***Electronic Student Profile For Title Services***



***For Compliance Purposes, we used to…***

Complete and print an electronic profile and easyCBM graphs for all students receiving Title services, twice annually. Documents were completed in January and June. Documents were stored in a notebook located in the Title classroom.

***Now, to alleviate excessive printing and time, we will meet compliance requirements through*:**

* Eliminating the January printing. Instead, in late-January, 4j’s Data Department (Matt ☺) will generate summary reports, filtered by Title services, for each school. Reports will be reviewed by the Federal Program Administrator and may include such items as:
* When compacts were sent home
* Entries identifying interventions and/or possible data team discussion notes
* Entries identifying progress monitoring data points
* Benchmark entries
* Placing year-end, student copies of both the profile and easyCBM graphs in a notebook, which will be stored in the Title classroom.

***So what’s the difference?***

We will not be printing student profiles or easyCBM graphs in January.

***Why do we need to print copies at all?***

For compliance purposes, we need to have student data complete, easily accessible and located in a single location. After much discussion with the SDS’s, Peter Tromba (Director of CIS), and Matt (Data and Research) we felt printing/filing the profile and graph, once a year, was the most efficient approach. To save the documents electronically would involve a multi-step process for each student. Steps would include:

* Save each student’s easyCBM graph to a pdf
* Attach this graph to the student’s electronic profile page and save
* Repeat for each student
* Export all student profiles, with easyCBM files attached, to your desktop as a pdf
* Save file in a secured location (thumb drive, disk, server space) and submit

***When will the Summary Reports be reviewed?***

Reviews will take place the week of January 28, 2013. While we believe reports will reflect that all data is entered and current, should there a question or concern, schools will be contacted individually.

December, 2012