

## **Steps for Reviewing Family Income Survey Data**

1. Use the enclosed KEY to sort the income surveys into two piles:
  - Qualifies for free or reduced lunch AND
  - Does not qualify for free or reduced lunch
2. Set the surveys of families who do not qualify for free or reduced lunch aside, but do not throw them away. It is important to keep these on file.
3. Sort the surveys of families who DO qualify for free/reduced lunch by public school district. See question 5 to identify public school district.
4. Create a list of low-income families, separated by public school district. You may wish to use the Archdiocesan excel spreadsheet template provided. Your spreadsheet should include the following information:
  - Student name (Include on your spreadsheet for your records, but delete this from the spreadsheet you will share with the public school districts.
  - Current grade level (please note, students in PK will not generate Title I funding)
  - Sibling (If the child listed also has a sibling in the school, denote this with an X)
  - Name of your school
  - Address (Please note that PO boxes will not be considered in the address count, so avoid listing PO boxes)
5. Send the list you created to each of the public school districts in which low income families in your school reside.
6. Maintain a copy of the surveys and the list you created for your records.

### ***Additional Recommendations***

1. If you also have family income information from FACTS or a similar program, compare the data collected through the survey to the data from FACTS to create a more comprehensive list of students.
2. Review all of the income surveys you received, and calculate the overall percentage of low-income students that attend your school. This is helpful information to track over time.
3. Question 4 of the survey indicates the public school the student would attend if attending public school. This is helpful if you know which public schools in your district are considered Title I schools. Any child who would attend a Title I school will generate funding.

## **Steps for Reviewing Home Language Surveys**

1. Compile all home language surveys received.
2. Note students who have an answer other than "English" to questions 2 and/or 3. These students qualify for English proficiency placement testing.
3. Send all surveys to the Title III coordinator in the public school district in which your school is located. Be sure to keep copies on file for your records.
4. The district will review all surveys and arrange placement testing for the appropriate students.
5. If students have already been identified for Title III services in previous years, the district will arrange for testing at the end of the school year to evaluate progress and determine proficiency placement for the following school year.