

Neglected and Delinquent Eligibility Report Directions

Purpose

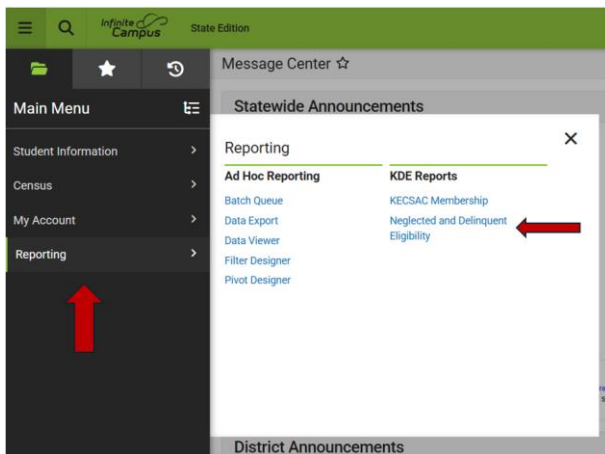
This is a custom Infinite Campus (IC) report to assist facilities and districts in determining Title I, Part D Neglected & Delinquent facility eligibility.

Directions

Step 1: Log in to Infinite Campus.

Work with your district IC administrator to be granted rights to the report.

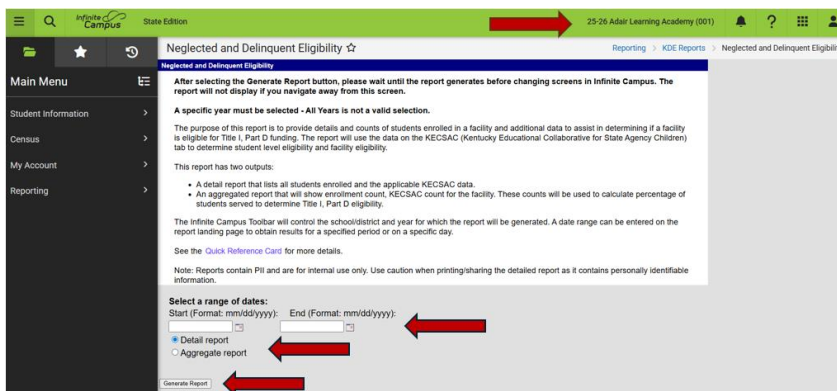
Step 2: Navigate to Reporting; select *Neglected and Delinquent Eligibility* under KDE Reports.



Step 3: Select report options

- Select desired school year from the toolbar
- Select School from the toolbar; select All Schools to generate the report for all facilities in the district.
- Enter a Start and End date on the landing page, if desired. To obtain data for a snapshot day, enter the start and end date as the same day. If a start and end date is not entered, the report will generate for the entire school year selected in the toolbar.
- Check indicator of *Detail report Aggregate report*

Step 4: Click the *Generate Report* button



Detail Report Information

The *Detail* report output will provide student level data for all students enrolled in a facility and if they are indicated as state agency by data on the KECSAC (Kentucky Educational Collaborative for State Agency Children) tab. Users can filter the *KECSAC* column equal to 0 to obtain a list of students who are enrolled in the facility but not indicated as state agency.

Aggregate Report Information

The *Aggregate* report option will use the count of students enrolled and count of students indicated as KECSAC to calculate a percentage of students served as state agency. The *% State Agency* column will provide the calculation that will be used to determine Title I, Part D eligibility.

Resources

[Quick Reference Card Neglected and Delinquent Eligibility Report](#)

National Technical Assistance Center's (NTAC) resources:

[Identifying Eligible Institutions and Children to be Served under Title I, Part D](#)

[NTAC Self-paced Learning Guide: Understanding the Basics of the Annual Data Collection for Title I, Part D](#)