

Annual Low-Income Student Data Collection and Reporting Directions and Process

Each year every Catholic school in the Diocese of Erie must collect income information from families to identify and report low-income student data for the purpose of meeting PDE and NCEA reporting requirements and to receive Title I remedial services for students. *All required forms and information for this process are found on the MyDioErie website under 6b. School Staff – Government Programs information – Low Income Student Data Collection*

Step 1: Collecting Low Income Student Data between July 1st and September 26th

- Starting July 1st each school year you may distribute the Family Survey Letter and Family Survey to all K-12 school families. (*Do not include preschool students.*)
- All K-12 school families must return a completed Family Survey by September 26th.
- Upon receipt of completed family surveys review and identify surveys where parent/guardians have checked “D) Please check “yes” if you do not wish to share this information in writing.” Families who check “D” may **not** be included on the Reports of Low-Income Students, unless the principal does the following:
 - Contact the family to personally collect the income information. Be sure to explain:
 - This information collected is used to determine the amount of services the school and students will receive for improving instruction and learning
 - How the family’s income information will be kept strictly confidential
 - Or the principal can access financial information on file at the school and/or parish to determine if a family qualifies for a survey income category
 - When financial information on file at the school/parish indicates that a family qualifies, then a school may include the student information on the school’s Report of Low-Income Students. In this situation, the principal must:
 - Complete a Family Survey for the family; and
 - Note “Principal’s Estimation” on the top of the Family Survey; and
 - Attach a copy of the financial documentation used to determine the family’s low-income status.

*Please make every effort to collect the Family Survey from **all** school families and follow-up on those surveys where “D” has been checked. The low-income data compiled from the Family Surveys is very important as it affects the amount of federal services schools/students receive.*

Step 2: Completing the Report of Low-Income Students and the Summary of Annual Low Income Data Chart between October 1st and October 3rd

Completing the Report of Low-Income Students:

When do I complete the Report of Low-Income Students?

- After all Family Surveys are collected and reviewed, the school must then create a Report of Low-Income Students utilizing the **NEW** Excel Spreadsheet located on *MyDioErie website under 6b. School Staff – Government Programs information – Low Income Student Data Collection*
- After the October 1st official enrollment count, complete the Report of Low-Income Students
- Submit to the Catholic Schools Office (catholicschools@eriercd.org) by October 3rd.

How do I complete the Report of Low-Income Students?

- A "yes" to any question/category on the Family Survey (i.e., A, B, or C) signifies that a student qualifies as low-income.
- Utilizing the **NEW** Excel Spreadsheet Report of Low-Income Students enter **each** student's address and complete all columns.

- A list of public school districts is included in the drop down menu in the spreadsheet. It is possible that you will have low-income students reported from districts that are out-of-state. Please choose 'Other' for out of state school districts and then type the school district name, city, and state in the specified column.
- Only street addresses and zip codes are provided on the Reports of Low-Income Students. **Do not list Post Office Box addresses.**
- Should more than one student reside at a low-income address, that address must be listed once for each student at every grade level.

Completing the Summary of Annual Low-Income Data Chart:

When do I complete the Summary of Annual Low-Income Data Chart?

- After the October 1st official enrollment count, complete the Summary of Annual Low-Income Data Chart
- Submit to the Catholic Schools Office (catholicschools@eriercd.org) by October 3rd.

How do I complete the Summary of Annual Low-Income Data Chart?

- Utilize the Report of Low-Income Students to complete the Summary of Low-Income Data Chart. This chart reflects the total number of low-income students in the school. On the Summary Chart list the public school districts in the left column in alphabetical order. List the number of low-income students by grade level for each district. Do not include districts on this list from which there are no low-income students to report.
- Summary of Low-Income Data Chart must be emailed to the Catholic Schools Office by **Friday, October 3, 2025** (catholicschools@eriercd.org). **Do not email before October 1st.**

Step 3: Record Management

- The Family Survey is a confidential record and cannot be saved on a personal computer, nor should it be shared. These surveys are maintained in a confidential school file for seven (7) years.
- The Report of Low-Income Students and the Summary of Annual Low Income Data Chart must be maintained for seven (7) years.
- Schools are never to give any Family Surveys or Reports of Low-Income Students to districts or individuals. These reports may only be submitted to the Catholic Schools Office. Should any public school district or individual request this information from a school, direct the district or individual to contact the Catholic Schools Office.

Please contact the Catholic Schools Office with any questions.