

The percent needy report is comprised of the data that is submitted by Principals and then by Superintendents. When reviewing your percent needy report and ensuring its accuracy you will compare the October Enrollment Certification – State Aid Information to the percent needy report.

Percent Needy Report Menu

The Percent Needy Report can be found in the WOW menu item PERC.NEED under the WVR/WVFRP Office of Federal Programs menu. It requires submission by the Title I Directors and Superintendents.

Percent Needy Report	Location of Application	Submission Required by	Review Required by	Accountability Implications
Enrollment	WOW Menu Item PERC.NEED	Title I Directors and Superintendents Due date – Please refer to the WVEIS Calendar	Title I Directors and Superintendents Due date – Please refer to the WVEIS Calendar	Acceptance will be implied if not reviewed by 11:59PM on Due Date. Please refer to the WVEIS Calendar.

October Enrollment Menu

The Enrollment component of the October 1 Certified Collection can be found in the WOW menu item OCT.ENRL under the WVR/WVR 100 State Reporting Requirements menu. It requires submission by the Principal at the school level and by the Special Education Director for the R District. Then, certification is required by the Superintendent once all schools have submitted.

Collection Component	Location of Application	Initial Submission Required by	Certification Required by
Enrollment	WOW Menu Item OCT.ENRL	Principal - Due Date - Please refer to the WVEIS Calendar Special Education Director – Due Date - Please refer to the WVEIS Calendar	Superintendent - Due Date - Please refer to the WVEIS Calendar

Reviewing the Schools CEP Status

The first step in validating the percent needy report is reviewing the CEP status of the schools. The status is found under the column named Community Eligibility Provision (CEP) Status. If the status is set incorrectly you will need to inform your WVEIS county contact.

Presidential School District Schools	Community Eligibility Provision (CEP) Status	Total Students Enrolled	Non-CEP: Number of Free & Reduced Price Students	CEP: Number of Identified Student	CEP: Application of USDA Approved Multiplier	NSBLP County Used to Calculate Within District Title I Allocations (must be <= Enrollment)	Percent Needy Used to Rank Schools for Within District Allocations	CEP: Percent of Identified Students Used to Determine Title I Rank for Schools at 100% Needy
								

Comparing Enrollment Counts

The Percent Needy enrollment count is listed for each school under the column Total Student Enrolled. This number should match the total enrollment within the State Aid Information view within October Enrollment. You can find the state aid enrollment totals by click on State Aid Information

Submitted Enrollment Data

[By Grade](#)

[State Aid Information](#)

Sub Groups

- [Race/Ethnicity](#)
- [Gender](#)
- [IDEA Status](#)
- [IDEA Exceptionality](#)
- [ELL Status](#)
- [Low SES Status](#)
- [Homeless](#)

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Name	Early Childhood	0K	01	02	03	04	05	06	07	08	09	10	11	12	13	14 Total	Total FTE
1. 203- [School Name]	36	37	41	50	41	42	38									285	284.040
2. 218- [School Name]	20	29	30	26	28	29	35									197	197.000
3. 221- [School Name]	16	38	31	33	25	45	23									211	211.000
4. 224- [School Name]	39	47	36	43	39	35	38									277	271.703
5. 227- [School Name]	81	73	86	63	81	65	57									486	485.040
6. 236- [School Name]	63	36	38	31	40	44	37									289	289.000

If the student enrollment numbers do not match it will be caused by one of two reasons.

1. The school has offsite PreK students
2. The school has students with a home district/school set. The home district/school is most often used when a student is placed in an alternative location. In this case the home district/school would contain the school the student would be attending.

Note: Your district may also be using home district/school for other reasons.

You can determine why the student count is off by clicking the name of the school within the percent needy report. When you click on the name the student detail page will be displayed. This page contains three grids.

The first grid will display the number of onsite/offsite PreK students. You should review this information and note the number of students that have a Y set for the Offsite indicator as shown in the picture to the right. You will subtract this number from the State Aid Information Total.

Offsite Indicator	Number of Students
	2
N	45
Y	1

The second grid will display each home district/school that is being utilized for the students who are enrolled within the school you are reviewing. In this example we are reviewing school number 287. In the example provided this school as 42 students that have home school set to the school I am reviewing. You will do nothing with this number.

Home District	Home School	Number of Students
287	[School Name]	42
239	[School Name]	1

The example has 1 student who has a home district/school of 239. This is not the school we are reviewing. Because this is not the school we are reviewing, you subtract this number from the state aid information total.

Once you have subtracted the number of offsite PreK students and the number of students attending a different home district/school from the state aid information total then the number should match the percent needy total students enrolled.

State Aid Information Total – Offsite PreK students – Home District/School students = Percent Needy Total Students Enrolled

Reviewing Offsite PreK Students

If you would like to review the students who are offsite this can be done by reviewing the third grid on the student detail page. The students will be listed by grade and last name. There is also a column named EC Offsite. This column in the grid will display the offsite indicator.

Student Detail

	Student ID	Last Name	First Name	Grade Level	SES Status	SES Description	EC Offsite	Enrolled School	Home District	Home School
1				E1	08	Paid	N	287		
2				E1	07	Directly Certified	N	287		
3				E1	07	Directly Certified	N	287		
4				E1	07	Directly Certified	N	287		
5				E1	07	Directly Certified	N	287		
6				E1	07	Directly Certified	N	287	012	287

Reviewing Home District/School

If you would like to review the students who have a home district/school this can be done by reviewing the third grid on the student detail page. The home district/school was submitted by the Principals and Superintendents within the October Enrollment. The students will be listed by grade then by last name within the student detail grid. There are two columns that you will need to review Home District and Home School.

Student Detail										
	Student ID	Last Name	First Name	Grade Level	SES Status	SES Description	EC Offsite	Enrolled School	Home District	Home School
1				E1	08	Paid	N	287		
2				E1	07	Directly Certified	N	287		
3				E1	07	Directly Certified	N	287		
4				E1	07	Directly Certified	N	287		
5				E1	07	Directly Certified	N	287		
6				E1	07	Directly Certified	N	287	012	287

What if the home district/school is wrong?

If you have students with an incorrect home district/school then this information will need to be changed. If you are unsure if the home district/school is correct for your students then you should reach out to someone for assistance. The Principal of the school or your WVEIS County Contact can assist you in determining the accuracy. If you determine the home district/school information is inaccurate then the student’s information will need changed. Once the information has been changed in the student’s record you must notify Angela Riley by email at angela.riley@k12.wv.us.

You will submit the request to modify home district/school in one of three ways depending on your situation. You may also have your WVEIS County Contact submit the request to Angela.

1. If your district does not use the home district/school you can request that the home district/school be removed for percent needy purposes. The value submitted will remain as it was submitted within October Enrollment. You need to include the district number and district name in your request.
2. If your district uses home district/school but you have specific schools that do not use these then you can request for the home district/school be removed for the entire school. The value submitted will remain as it was submitted within October Enrollment. You need to include the district number, district name, school number and school name in your request.
3. If your district and the school uses home district/school but you have specific students that have an incorrect home district/school then you can request for the change to be for the student(s). The value submitted will remain as it was submitted within October Enrollment. You need to include the district number, district name, school number, school name, student id, and the correct value for home district/school in your request. Do not include any other information for the student. **REVIEW YOUR EMAIL BEFORE SENDING TO ENSURE STUDENT IDs ARE CORRECT.**

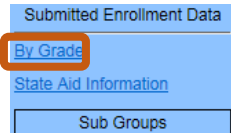
Comparing Percent Needy to Primero’s Eligibility Roster

If you believe that your schools are improperly ranked you may decide to continue reviewing percent needy by adding the Eligibility Roster to your comparison. Because the percent needy report is not based on the entire student enrollment population you will compare the Eligibility Roster to the October enrollment. This allows you to ensure the source of the percent needy report was submitted with accurate data. You will compare the Eligibility Roster to the Low SES Status view within October enrollment.

You will need to contact your Child Nutrition Director to obtain the Eligibility Roster. If your Child Nutrition Director was included in October Enrollment review and submission it is most likely the comparison will result in in equal enrollment numbers and Low SES totals. The Eligibility Roster is ran on a per school basis. The report should be ran for the day before the school submitted their October enrollment and should include inactive students.

VALIDATING PERCENT NEEDY

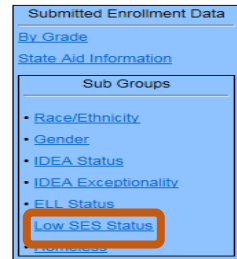
You can find the date a school submitted their data within October Enrollment by grade view. The submission date is located at the bottom of the screen.



School Submission dates and times		
Location Code	School Name	Date/Time
		2016-10-04_09:39:24.342
		2016-10-04_13:32:23.297
		2016-10-04_09:23:27.412
		2016-10-04_11:53:43.339
		2016-10-05_12:19:23.541

You will be comparing the student count from Low SES Status view and the number of students from the eligibility roster.

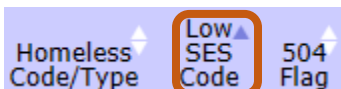
Data By Low SES Status									
	CEP School	01	02	03	04	06	07	08	Student Count
203-	Y	1	0	0	0	0	164	120	285
218-	Y	0	0	0	0	0	86	111	197
221-	Y	0	0	0	0	0	67	144	211
224-	Y	0	0	0	0	0	62	215	277
227-	Y	0	0	0	0	0	248	238	486
236-	Y	0	0	0	0	0	209	80	289
239-	Y	0	0	0	0	0	164	139	303



If further review is required you can compare the student lists from both reports. Comparison of the reports at a student level can be a time consuming process and should only be taken on when you feel the schools are improperly ranked and when the difference would cause the schools to be ranked differently.

Low SES Code	Low SES Description
01	Free Meals
02	Reduced Meals
03	Free Temporary
04	Reduced Temporary
05	Eligible but not participating
06	Applied but Denied
07	Directly Certified
08	Paid
09	Enrolled in an CEP school but not directly certified

The student list of from the Low SES view can be obtained by clicking on the Student Count column. Once the student list is displayed you will have to scroll to the right to find the Low SES Code. You can click on the column to have the information sorted by the code. This will provide an easier way to count the number of records for a specific SES code.



Some browsers will allow you to filter the information within this grid. If so you will have a box below the column name.

What if I have other information that is wrong?

If you believe other information is incorrect you should send notification to Angela Riley at angela.riley@k12.wv.us. She will review the request and forward it with her findings to Federal Programs and Data Governance for the determination of data changes.