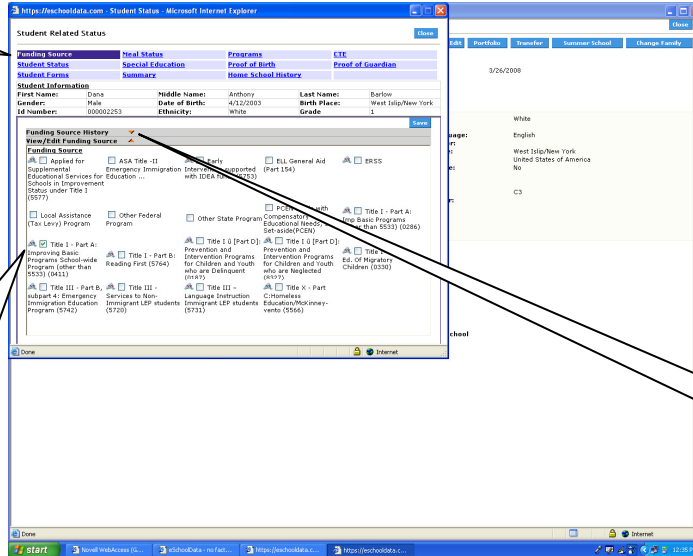


How to Enter a Status for Title I Quick Reference Guide

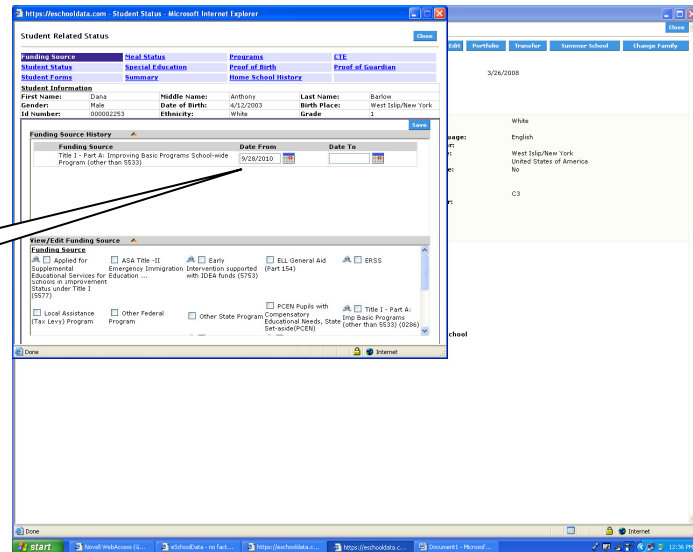
Click the **Funding Source** tab

Check the **Title I: Part A Improving Basic Programs School-wide (0411)** or the appropriate tab and **SAVE**

Click on the upper red triangle



Change the date and **SAVE**



DIRECTIONS ON PAGE TWO

How to enter a Title I Funding Status:

1. Log in to eSD <https://www.eschooldata.com>
2. Click on Registration, then Students. Choose a student, click on the *Status* tab
3. Click the *Funding Source* tab, then check off Title I Part A: Improving Basic Programs School-wide Program (0411) *or* the appropriate tab
4. Click **Save**
5. Click the upper red triangle to open date information. Today's date will show by default
6. **Adjust the date to 9/1/2009** (this is just for our purposes now in reporting last year's data) and **Save**
7. Make sure that any students that needed to have the Title I Part A record added to the program services, is recorded by name and grade level. This information will need to be reported to Elaine Kanas, Superintendent of schools.