

1st Draft: 8/21/19
 2nd Draft: 9/24/19

Standard Operating Procedure (SOP)
Utah Title I Achievement Awards 2020-2021
Utah Distinguished, Utah Reward, and National ESEA Distinguished Title I Schools

Date submitted for feedback from relevant USBE personnel in Fiscal and ERSI:	Reviewed by LEA Title I Directors:	Reviewed by ESEA Committee of Practitioners:	Date Submitted to Proofreader, Dr. Christelle Estrada:	Date Submitted to Asst. Superintendent of Student Support, Dr. Leah Voorhies	Uploaded into Student Support (SS) Resources OneNote Folder
August 22, 2019 Reviewed by LEA Title I Directors: September 18, 2019	September 18, 2019 November 20, 2019	October 9, 2019	Approval Date:	Approval Date:	Date Uploaded:

Purpose: To recognize successful K-12 Title I schools and LEAs for significant progress in improving student achievement and/or significant progress in closing the achievement gap for student groups. The Title I Achievement Awards program recognizes and honors three categories of schools: Utah Title I Distinguished Schools, Utah Title I Reward Schools, and National ESEA Title I Distinguished Schools (two per year).

Recognition: Utah will recognize Title I Distinguished and Reward schools with a reward certificate and listing on the USBE ESEA Programs and Related State Initiatives website. The two schools selected as Utah’s National ESEA Title I Distinguished Schools will receive \$15,000 supplemental Title I awards (based on availability of funds) to facilitate a school team’s registration and travel to participate in the National Association of ESEA State Program Administrators (NAESPA) National Conference Distinguished School Recognition Ceremony.

Utah Title I Distinguished Schools

A Utah Title I Distinguished School is a Title I school among the highest-performing 5% of Schoolwide (SWP) and highest-performing 5% of Targeted Assistance (TA) Title I schools in the state based on the schools’ overall performance in the State Accountability System for the most recent two years on current statewide assessments.

A school may not be classified as a Utah Title I Distinguished School if it is classified as a Turnaround School, Comprehensive Support and Improvement School (CSI), or Targeted Support and Improvement School (TSI).

TASK	RESPONSIBLE	DATE
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Count the number of Title I schools (SWP and TA separately) in the state for the previous two school years. To be eligible, a school must be a Title I school both years.	Title I Research Analyst Title I Executive Secretary Checked and approved by Title I Coordinator	August 30
Multiply the total number of Title I schools (SWP and TA separately) in the state for the previous year by five percent. The resulting value is the number of Title I schools (SWP and TA separately) to be identified as Utah Title I Distinguished Schools.	Title I Research Analyst Title I Executive Secretary Checked and approved by Title I Coordinator	August 30
Collaborate with Data and Statistics Team to acquire state assessment/accountability data for all Title I schools for the two previous years, including schools identified for State Turnaround, CSI, and/or TSI.	Title I Research Analyst Data and Statistics Team Title I Coordinator	October 1 or as soon as state assessment data is publicly available *If there are delays in accessing the previous school year's state assessment data, use latest two years of data available.
Rank the Title I schools (SWP and TA separately) based on the total assessment/accountability score results on the current statewide assessment from highest achievement to lowest achievement for each of the previous two years.	Title I Research Analyst Checked and approved by Title I Coordinator and School Improvement Specialists	October 1 or as soon as state assessment data is publicly available *If there are delays in accessing the previous school year's state assessment data, use latest two years of data available.
Remove schools from the ranked list that have been identified as Turnaround, CSI, or TSI.	Title I Research Analyst Checked and approved by Title I Coordinator, School Improvement Specialists	October 1 or as soon as state assessment data is publicly available *If there are delays in accessing the previous school year's state assessment data, use latest two years of data that is available.
Identify the highest-performing five percent of (SWP and TA separately) for each of the previous two years.	Title I Research Analyst Checked and approved by Title I Coordinator, School Improvement Specialists	October 1 or as soon as state assessment data is publicly available *If there are delays in accessing the previous school year's state assessment data, use latest two years of data that is available.

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Identify schools (SWP and TA separately) that are in the highest-performing five percent of schools for two consecutive years as Utah Title I Distinguished Schools.	Title I Research Analyst Checked and approved by Title I Coordinator, School Improvement Specialists	October 1 or as soon as state assessment data is publicly available *If there are delays in accessing the previous school year's state assessment data, use latest two years of data that is available.
Notify the Assistant Superintendent of Student Support regarding identified schools.	Title I Coordinator	October 1
Notify LEA Superintendents, Charter Directors, and Title I Directors via email of identified schools to ensure they support the recognition of each identified school and cc Assistant Superintendent of Student Support.	Title I Coordinator	By October 5
Notify school principals of identified schools via email with cc to LEA Superintendent/Charter Director, LEA Title I Director, and Asst. Superintendent of Student Support.	Title I Coordinator	By October 10
Prepare school certificates for identified schools.	Title I Executive Secretary Signed by Title I Coordinator and Assistant Superintendent	By October 31
Mail certificates to schools.	Title I Executive Secretary	By October 31
Post list of schools on USBE ERSI website.	Title I Executive Secretary IT Web Staff	November

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Utah Title I Reward Schools

A Utah Title I Reward School is a Title I school among the highest-performing six to ten percent of SWP Title I schools and the highest-performing six to ten percent of TA Title I schools in the state making the most progress in improving the performance of the all-students group over the most recent two years on current statewide assessments. A school may not be classified as a Title I Reward School if it is classified as a Turnaround School, Comprehensive Support and Improvement School (CSI), or a Targeted Support and Improvement School (TSI).

TASK	RESPONSIBLE	DATE
Based on the final rank-ordered lists of SWP and TA Title I schools created for Utah Title I Distinguished Schools after schools identified for Turnaround, CSI, and TSI have been removed, identify the next highest-performing five percent of (SWP and TA separately) for each of the previous two years to determine the highest-performing six to ten percent of Title I schools (SWP and TA separately) for Utah Title I Reward School Status.	Title I Research Analyst Checked and approved by Title I Coordinator, School Improvement Specialists	August 30
Notify the Assistant Superintendent of Student Support regarding identified schools.	Title I Coordinator	October 1
Notify LEA Superintendents, Charter Directors, and Title I Directors via email of identified schools to ensure they support the recognition of each identified school and cc Assistant Superintendent of Student Support.	Title I Coordinator	By October 5
Notify school principals of identified schools via email with cc to LEA Superintendents,	Title I Coordinator	By October 10

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Charter Directors, LEA Title I Directors, and Asst. Superintendent of Student Support.		
Prepare school certificates for identified schools.	Title I Executive Secretary Signed by Title I Coordinator and Assistant Superintendent.	By October 31
Mail certificates to schools.	Title I Executive Secretary	By October 31
Post list of schools on USBE ERSI website.	Title I Executive Secretary IT Web Staff	November

National ESEA Distinguished School

Category 1: Exceptional Student Performance and Academic Growth for Two or More Consecutive Years

A Category 1 National ESEA Distinguished School is one school selected annually from the SWP Title I Schools identified as Utah Title I Distinguished Schools described above. All LEAs with Utah Title I Distinguished Schoolwide Title I Schools will be invited to make application on behalf of eligible school(s) for Category 1 of the National ESEA Distinguished School Program recognition. Priority for selection will be given to Utah Title I Distinguished Schools that have not previously received National ESEA Distinguished School recognition.

Category 2: Closing the Achievement Gap Between Student Groups for Two or More Consecutive Years. *Schools must demonstrate that they have successfully closed the achievement gap for disaggregated student groups.*

LEA Superintendents/Charter Leaders may nominate Title I SWP schools identified as Utah Title I Distinguished or Reward Schools for this category. LEAs and schools must provide longitudinal trend data that demonstrates the school has successfully closed the achievement gap for disaggregated student groups.

Category 3: Excellence in Serving Special Populations of Students (e.g., homeless, migrant, English learners, refugees, etc.)

USBE Program Specialists (Title III, Homeless, Migrant, School Improvement) shall recommend schools for initial review for this category. LEA Superintendents/Charter Leaders with recommended schools will be notified and encouraged to send in applications for these schools.

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TASK	RESPONSIBLE	DATE
Meet with ERSI Title I Fiscal Specialists to set-aside \$15,000 each (\$30,000 total) for two selected schools to support registration and travel to National ESEA Conference. Funds to be set-aside from Title I 1003(a).	Title I Coordinator Title I Fiscal Specialists	September 30
Complete Financial Operations paperwork to set up funds in the Utah Grants system.	Title I Compliance Manager Checked and approved by Title I Coordinator FA-II Utah Grants Staff	
Create application review rubric.	Title I Coordinator School Improvement Specialists Title I Executive Secretary	September 30
Invite all SWP Title I Schools identified as Utah Distinguished Title I Schools to make application for National ESEA Distinguished School recognition in one of the three categories identified by NAESPA no later than November 5. Application notice will include review rubric.	Title I Coordinator	October 10
Identify panel of reviewers.	Title I Coordinator	October
Applications received will be numbered and added to an online file/drive.	Title I Executive Secretary	As applications are received October 10- November 10
Distribute applications and rubrics to review panel.	Title I Executive Secretary	By November 10
Review panel members will independently read and score applications using the rubric.	Title I Coordinator Review panel members	By November 10
Convene review panel to discuss applications and select two schools.	Title I Coordinator Title I Executive Secretary	By November 25
Notify the LEA Superintendents or Charter Directors, LEA Title I Directors, and principals	Title I Coordinator	By November 30

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of the two selected schools and cc Assistant Superintendent of Student Support.		
Upload names and contact information for selected schools and LEAs to the NAESPA National ESEA Distinguished Schools online database.	Title I Coordinator	By November 30
Complete Utah Grants information/forms for the LEAs with the two selected schools for the \$15,000 supplemental awards.	Title I Fiscal Compliance Manager Checked and approved by Title I Coordinator	By January 1
Contact Financial Operations FA-II and FA-III to set-up Utah Grants application.	Title I Compliance Manager Checked and approved by Title I Coordinator	By January 1
Prepare school certificates for two identified schools.	Title I Executive Secretary Signed by Title I Coordinator and Assistant Superintendent.	By January 15
Mail certificates to schools.	Title I Executive Secretary	By January 15
Post list of National ESEA Distinguished schools on USBE ERSI website.	Title I Executive Secretary IT Web Staff	By January 15
Approve LEA applications in Utah Grants for Title I National Distinguished Schools Supplemental Awards	Title I Coordinator Title I Compliance Manager FA-II and FA-III	When received
Approve LEA reimbursement requests for National Distinguished School Awards in Utah Grants	Title I Compliance Manager Title I Coordinator FA-II and FA-III	When received
Invite principals of National Distinguished Schools to present at the Spring LEA Title I Directors Meeting in March	Title I Coordinator	By February 1