

Title I Time Trackers
EL Coaches

- I. What is Title I? Title I is federal funding given to schools to provide supplemental services to support the education of low-achieving, low-income students, including non-native English-speaking students.
- II. Why do we maintain a log? A log is maintained in order to report how many students have been served during the school year. Alternative Education receives funds for Title I services which pays for salaries, support programs, and student materials.
- III. Who needs to complete Title I Time Trackers? All EL Coaches.
- IV. Instructions
 - A. Complete name, school, and month information.
 - B. Staff
 1. List the names of staff worked with during the month.
 2. Identify whether staff are court or community school personnel.
 3. Mark which service was provided.
 - a. Administration/Planning: i.e., tracking down CELDT or PLA scores, meeting with another teacher re: appropriate goals, collecting proof-of-mastery, etc.
 - b. Para/Staff Development: may be a formal inservice or informal training on some EL matter; discussing SDAIE strategies with staff for use with an EL student.
 - c. Classroom Visitation/Peer Coaching: i.e., observing and providing feedback on classroom instruction.
 - C. Students
 1. List student's first name and last initial.
 2. Provide ID number.
 3. Mark the student's grade level.
 4. Mark the correct program.
 5. Mark the student's gender.
 6. Mark the student's ethnicity.
 7. Place an X in the column for the service/s provided.
 8. Place an X if the student is an English Learner.
 9. Place an X if the student has an active I.E.P.
 10. Students should only be accounted for once a month.
 11. A student can only be on your Time Tracker if s/he was on your Learning Plans Report for that month.
 12. Sign log.
 13. Report to your supervisor for her/his signature.
 14. Fax your report to Laurie Ferullo at 636-4127 by the 10th of each month.