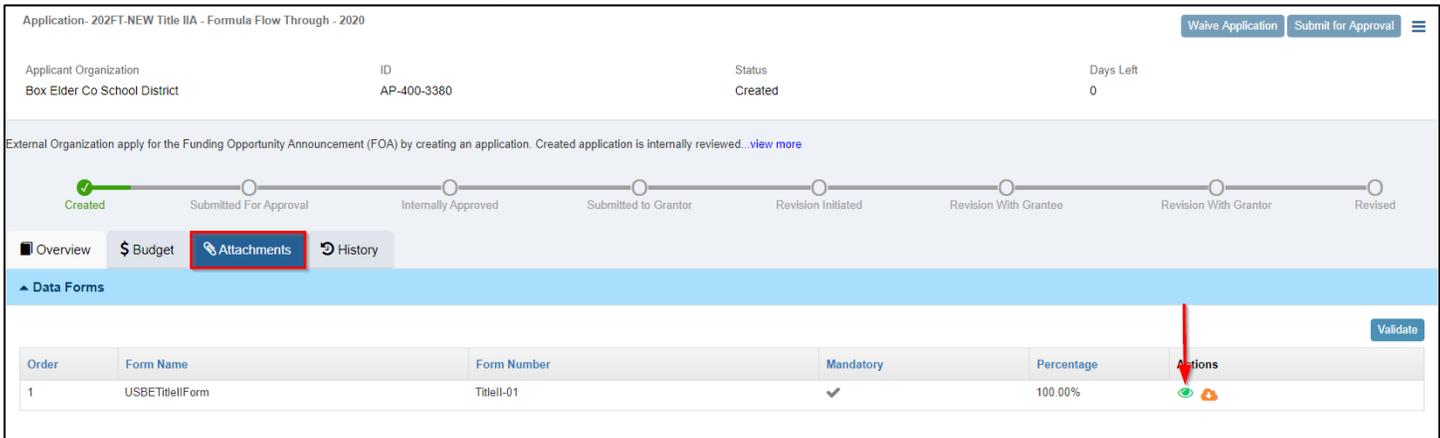


Title II Application Forms

The Title II data forms have been programmed into Utah Grants. The application owner completes and submits the application package for approval, including forms.

Application Owner

1. Within the Title II application, click the **Attachments** tab. Under the **Data Forms** section, you will find the USBETitleIIForm.
2. **Title II Forms:** click on the **Green eye** for the Forms titled USBETitle1Forms.



Application - 202FT-NEW Title IIA - Formula Flow Through - 2020

Applicant Organization: Box Elder Co School District | ID: AP-400-3380 | Status: Created | Days Left: 0

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

Progress: Created (checked) → Submitted For Approval → Internally Approved → Submitted to Grantor → Revision Initiated → Revision With Grantee → Revision With Grantor → Revised

Navigation: Overview | Budget | **Attachments** | History

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBETitleIIForm	TitleII-01	✓	100.00%	 

Buttons: Waive Application, Submit for Approval, Validate

3. START HERE *****

4. Launch **Building Eligibility Form**
 - a. The Building Eligibility form is pre-populated with school information, USBE Provided Enrollment #, USBE Provided Low Income Student #, and USBE provided Low Income Student %.
 - b. Click on the **Blue Pencil** next to each line to enter school information.

Applicant Organization
Beaver Co School District

Building Eligibility

Save

School #	School Name	Grade Span	USBE Provided Enrollment #	USBE Provided Low Income Students #	↓USBE Provided Low Income Student %	Non-Public Low Income Students #	Eligibility	Feeder Pattern %	Adjusted Enrollment #	Adjusted # of Low Income	Adjusted Low Income Student %	Services	School Improvement Status	Actions
104	Belknap School	K-6	476	233	48.95%	0	--None--		500	300	48.95%	SW - Already in Existe	N/A	↻
108	Milford School	K-6	232	109	46.98%	0		10%	230	109	47.39%	None - No Services	N/A	✎
712	Minersville School	7-8	25	11	44%	0	--None--		23	10	43.48%	SW - New	N/A	↻
112	Minersville School	K-6	101	44	43.56%	0			101	44	43.56%	None - No Services	N/A	✎
708	Milford High	6-12	231	98	42.42%	0			231	98	42.42%	None - No Services	N/A	✎
704	Beaver High	6-12	462	163	35.28%	0			450	163	36.22%	None - No Services	N/A	✎
Total			1,527	658		0			1,535	724				

Total Records: 6

Totals

Total Enrollment # 1,511	Total Low Income Students # 657	Total Low Income Students % 43.48%
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c. Complete the form

- i. **Non-Public Low Income Student #:** Enter the number of non-public students in the service area
- ii. **Eligibility** (select from dropdown):
 - None- (default)
 - Eligible for Services
 - Eligible for Other Factors
 - Other
- iii. **Feeder Pattern %:** For LEA information purposes only.
- iv. **Adjusted Enrollment #:** value pre-populates with USBE Provided Enrollment #. Can be updated by LEA.
- v. **Adjusted # of Low Income:** value pre-populates with USBE Provided Low Income Student #. Can be updated by LEA.
- vi. **Services** (select from dropdown):
 - None--
 - None – No Services
 - None – Grade Span
 - None – NESS
 - None – RTC
 - None – YIC
 - None – New School
 - SW – Already in Existence
 - SW – New
 - TA
 - TA – New School

vii. **School Improvement Status** (select from dropdown):

- None--
- N/A
- CSI Achievement
- CSI Grad Rate
- TSI
- Turnaround

- d. **SAVE** the form. Saving will recalculate all formulas, including each school Adjusted Low Income %, and LEA adjusted totals at the bottom of the form.
- e. When you have completed the form, click the **Mark as Complete** button in the top right or bottom right corners of the page.



5. Once these three forms are marked Complete, click the **Back** button.

NOTE: If you need to adjust something on a previous form, you will need to revalidate and Mark Complete the subsequent forms.

6. **NOTE: Forms verses Attachments**

- a. Forms and attachments have different functionality in Utah Grants.
- b. Attachments are downloaded, completed outside Utah Grants, then uploaded as an attached file.
- c. Forms are data-collection points programmed into Utah Grants. User should enter data directly into form fields.
- d. Forms information can be saved to a separate file, if desired. Click the Menu button in the upper right corner of the form and select Download as PDF.

