **Add a School** “button”. If this option is chosen, then the total private school enrollment will appear on the data collection forms of both districts. Districts may wish to refer to the Private School Affidavit on file with the CDE, using the Private School Affidavit web page at <https://www3.cde.ca.gov/psa/> to determine the number of students enrolled by grade span.

Refer to the Consolidated Application and Reporting System (CARS) Training and User Documents section of the CDE CARS web page at <https://www.cde.ca.gov/fg/aa/co/cars.asp> and select the CARS User Guide document for **Add a School** instructions.

### Procedures – Consultation

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate whether **Consultation Occurred**. | Required field. The LEA must consult with each eligible private school within its boundaries and offer to provide Elementary and Secondary Education Act (ESEA) for all Title program services. Additionally, the LEA must consult with each eligible private school outside its boundaries and offer to provide ESEA for appropriate programs. The LEA must add a school, if it does not appear on the list, using the **Add a School** “button.” |
| 2 | Indicate whether **Was Consultation Agreement Met**. | If consultation occurred is “Yes,” then this field is required. |
| 3 | Indicate whether **Signed Written Affirmation on File**. | If consultation occurred is “Yes,” then this field is required. |
| 4 | Enter a **Consultation Code** that represents the private school official’s beliefs regarding the equitable services consultation. | If signed written affirmation on file is “Yes,” then this field is required. Allowable values are:Y1: meaningful consultation occurredY2: timely and meaningful consultation did not occurY3: the program design is not equitable with respect to eligible private school childrenY4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children. |
| 5 | If applicable, **Remove** a previously added non-participating school. | The system will not allow the LEA to remove an attendance area school. |

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Note:** If the LEA does not have any nonprofit private schools in its attendance area and attempts to download the schools template before adding any schools, then the template will be blank. The solution is to add a school before selecting the Download Schools Template.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Consultation Occurred | School: [School Name] Federal statute requires the LEA to make reasonable attempts to consult with the private school. To validate compliance, documentation of those attempts should be kept on file. | Warning message that displays if consultation occurred is “No.” This warning will not prevent the data collection form from certifying. Enter “Yes” to consultation occurred as long as the nonprofit private school responded yes or no to participation. Only enter “No” to consultation occurred if no response was received from the nonprofit private school regarding intent to participate. |
| Consultation Agreement Met | School: [School Name] Consultation agreement met field is required. | If consultation occurred is “Yes,” then this field is required. |
| Consultation Agreement Met | School: [School Name] Federal statute requires, if an LEA disagrees with the views of the private school officials with respect to one or more issues, the LEA shall provide in writing to such private school officials the reasons why the LEA disagrees. | Warning message that displays if consultation agreement met is “No.” This warning will not prevent the data collection form from certifying. |
| Affirmation On File | School: [School Name] Federal statute states that each LEA shall maintain in the agency’s records a written affirmation signed by officials of each participating private school. If such officials do not provide such affirmation within a reasonable period of time, the LEA shall retain documentation that such consultation has, or attempts at such consultation, have taken place. | Warning message that displays if signed written affirmation on file is “No.” This warning will not prevent the data collection form from certifying. |
| Affirmation On File | School: [School Name] Signed written affirmation on file is a required field. | If consultation occurred is “Yes,” then this field is required. |
| Consultation Code | School: [School Name] A signed written affirmation is on file, consultation code is a required field. | If signed written affirmation on file is “Yes,” then this field is required. |
| Consultation Code | School: [School Name] Consultation agreement was not met, Y1 is not an allowable value. | If consultation agreement met is “No,” then the only allowable values in this field are: Y2, Y3, or Y4. |
| Consultation Code | School: [School Name] A signed written affirmation is not on file, Consultation Code must be blank. | If signed written affirmation on file is “No,” then Consultation code must be blank. |

## 2021–22 Title III English Learner Student Program Subgrant Budget

### Data Collection Purpose

The purpose of this data collection form is to provide a proposed budget for 2021–22 English Learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (Every Student Succeeds Act [ESSA], sections 3114, 3115, & 3116).

### Program Information

A calculated estimated EL student program allocation amount that is less than $10,000 does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education (CDE) Title III EL Student Program Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

### California Department of Education Program Staff Contact

**Primary contact:**

Geoffrey Ndirangu

Education Programs Consultant

Language Policy and Leadership Office

GNdirang@cde.ca.gov

916-323-5831

**Secondary contact:**

Caroline Takahashi

Staff Services Analyst

Language Policy and Leadership Office

CTakahashi@cde.ca.gov

916-323-5739

### Displayed Data – Estimated English Learner Per Student Allocation

**Estimated English learner per student allocation:** Source data provided by the Title III EL fiscal staff.

### Procedures – Estimated English Learner Student Count

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter an **Estimated English Learner Student Count**. | Required field. The count entered must be greater than zero. Use your EL student count that was provided to the California Longitudinal Pupil Achievement Data System for census day of October 7, 2020. |

### Displayed Data – Estimated English Learner Student Program Allocation

**Estimated English learner student program allocation:** The estimated EL per student allocation multiplied by the estimated EL student count.

### Procedures – Budget Amounts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 2 | Enter a **Professional Development Activities** amount. | Required field. Enter an amount equal to or greater than zero. (Local Control and Accountability Plan [LCAP] Federal Addendum, ESSA Section 3115[c][2]) |
| 3 | Enter a **Program and Other Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. (LCAP Federal Addendum, ESSA sections 3115[d] & 3116[b][1]) |
| 4 | Enter an **English Proficiency and Academic Achievement** amount. | Required field. Enter an amount equal to or greater than zero. (LCAP Federal Addendum, ESSA Section 3116[b][2][A-B]) |
| 5 | Enter a **Parent, Family and Community Engagement** amount. | Required field. Enter an amount equal to or greater than zero. (LCAP Federal Addendum, ESSA Section 3116[b][3]) |
| 6 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered cannot exceed 2 percent of the estimated EL student program allocation. |
| 7 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed the portion of the estimated EL student program allocation that is not reserved for direct administrative costs, multiplied by the LEA's approved indirect cost rate (ICR), as published on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |

### Displayed Data – Total Budget

**Total budget:** The sum of all budget item amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the estimated English learner student program allocation amount. | Reduce the amount entered to be less than 2 percent of the estimated EL student program allocation amount. |
| Total Budget Amount | The total budget amount must equal the estimated English learner student program allocation amount. | Adjust one or more budget item amounts so that the total budget equals the estimated EL student program allocation amount. |

## 2021–22 Title III Immigrant Student Program Subgrant Budget

### Data Collection Purpose

The purpose of this data collection form is to provide a proposed budget for 2021–22 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (Every Student Succeeds Act, sections 3114, 3115, and 3116).

### Program Information

Only local educational agencies (LEAs) that have 21 or more eligible immigrant students and have experienced a significant increase of 1 percent or greater growth in eligible immigrant student enrollment in the current year, compared with the average of the two preceding fiscal years, are eligible for Title III Immigrant Student Program Subgrant funds. Use your immigrant student count that was provided to the California Longitudinal Pupil Achievement Data System (CALPADS) for census day of October 7, 2020.

### California Department of Education Program Staff Contact

**Primary contact:**

Geoffrey Ndirangu

Education Programs Consultant

Language Policy and Leadership Office

GNdirang@cde.ca.gov

916-323-5831

**Secondary contact:**

Caroline Takahashi

Staff Services Analyst

Language Policy and Leadership Office

CTakahashi@cde.ca.gov

916-323-5739

### Displayed Data – Estimated Immigrant Per Student Allocation

**Estimated immigrant per student allocation:** Source data provided by the Title III immigrant fiscal staff.

### Procedures – Estimated Immigrant Student Count

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter an **Estimated Immigrant Student Count**. | Required field. The count entered must be greater than zero. Use your immigrant student count that was provided to the CALPADS for census day of October 7, 2020. |

### Displayed Data – Estimated Immigrant Student Program Allocation

**Estimated immigrant student program allocation:** The estimated immigrant per student allocation multiplied by the estimated immigrant student count.

### Procedures – Budget Amounts

| Step | Action | Program Instructions |
| --- | --- | --- |
| 2 | Enter an **Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed 2 percent of the estimated immigrant student program allocation. |
| 4 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed the portion of the estimated immigrant student program allocation that is not reserved for direct administrative costs, multiplied by the LEA's approved indirect cost rate (ICR) as published on the California Department of Education ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>.  |

### Displayed Data – Total Budget

**Total budget:** The sum of all budget item amounts.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the estimated immigrant student program allocation amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. If appropriate, then reduce the amount entered to be no more than 2% of the estimated immigrant student program allocation amount. |
| Total Allocation Budget Amount | The total budget amount must equal the estimated immigrant student program allocation amount. | Adjust one or more budget item amounts so that the total budget equals the estimated immigrant student program allocation amount. |

## 2021–22Substitute System for Time Accounting

### Data Collection Purpose

As an alternative to a personnel activity report (PAR) or equivalent documentation, federal regulations allow for substitute systems for documenting employee time and effort. Two optional substitute systems have been approved for California local educational agencies (LEAs).

Only the newer "predetermined schedule" substitute system requires approval from the California Department of Education (CDE). The CDE approval process is administered via the Consolidated Application, and approval is automatically granted when the LEA submits and certifies this data collection form. LEA certifications may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. LEAs that intend to continue using PARs or the older “sampling method” substitute system do not need to complete this page, as CDE approval is not required for either.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 in the CDE California School Accounting Manual located on the Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/>.

### California Department of Education Program Staff Contact

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### Procedures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Select whether the LEA is **Requesting Authorization**. | Required field. Select “Yes” or “No.” |
| 2 | Provide a **Disclosure** of any known deficiencies with the substitute system or known challenges with implementing the system. | If request for authorization is “Yes,” then a disclosure statement is required. Maximum 500 characters. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Known Deficiencies Comment | An explanation of known deficiencies is required. | If the request for authorization is “Yes,” then this field is required. |