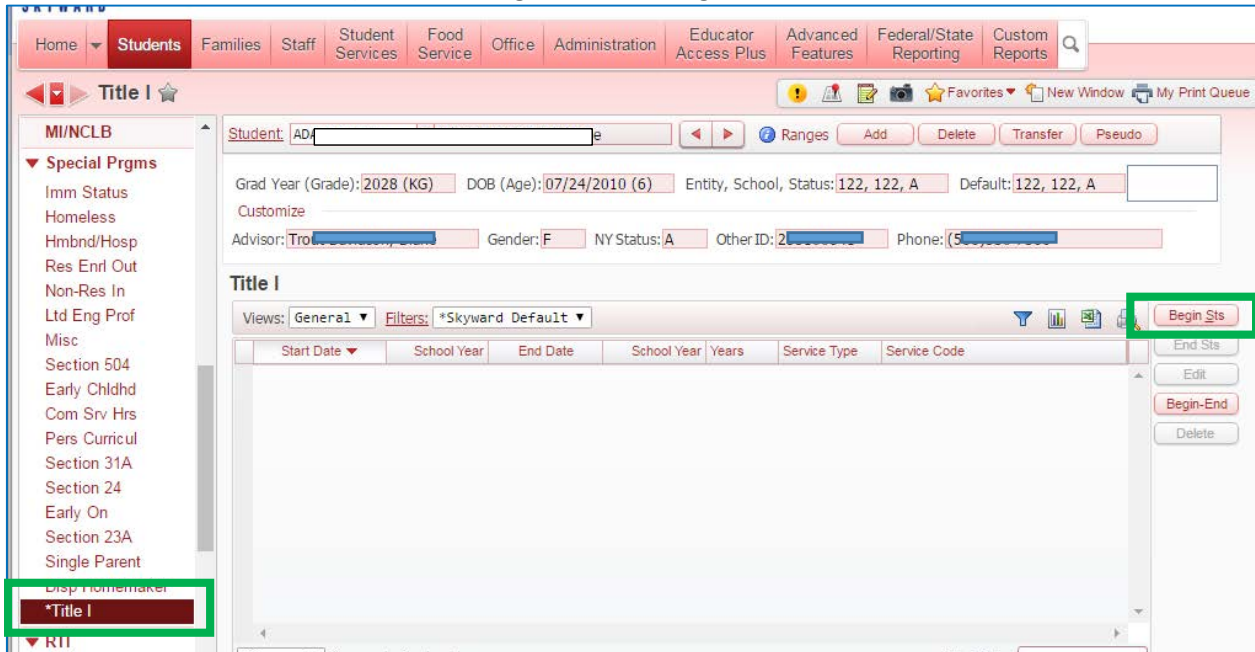


Title I Data Entry

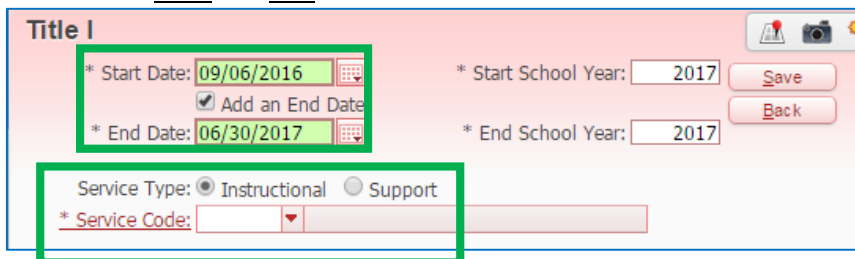
Skyward has updated the system effective the 2016-17 school year to change where the Title I data entry fields are located. This document gives instruction on where to go to input the Title I data.

Entry by Individual Student

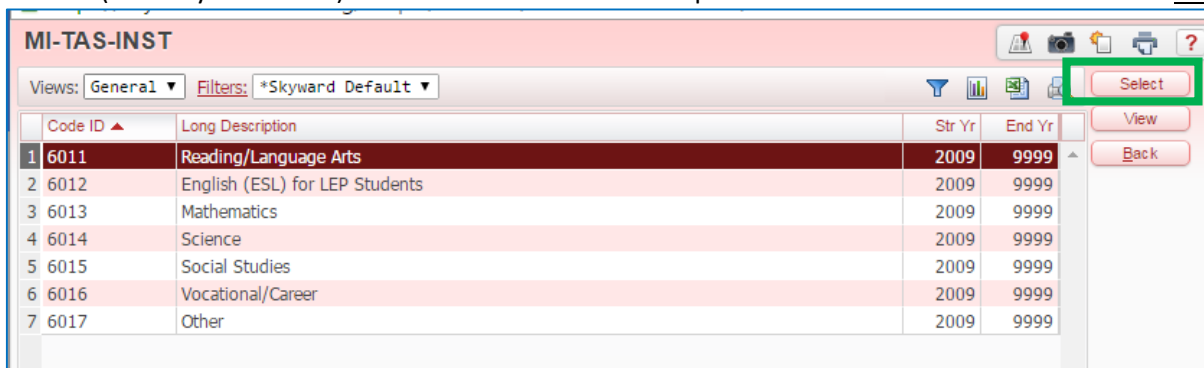
1. Look up student in Profile – click on the Title I tab under Special Programs on the left side (WS/ST/TB/SP/TB/TI) Click on Begin Sts on the right



2. Add Start and End Dates



3. Click on Instructional button then click on the Service Code link and select the appropriate codes (can only select one) – You will have to have multiple entries if more than one code. Click Select

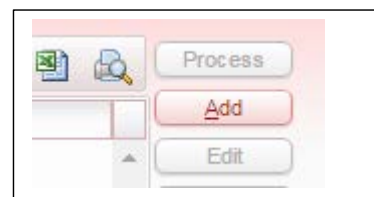
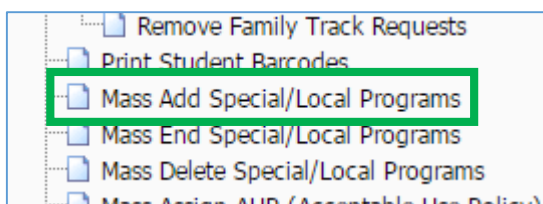


- Once your Service Code is entered you can click on Save.

- Follow the steps above to enter additional Instructional Codes.
- Follow the steps above to enter each necessary Support Code.

Mass Add Utility

Student – Setup – Utility – Mass Add Special/Local Programs (*WS/ST/PS/UT*) Click Add



Name the Template – Select the student (by Range, Individual or Processing List) – Click on Special Programs – Check the box Title I and Save – Input Start and End Dates – Select the appropriate Instructional Service Code or appropriate Support Service Code (note: each code needs to be entered separately).

Click Save and Process – Preview the Student List (make necessary adjustments). Once it is accurate click on Back and then Run the Update.

Mass Add Special/Local Programs

Template Description: Title I Students

Processing Messages

Preview process has completed and has found records to process. Select the 'Preview Data to Process' button to continue.

Process Options

End Date
12/30/2017
12/30/2017
12/30/2017

Process Options