

BASIC SKILLS REPORTING SYSTEM
(SPL UPDATES)

TITLE I HANDBOOK

2026-2027

Updated on 5.08.2026

Part I
Directions

ELIGIBLE TITLE 1 STUDENTS

A needs assessment was conducted during the spring of 2026 to determine which students would be eligible for Title I Services at the start of the 2026-2027 school year. Throughout the academic year, students are identified using multiple measures (see below) and the student's name is entered on the Student Program List (hereinafter "SPL") once the student is deemed eligible for Title 1 services. The SPL is the official list of the students entitled to receive Title 1 services through Newark Board of Education (hereinafter "the Board"). The SPL is maintained exclusively by the Board's Office of Federal Programs and Grants and will only be updated when all required documents are received.

Title 1 Eligibility Criteria

To be eligible for Title I services and listed on the SPL, a student must meet the following criteria:

1. Live in a Newark public school attendance area that is eligible for Title 1;
2. Fall below the minimum level of proficiency (1st criteria) as listed on the cut-off chart; and
3. Meet or fall below the 2nd criteria of the multiple measure as listed on the cut-off chart.

GR.	READING			MATH		
	1ST CRITERIA		*2ND CRITERIA*	*1ST CRITERIA*		*2ND CRITERIA*
K	Parent Survey	C or below and/or	Teacher Recommendation (10 or more weaknesses)	Parent Survey	C or below	Teacher Recommendation (10 or more weaknesses)
1-2	Final Report Card Grade	C or below and/or 49 or below Standardized Test Score	Teacher Recommendation (greater than 70% of skills need improvement)	Final Report Card Grade	C or below and/or 49 or below Standardized Test Score	Teacher Recommendation (greater than 70% of skills need improvement)
3-12	Final Report Card Grade and/or standardized test score	C or below and/or 49 or below Standardized Test Score	Teacher Recommendation (greater than 70% of skills need improvement)	Final Report Card Grade	C or below and/or 49 or below Standardized Test Score	Teacher Recommendation (greater than 70% of skills need improvement)

Each student is assessed using multiple measures. A student must be below the cut-off point indicated in the 1st criteria and meet the 2nd criteria (multiple measure) to be considered a child most in need of services. A child can be eligible for reading/ELA, math, or both.

DIRECTIONS FOR REQUIRED UPDATES

Schools must review and update their SPL throughout the school year, and promptly notify the Board in writing of any changes. Within two (2) weeks of receiving the add-on form(s), recommendation(s), and parental consent form(s) for new students, the Board will review the

documentation and provide an updated SPL via email to the nonpublic school administrator, the academic vendor and the social services vendor.

NEWARK RESIDENCY

Review the current SPL, checking for the following information:

a. Child still resides in a Newark public school attendance area
b. Child is still attending your school

If a child has moved to a public school attendance area that does not receive Title I funding, or has transferred out, the Transfer Out - Remove from SPL must be submitted via email to e1rosario@nps.k12.nj.us.

If a child does not show up, and you have no information on his or her whereabouts, also complete the Transfer Out - Remove from SPL form and indicate SU (Status Unknown) and email the completed form to e1rosario@nps.k12.nj.us.

If a child did not live in a public school attendance area last year, but does now, that child may be eligible for Title I services. Complete a Needs Assessment Form for the child. If the student falls below the cut-off criteria for the multiple measures, submit the following completed forms to Elizabeth via email at e1rosario@nps.k12.nj.us:

- Needs Assessment Form
- Teacher Recommendations (ELA and math)
- Report Cards (for Grades 1-12) or Parent survey for Kindergarten
- Parental Consent Form
- Add-on Form

RETAINED STUDENTS

Retained students are students that at the end of the school year are:

1. remaining at the same school for the upcoming school year,
2. participating in the Title 1 program at the end of a school year,
3. have grades as of the final report card that allow them to remain eligible for Title 1 services for the upcoming school year.

Retained students will remain on the SPL for the upcoming school year but must have a new Parent Consent form and updated report card submitted prior to services beginning in the Fall.

At the end of the school year, review the current SPL. Complete a Transfer Out - Remove from SPL form listing each student that graduates. Please email to e1rosario@nps.k12.nj.us. Similarly, at the start of the school year review the current SPL for accuracy as students may have graduated or moved over the summer. Also, submit the following forms for all retained students:

- Final report card
- Teacher recommendation
- 2026-2027 Parent consent form

NEW STUDENT TRANSFERS

Grades K
Determine if the child resides in a Newark public school attendance area.

If the child is a Newark resident and resides in a Title I school public attendance area, have the child's developmental teacher assess the student by completing the Teacher Recommendation for Kindergarten form.

If the student meets the first criteria for Title I eligibility, the parents must complete the appropriate Parent Survey. You may assist in having the parent surveys completed.

Check the parent survey results against the cut-off chart. If the student meets or falls below the cut-off for the multiple measures, submit the following completed forms to Elizabeth via email at e1rosario@nps.k12.nj.us:

- Needs Assessment Form
- Teacher Recommendations (ELA and math)
- Parent survey for Kindergarten
- Parental Consent Form
- Add-on Form

Grades 1-12
Determine if the child resides in a Newark public school attendance area.

Obtain final report card grades, assess the student by completing the corresponding grade Teacher Recommendation forms (ELA and Math) and enter the percentage of skills mastered. Consult the cut-off chart to determine if they fall below the cut-off criteria for the multiple measures. If the student falls below the cut-off or the multiple measures, submit the following completed forms to Elizabeth via email at e1rosario@nps.k12.nj.us:

- Needs Assessment Form
- Teacher Recommendations (ELA and math)
- Report Cards (for Grades 1-12)
- Parental Consent Form
- Add-on Form

SPL UPDATES

Update due in Title I Office	Time Period Covered
October 12, 2026	September 2 - October 12
January 11, 2027*	October 15 - December 31
March 22, 2027	January 2 - March 25
June 14, 2027	March 26 – June 18
June 21, 2027	Final Update for 2026-2027

*Until January 11, 2027 – New entrants with teacher recommendations may qualify for Title I Eligibility

ADDING STUDENTS TO THE SPL

Nonpublic school administrators must review the SPL for accuracy throughout the school year. The SPL is the official list of the eligible and active students who are entitled to Title 1 services.

Students may only be added to the list by the Board once the following required documentation is submitted as a packet to Elizabeth via email at e1rosario@nps.k12.nj.us:

- Needs Assessment Form
- Teacher Recommendations (ELA and math)
- Report Cards (for Grades 1-12) or parent survey for Kindergarten
- Parental Consent Form
- Add-on form

Once required documentation is submitted it will be reviewed by the Board and an updated SPL will be forwarded to the nonpublic school administrator, the Title 1 academic provider, and the social service provider within two weeks. The most updated SPL for the school year will be the newest Excel tab labeled with the update date (the bottom tab farthest to the left).

REMOVING STUDENTS FROM THE SPL

If a student has moved out of a Newark public school attendance area, they must be removed from the program. Submit the completed Transfer Out - Remove from SPL form and email to e1rosario@nps.k12.nj.us. Indicate the date of any reason for the transfer. If you know the name of the school, to which the student has transferred, please furnish that information.

Students will only be removed from the SPL when the proper forms are submitted to the Board. The Board should be notified with the proper transfer out forms completed within three (3) days after a student leaves a school or is deemed not to have returned.

CHANGE OF ADDRESS FOR CURRENT STUDENTS

TRANSFERS IN

If a student has moved into a Newark public school attendance area, and they meet the first and second multiple measure criteria, they should be evaluated for eligibility Title 1 services. Please add the student's name and complete the information on the cut-off chart. Notify the Board within 3 days of the students transferring into your school and provide the following documentation to Elizabeth via email at e1rosario@nps.k12.nj.us:

- Needs Assessment Form
- Teacher Recommendations (ELA and math)
- Report Cards (for Grades 1-12) or parent survey for Kindergarten
- Parental Consent Form
- Add-on form

TRANSFER OUT

If a student has moved out of a Newark public school attendance area, they must be removed from the program. Submit the completed Transfer Out - Remove from SPL form and email to e1rosario@nps.k12.nj.us. Indicate the date of any reason for the transfer. If you know the name of the school, to which the student has transferred, please furnish that information.

APPENDIX A

Master List of Forms

Add On Forms

- Kindergarten Add On Form
- Grades 1-12 Add On Form

Needs Assessment Form

- Needs Assessment form

Parent Letters & Consent Forms

- Parent Letter and Consent Form (English)
- Parent Letter and Consent Form (Portuguese)
- Parent Letter and Consent Form (Spanish)

Parent Survey Forms

- Pre-K Parent Interview Form (English)
- Pre-K Parent Interview Form (Spanish)
- Pre-K Parent Interview Form (Portuguese)
- Kindergarten Parent Interview Form (English)
- Kindergarten Parent Interview Form (Spanish)
- Kindergarten Parent Interview Form (Portuguese)

Teacher Recommendation Forms

- Pre-K Teacher Recommendation Form (ELA/Math)
- Kindergarten Teacher Recommendation Form (ELA/Math)

ELA

- Grade 1 ELA Teacher Recommendation Form
- Grade 2 ELA Teacher Recommendation Form
- Grade 3 ELA Teacher Recommendation Form
- Grade 4 ELA Teacher Recommendation Form
- Grade 5 ELA Teacher Recommendation Form
- Grade 6 ELA Teacher Recommendation Form
- Grade 7 ELA Teacher Recommendation Form

- Grade 8 ELA Teacher Recommendation Form
- Grades 9 & 10 ELA Teacher Recommendation Form
- Grades 11 & 12 ELA Teacher Recommendation Form

Math

- Grade 1 Math Teacher Recommendation Form
- Grade 2 Math Teacher Recommendation From
- Grade 3 Math Teacher Recommendation Form
- Grade 4 Math Teacher Recommendation Form
- Grade 5 Math Teacher Recommendation Form
- Grade 6 Math Teacher Recommendation Form
- Grade 7 Math Teacher Recommendation Form
- Grade 8 Math Teacher Recommendation Form
- Grades 9-12 Math Teacher Recommendation Form

Transfer Out Forms

- Transfer Out - Remove From SPL
- Parent Request to Remove Student from Title 1 Services

Vendor Forms

- Class/Service List
- Parent Contact Form
- Materials & Equipment Inventory Form

APPENDIX B

CHECKLIST

This document is to assist the nonpublic school in ensuring that the required forms are submitted accurately as a packet:

___ 1. STUDENTS ON SPL THAT HAVE MOVED OUT OF NEWARK

- Using the current Student Program List (SPL), check to see that all students listed still reside in Newark public school attendance area.
- If a student has moved, and is not a resident of Newark, place his/her name on the "Transfer Out -Remove from SPL" form. The reason for removal is "TO". Under "Transferred To" write "Out of district" or "SU " if you do not know where they moved to (see codes on bottom of Transfer Out form).

____ 2. LAST YEAR'S NON RESIDENTS THAT ARE NOW LIVING IN NEWARK

- Check for students' change of address with the main office of your school.
- If a student has moved into Newark, they must be assessed (See Needs Assessment Form)
- Using the cut off chart determine if they meet or fall below the cut off for test scores and for the second criteria of the multiple measures.
- Complete the Add-on form.
- Have parents sign the parent consent form.

____ 3. RETAINED STUDENTS

- Confirm the student is remaining at the school and is still a Newark public school attendance area resident.
- Provide a copy of the students final report card

___ 4. TRANSFERS OUT

- Complete Transfer Out -Remove from SPL forms for all the students whose names appear on the SPL but have not returned to the school.

  - TO - the child was officially transferred from the school. List the school or town where they will be attending.
  - SU - the child did not show up or is not returning and you do not know what school they will be attending.

- See the bottom of the Remove From SPL Form for additional codes. If you have any questions regarding codes please call Elizabeth Rosario at (973) 733-7116.

____ 5. TRANSFERS IN

- **Grades Pre K & K**
  - Determine if the child is a resident of Newark.
  - If they are, the child's Developmental Teacher must complete the Teacher Recommendation.
  - The parent must complete the parent survey located on the back of the teacher recommendation form. You may assist in having parent surveys completed.
  - Check the scores of both criteria against the cut off sheet. If the student falls below the cut off scores, list them on the "Needs Assessment Summary" form with all necessary information.
  - Complete the Add-on form.
  - Have parents sign the parent consent form.

- **Grades 1 -12**
  - Determine if the child is a resident of Newark.
  - Have their developmental teacher complete the teacher recommendation form.
  - Obtain final report card grades and list them in the teacher recommendation form information section.
  - Check the scores of both criteria against the cut off sheet. If the student falls below the cut off scores, complete the Needs Assessment form and complete all necessary information.
  - Complete the Add-on form.
  - Have parents sign the parent consent form.

APPENDIX C

CURRENT VENDOR INFORMATION

Title I Providers			
Vendor	**Type of Service**	**Contact Person**	**Email**
Catholic Charities	Social Services	Shelley Steinberg Program Manager ssteinberg@ccannj.org	
Learn It Systems	Academic Services (daytime pull-out)	Rebecca Vazquez Area Manager Academic Services Rebecca.Vazquez@learnitsystems.com	