



MAINE

NO CHILD LEFT BEHIND

**HIGHLY QUALIFIED TEACHERS
AND PARAPROFESSIONALS**

GUIDANCE FOR SCHOOL ADMINISTRATORS

APRIL 2004

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OVERVIEW

The *No Child Left Behind Act of 2001 (NCLB)* represents education reform designed to improve student achievement and change the culture of America's schools.

A major objective of the *No Child Left Behind Act (NCLB)* is to ensure high quality teachers for all students, regardless of race, ethnicity or income because a well-prepared teacher is vitally important to a child's education. *NCLB* places major emphasis upon teacher quality as a factor in improving achievement for all students. This emphasis is supported by extensive research showing that teachers' mastery of the academic content they teach is a significant factor in raising levels of student achievement.

In recognition of the importance of having effective teachers, the *No Child Left Behind Act* includes provisions stating that all teachers in core academic areas must be "Highly Qualified" by the end of the 2005-2006 school year. It also requires that new teachers in Title I programs or schools be Highly Qualified immediately. (Note: All teachers hired after the first day of the 2002-2003 school year in Title I schools or programs must be Highly Qualified. However, in Title I targeted assistance schools, only those teachers paid with Title I funds need to be Highly Qualified immediately.)

"Highly Qualified" is a specific term defined by *NCLB*. The law outlines a list of minimum requirements related to content knowledge and teaching skills that a Highly Qualified teacher would meet. However, recognizing the importance of state and local control of education, the law provides the flexibility for each state to develop a definition of Highly Qualified that is consistent with *NCLB* as well as with the unique needs of each state.

The Guidance Document and the Maine Model for Identifying Highly Qualified Teachers Document contains the information and forms administrators and teachers will use to determine whether teachers satisfy the definition of a Highly Qualified teacher based on the federal criteria for the teaching assignment.

IMPLEMENTATION: STATE AND DISTRICT ROLES

1. The State Role

The Maine Department of Education's role in implementing the federal *NCLB* requirement is to provide districts with the orientation, information, training and support needed to support schools in completing the Highly Qualified Teacher identification process; to create a state profile using the Highly Qualified Teacher Survey data; and to determine the Annual Yearly Progress goals for increasing the percentage of classes taught by Highly Qualified Teachers. The federal law requires that states monitor district progress toward meeting state objectives for increasing teacher quality within districts and their schools. If a district fails for two consecutive years to make progress toward meeting the annual objectives, then that district must develop an improvement plan. The improvement plan must be designed to help the district meet the state's annual measurable objectives for increasing the percentage of Highly Qualified teachers and must address issues that prevented the district from meeting those objectives. A *NCLB* Highly Qualified Teacher tool kit of materials is available on the Department of Education's web site (<http://www.maine.gov/education/hqtp/>). Included in this tool kit:

- a. Reproducible Power Point presentations, documents, materials, forms and frequently asked questions.
- b. Reproducible HOUSSE Rubric, instructions for completing the HOUSSE, and HOUSSE Frequently Asked Questions.
- c. Sample letters to parents for use and modification as deemed appropriate.
- d. Toolkit for Teachers
- e. U.S. Department of Education Guidance Documents

2. The District Role

The district's role in implementation of the federal requirement is to provide schools and teachers with the orientation, information, in-service and support needed to complete the Highly Qualified Teacher identification process including, where necessary, the Maine HOUSSE Standard: Content Knowledge Rubric and to collect and maintain the Highly Qualified Teacher identification data at the district or building level.

ADMINISTRATION

How Will Districts Administer the “Highly Qualified Teacher” Identification Process?

School districts are required to identify the teachers who meet the “Highly Qualified” federal definition. In administering this requirement schools have the flexibility to design a local model that most effectively and efficiently meets district needs and serves staff needs. Districts may design an administrative process that:

- Places responsibility for administration of the highly qualified teacher identification process at the building level, designating the building principal in each school the “Highly Qualified Teacher” (“HQT”) Official. OR
- Delegates the highly qualified teacher identification process to the school or district teacher support team, designating the team or team chair as the “HQT” Official (s). OR
- Creates a NCLB coordinator position or coordinating team to manage the school or district identification process.

Maine has developed the Maine Plan for “Highly Qualified Teachers”. To assist districts in complying with the highly qualified teacher provision of *NCLB*. In addition, the department will be providing technical assistance and regional information sessions in April and May 2004 for teachers and administrators on this topic. It will be important for district administrators to provide information sessions locally to assist teachers in determining their current status in meeting the federal definition of a highly qualified teacher.

When Must Districts Begin the Highly Qualified Teacher Identification Process?

The U. S. Department of Education requires states to provide data on the numbers of highly qualified teachers and the percentage of classes taught by highly qualified teachers in the state. States must submit this information by September 1, 2004. Therefore, districts are requested to begin the Highly Qualified Teacher identification process immediately. The Maine Department of Education will request this information from districts by July 1, 2004. Therefore, it is critical that districts identify their highly qualified teachers **BY THE END OF THIS SCHOOL YEAR (2003-2004)**.

We recognize the challenge this timeframe presents, particularly for those teachers who select the HOUSSE option for providing the evidence that they are highly qualified for the subject(s) they are CURRENTLY assigned to teach. As you know, the HOUSSE rubric requires teachers to not only describe the evidence supporting their content knowledge competency, but requires the attachment of supporting documentation. The department is required to submit baseline data to the U.S. Department of Education by September 1, 2004. In addition, the department is required to develop a plan that outlines how the state will increase the number of highly qualified teachers in the state, and report progress ANNUALLY.

In recognition of the time required for teachers to compile documentation supporting the evidence presented for the HOUSSE, teachers completing the HOUSSE for this round of reporting (April 2004- June 2004) should 1) Complete the HOUSSE Rubric AND descriptions of evidence on the attached worksheets, 2) submit these two documents to the LEA "HQT" Official, and 3) if additional time is needed, compile supporting documentation between June and September 2004 and 4) Resubmit the entire HOUSSE package (Rubric, worksheets, and documentation) to the LEA "HQT" Official by September 1, 2004.

REPORTS

Report Cards and Parent Notification

Under *No Child Left Behind*, states and districts must provide public information about schools and teachers. Among the required reports are: Annual State Report Cards and the “Parent’s Right to Know”. These reports will all begin with data from the 2002-2003 school year.

The **Annual State Report Cards**, made public by the state, include the following teacher quality information:

- Professional qualifications of teachers in the state.
- Percentage of teachers teaching under emergency or provisional credentials.
- Percentage of classes statewide taught by teachers not meeting the highly qualified teacher requirements (both in total and broken out by high-poverty and low-poverty school status).

In additional, the “Parent’s Right to Know” will provide two types of communication to parents of students in Title I schools.

I. Parent Notification by District

A district receiving Title I funds must send a notification to parents of each student attending a Title I school or receiving Title I services, informing them of their right to request information on the qualifications of their child’s teacher. The information that the district must provide (if requested) includes the following:

- Whether the teacher has met the certification requirements of the state.
- Whether the teacher is teaching under an emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree.
- Whether or not the child is provided service by a paraprofessional and, if so, his or her qualifications.

II. Parent Notification by School

Additionally, schools receiving federal Title I funds must send to each parent the information below. This information must be in a clear and understandable format for parents. Notice must be timely, and include the following:

- Information about the level of achievement of the child in the state assessments.
- Timely notice that the child has been assigned or taught for up to four or more consecutive weeks by a teacher who is not highly qualified.

These notifications are meant to encourage parent involvement and improve communication between the family and the school. To find out if your school receives Title I funds, and if these parental notification requirements apply to your school, contact your district.

A listing of Districts that receive Title I funding can be accessed at the M.D.O.E. website: <http://www.state.me.us/education/>.

PARENT NOTIFICATION – THE REGULATION

Here is the direct link to the *NCLB* regulations document.

<http://www.ed.gov/legislation/FedRegister/finrule/2002-4/120202a.html>

In addition, here is the specific text of the regulation.

Sec.200.61 Parents' Right to Know.

(a) At the beginning of each school year, an LEA that receives funds under subpart A of this part must notify the parents of each student attending a Title I school that the parents may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(b) A school that participates under subpart A of this part must provide to each parent--,

(1) Information on the level of achievement of the parent's child in each of the State academic assessments required under Sec. 200.2;

(2) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.

(c) An LEA and school must provide the notice and information required under this section--

(1) In a uniform and understandable format, including alternative formats upon request; and

(2) To the extent practicable, in a language that parents can understand.

CONFIDENTIALITY

Should I Be Concerned About Confidentiality and the Parent Notification Requirement?

No.

Title 20-A section 6101: Record of directory information: specifically outlines the contents of the employee records which a school unit shall maintain on each employee. There is nothing contained in the NCLB provision which conflicts with that directory information. In other words, degree (s) received, post-secondary institution (s) attended, and major and minor fields of study are all items of information to be included in that SAU directory.

NCLB Section 200.61 also requires that parents can receive information regarding certification status (“whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction” and “whether the teacher is teaching under emergency or other provisional status...”). Teacher certification (or ed tech authorization) status is information the Department of Education provides to the public if it is requested.

The NCLB Parent Notification provision requires that the LEA now provide that information as well.

FERPA governs the dissemination of student, not teacher, information. The student information mentioned in this provision (services provided by a paraprofessional, achievement on State assessments and the reporting of the student’s assignment to a “not HQT” for four or more consecutive weeks) is to be provided to the student’s parent-not to another entity or outside agency-upon request. Therefore, there is no FERPA violation.

PARENT LETTERS

Must Parent Notification Be In the Form of a Letter?

- I. Parents' Right to Request Information:
No. Schools may choose to notify parents of this right to request information on the qualifications of their child's teacher either by sending a letter to parents or including a notice in the school's student handbook, parent information handbook or other standard document or publication that is provided to parents. Schools must assure that, regardless of the mechanism used to notify parents, ALL parents of children in Title I schools or programs receive this notification.*

- II. Parent Notice of Teachers not "Highly Qualified":
Yes. A letter must be sent to the parents of a child who is being taught for four or more consecutive weeks by a teacher who is not highly qualified. Since this is a notice specific to a given family, confidentiality must be maintained.*

Does the Parent Notification Requirement expire upon the 2005-2006 due date for teachers to become Highly Qualified?

No. This requirement is in statute and is not likely to go away, even through reauthorization of ESEA/NCLB in 2006.

* Sample Letters attached.

The No Child Left Behind: A Parent's Guide, a publication of the U.S. Department of Education can be accessed at www.ed.gov/parents/academic/involve/nclbguide/parentsguide.html

TEACHER EMPLOYMENT

What does ESEA/NCLB say about hiring and/or retaining teachers who do not meet the “Highly Qualified” requirement?

Section 1119(a) of the ESEA requires that--

- 1) At the beginning of the 2002-2003 school year all new teachers who Local Education Agencies (LEAs) hire to teach core academic subjects in Title I programs be highly qualified;
- 2) Each State Education Agency (SEA) have a plan to ensure that all teachers of core academic subjects within the State are highly qualified no later than the end of the 2005-2006 school year; and
- 3) The SEA's plan be a part of the State's overall Title I plan described in section 1111 of the ESEA.

The definition of a “Highly Qualified Teacher” is in section 9101(23) of the ESEA and 34 CFR 200.55 and 20.56 (the Title I regulations).

The law does not explicitly prohibit an LEA from hiring or retaining teachers in core academic subjects who are not highly qualified according to these timelines. Nor does the U. S. Department of Education want to see any effective teacher terminated from employment, or otherwise prevent any teacher who is not now highly qualified from receiving the support that teacher needs to become highly qualified.

SEAs and LEAs receive ESEA funding under an assurance that they will comply with all applicable laws and regulations. (See, for example, section 9304(a)(1) of the ESEA, one of the assurances SEAs provide in exchange for receipt of funds under their consolidated State applications.) Hence, each SEA and LEA receives Title I funds each year based on an assurance that it will comply with the requirements in section 1119(a), including the SEA's plan for ensuring that all teachers in the State are highly qualified by the end of the 2005-2006 school year.

As with a violation of any condition governing an SEA's or LEA's receipt of Federal grant funds, an SEA's or LEA's violation of the requirements of section 1119 may cause the U. S. Department of Education to take enforcement action. Enforcement may include, for example, an action against the offending SEA or LEA to recover previously provided Title I funds. Wanting to help all SEAs and LEAs to meet the highly qualified teacher requirements in section 1119 of the ESEA, the U.S. Department of Education has, to date, not established any firm policies regarding enforcement against any SEAs or LEAs found not to be complying with this law

It is important to remember that states are responsible for upholding the law if they receive these funds. If a teacher is not a “Highly Qualified Teacher” under NCLB, the remedy is to provide them with a means of meeting that standard, and Title II funds are available to do that.

Source: U.S. Department of Education, April 2004

ALTERNATIVE CERTIFICATION PROGRAMS

Under What Conditions Can an LEA Report a Not Fully Certified Teacher as Being “Highly Qualified”?

Teachers who are not fully certified may be considered to meet the certification requirements in the *NCLB* definition of a “highly qualified” teacher if they are participating in an alternative route to certification program under which they: (1) receive high-quality professional development that is sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction before and while teaching; (2) participate in a program of intensive supervision that consists of structured guidance and regular ongoing support for teachers, or a teacher mentoring program; (3) assume functions as a teacher only for a specified period of time not to exceed three years; and (4) demonstrate satisfactory progress toward full certification as prescribed by the State.

Teachers must meet Criteria #1, Hold a Bachelor’s Degree AND meet Criteria #3, Demonstrate Subject Matter Competency in order to a) participate in an alternative program as described above and b) to be “granted” highly qualified status as they work toward acquiring full certification. They have three (3) years in which to accomplish this. During these three years districts may report these teachers as “Highly Qualified.”

For the U.S. Department of Education NCLB Superintendents Hotline visit:
www.ed.gov/admins/landing.jhtml?src=pn

RURAL TEACHERS

Approximately one-third of all school districts in the United States are considered rural. As U.S. Department officials have traveled the country listening to teachers and state and district officials, they frequently have heard that the highly qualified teacher provisions of the *No Child Left Behind* law don't adequately accommodate the special challenges faced by teachers in small, rural districts. Often, the teachers in these areas are required to teach more than one academic subject. New flexibility, issued in March 2004 by the U.S. Department of Education, is designed to recognize this challenge and provide additional time for these teachers to prove that they are highly qualified.

Under this new policy, teachers in eligible, rural districts who are highly qualified in at least one subject will have three years to become highly qualified in the additional subjects they teach. They must also be provided professional development, intense supervision or structured mentoring to become highly qualified in those additional subjects.

This means an additional three years from the end of the 2003-2004 school year, or one year beyond the 2005-2006 deadline for satisfying the federal definition of highly qualified teacher. For Maine this gives teaches in rural districts ONE additional year to become highly qualified (by August 31, 2007)

WHAT IS THE DEFINITION OF A RURAL SCHOOL DISTRICT?

The U.S. Department of Education is using the Small, Rural Schools Program Eligibility guidelines:

- 1) The total number of students in average daily attendance at all schools served by the LEA is less than 600, or all schools in the district are located in counties with a population density of fewer than 10 persons per square mile; AND
- 2) All schools served by the LEA are located in rural areas with locale codes 7 or 8, as determined by the Secretary, or the Secretary determines the LEA to be eligible on the basis that it meets (1) and thus demonstrates with concurrence of the SEA, that it is located in an area of the state defined as rural by a governmental agency of the state.

Attached to this packet is a listing of Maine rural school districts. For questions please contact dennis.kunces@maine.gov

REQUIREMENTS FOR HIGHLY QUALIFIED PARAPROFESSIONALS

Title I, as amended by the *No Child Left Behind Act (NCLBA)* of 2001, has new requirements for paraprofessionals. Please be advised that each Local Education Agency (LEA) receiving assistance under Title I, Part A must ensure that all paraprofessionals (Educational Technicians) hired after January 8, 2002 and providing instructional support in a program supported with funds under this Title meet one of the following requirements:

1. Hold an Associate's degree or higher; **or**
2. Have forty-eight semester hours from an accredited two-year and/or four-year college(s) or university; **or**
3. Achieve the qualifying scores on the "ParaPro" assessment.

In addition, each LEA receiving assistance under Title I, Part A must ensure that all "existing" paraprofessionals hired before January 8, 2002 and providing instructional support in a program supported with Title I funds satisfy the requirement in four years (by January 8, 2006). The requirement applies to an Educational Technician whose position is funded by Title I funds, and to any Educational Technician employed in a school wide Title I program, regardless of the source of the funding of the particular positions.

The above requirements **DO NOT** apply to paraprofessionals working primarily as translators, or solely on parental involvement activities. Also, individuals who work solely in non-instructional roles, such as food service, cafeteria or playground supervision, personal care services, and non-instructional computer assistance are not considered to be paraprofessionals for Title I purposes.

The "ParaPro" assessment, provided by Educational Testing Services (ETS), has been adopted by Maine as an **option** for meeting the *NCLBA* requirement for paraprofessionals for those Educational Technicians who may not either hold an Associate's degree or higher, or have sixty semester hours of college credit, and for whom seeking an Associate's degree or taking college courses is not possible. The ParaPro assessment enables the paraprofessional to demonstrate knowledge of, and the ability to assist in, the instruction of reading, writing and mathematics.

The *NCLBA* requirements do not allow for waivers, and the law does not allow for a delay in implementation. Therefore, I recommend that you encourage all Educational Technicians needing to meet this requirement to begin to do so as soon as possible.

Please be advised that Title I and Title II funds may be used for ongoing training and professional development to help paraprofessionals meet the statutory requirements.

Each LEA **must** designate an *NCLBA* contact person. The contact person will serve as the liaison between the LEA and the Department with regard to processing evidence of meeting the *NCLBA* requirement, and to ParaPro information and study materials.

All Educational Technicians who currently hold an upgraded Educational Technician authorization (Type 024 or 025) will receive personal evaluation letters regarding the above

requirement. All other Educational Technicians I, II, or III currently employed in a position needing to meet the federal requirement by January 8, 2006 should complete a Self Evaluation Form and submit it to the *NCLBA* contact person when these Self Evaluation forms become available. These forms will be collected by the *NCLBA* contact person and sent to the Department of Education. Only the Educational Technicians who must meet the *NCLBA* requirement must submit the Self Evaluation Form. Educational Technicians not required to meet the *NCLBA* requirement may do so, if they wish.

A separate code will be added to an Educational Technician's current authorization verifying that, in addition to holding a current authorization, the Educational Technician ALSO meets the *NCLBA* requirement as verified by submission of the appropriate forms from the LEA.

For assistance contact anne.wehrman@maine.gov

NCLB Highly Qualified Teachers and Paraprofessionals Regional Info Meeting Schedule

The Maine Department of Education in cooperation with the Maine School Superintendents' Association, the Maine Education Association, and the University of Maine System Regional Teacher Development Centers will hold regional meetings on the topic of the NCLB Highly Qualified Teacher and Paraprofessional Requirements. One meeting will be held in each of the nine Superintendents' Regions.

All meetings will be held from
4:30 p.m. – 6:00 p.m.

Mid Coast Region Belfast	– April 26, 2004, Hutchinson Center
York County Sanford	– April 27, 2004, Sanford High School Cafeteria
Washington County University of Maine Machias	– April 29, 2004, Science Building 102
Aroostook County University of Maine Presque Isle	– May 3, 2004, Weiden Auditorium
Kennebec Valley Region University of Maine Augusta	– May 4, 2004, Jewett Hall Auditorium
Western Maine Region University of Maine Farmington	– May 5, 2004, Thomas Auditorium
Penquis Region MSAD # 48, Newport	– May 6, 2004, Nokomis High School Cafeteria
Cumberland County University of Southern Maine	– May 10, 2004, 10 Bailey Hall
Hancock County Bucksport Schools	– May 13, 2004, Bucksport Middle School Auditorium

TIMELINE

April 2004-May 2004	LEAs Orient Staff to NCLB
April 2004-May 2004	Maine D.O.E. Conducts Regional Information Meetings
April 2004-June 2004	LEAs Identify Highly Qualified Teachers
June 30, 2004	LEAs Report Baseline Data to Maine D.O.E.
September 1, 2004	Maine D.O.E. Reports Data and Plan to U.S.D.O.E.
September 2004-October 2004 (<i>and annually</i>)	LEAs Issue Title I Parent Notice
Fall 2004 (<i>and annually</i>)	LEAs Report Data to Maine D.O.E.
Annually	Maine D.O.E. Reports Data and Updated Plan to U.S.D.O.E.
January 8, 2006	All Title I Paraprofessionals are Highly Qualified
August 31, 2006	All Teachers, both Title I and Non-Title I, are Highly Qualified
August 31, 2007	All Teachers in Rural Districts, both Title I and Non-Title I, are Highly Qualified

RESOURCES

HOW CAN I LEARN MORE?

More information on the new law and teacher quality is located at:

19H<http://www.ed.gov/teachers/nclbguide/index2.html>

20H<http://www.ed.gov/programs/teacherqual/guidance.doc>

21H<http://www.ed.gov/admins/landing.jhtml?src=pn>

22H<http://www.nclb.gov/next/faqs/teachers/html>

A presentation on teacher quality for parents is located at:

23H<http://www.ed.gov/offices/OESE/SASA/hqt/index.html>

Additional information on the new law and Title I Parent/Family Involvement is located at:

24H<http://www.ed.gov/offices/OESE/SASA/pntinv.html>

A Parent's Guide to No Child Left Behind is located at:

25H<http://www.nclb.gov/next/parentsguide.html>

A section on helping your child be the best student s/he can be is located at:

26H<http://www.nclb.gov/parents/index.html>

ATTACHMENTS

Sample Letters

Paraprofessional Information

Small Rural Schools List

List of Title I Schools

SAMPLE # 1
LETTER TO PARENTS
HIGHLY QUALIFIED TEACHER INFORMATION
For Title I Schools and Programs Only
(Parent Notice That They May Request Information)

Dear Parent/Guardian:

We at _____ school are sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the new federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have until the end of the 2005 – 2006 school year to do so.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact _____ at (phone # _____) if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Sincerely,

Principal

SAMPLE # 2
LETTER TO PARENTS
HIGHLY QUALIFIED TEACHER STATUS
For Title I Schools and Programs Only
(Parent Notice of Child’s Teacher Not Highly Qualified)

Dear Parent/Guardian:

Earlier this school year you received a letter explaining the new federal law that requires teachers to be, or become, “Highly Qualified” in the subjects they teach. That law, called the *No Child Left Behind Act* (NCLB) has been designed to help your child achieve more in school.

The law requires that all teachers must meet a specific, federal definition of “Highly Qualified” in order to teach in schools that receive federal funding. As you know, our school receives federal funds to support the programs we offer to your child.

We believe that all of the teachers working in our school are qualified for their teaching assignments. However, some teachers have not yet met all of the requirements for the federal designation of “Highly Qualified”.

The new law also requires us to notify parents if their child is being taught for four or more weeks by a teacher in a Title I school or program who does not yet meet the definition of “Highly Qualified”.

This letter is to inform you that your child’s teacher, _____, is in the process of meeting the new requirements and we are providing the support necessary for success. To ensure that every child in every classroom has a Highly Qualified Teacher, our school district and the Maine Department of Education are helping teachers meet the requirements of the federal law by providing several options. Teachers will soon be able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities and experience.

Your child’s teacher is dedicated to the success of every child in the class. I thank you for your continued support of your child’s education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

Principal

ADMINISTRATIVE LETTER: 25
POLICY CODE: GDA

TO: Superintendents of Schools
Principals

FROM: Susan A. Gendron, Commissioner

RE: Educational Technicians: ParaPro Assessment Passing Score and Procedure for
Accessing the ParaPro Assessment

DATE: December 16, 2003

Title I, as amended by the No Child Left Behind Act (*NCLBA*) of 2001, has new requirements for paraprofessionals. Please be advised that each Local Education Agency (LEA) receiving assistance under Title I, Part A must ensure that all paraprofessionals (Educational Technicians) hired after January 8, 2002 and providing instructional support in a program supported with funds under this Title meet one of the following requirements:

1. Hold an Associate's degree or higher; or
2. Have ~~sixty~~ semester hours from an accredited two-year and/or four-year college(s) or university; (Amended to 48 semester hours March 2004) or
3. Achieve the qualifying score on the ParaPro Assessment.
(The ParaPro Assessment was chosen by the State of Maine as a way to meet the *NCLBA* criteria for "highly qualified paraprofessionals.")

The State of Maine's **passing score for the ParaPro Assessment has been set at 459** for both the Internet-based and paper/pencil versions of the test.

Educational Technicians who pass the test with a score of 459 or higher must provide the test results to the district's *NCLBA* contact person using Form EFC-308P.

To facilitate the ParaPro Assessment option that Educational Technicians may use as an avenue to achieve the requirement set forth by the *NCLBA*, Educational Testing Service (ETS) is offering both pencil-and-paper and Internet-based versions of the test in Maine.

The Internet-based version of the ParaPro Assessment can be made available in each Maine LEA. There are no costs associated with applying for an Internet site. Tests are then ordered by the LEA only and at a cost of \$40.00 each. Individuals may not purchase a test themselves.

If you wish to make the Internet-based version of the ParaPro Assessment available in your LEA, the following are steps established by ETS to bring the ParaPro Assessment online in your district:

1. The LEA is responsible for providing a local site (computer or computer lab) that is secure, has the correct test-taking conditions, and has a suitable proctor.

Technical requirements for administering the ParaPro Internet-based Assessment are available on the ParaPro Website: www.ets.org/parapro under "Frequently Asked Questions for School Districts and States". Other test administration requirements are covered in the Administrator's Handbook found on the ETS ParaPro Administrative Website which you will be able to access after receiving your password as outlined below.

2. To apply to purchase and administer the ParaPro iBT assessment, complete the Internet-based ParaPro Assessment Application at <http://www.ets.org/parapro/ippform.html>.

If you wish to make the Internet-based version available for test administration beginning February 1, 2004, you must apply to ETS no later than January 15, 2004.

3. After your application has been validated by ETS, the e-mail address entered in the application will receive an e-mail message with a website address for the ETS ParaPro Administrative Website and your unique User ID and Password.

Login to the Administrative Website to read the Administrator's Handbook, purchase tests at \$40.00 each, and maintain your LEA's account.

Superintendents wishing to designate an on-line regional test site located in one LEA that Educational Technicians from the surrounding area may access may do so by contacting the ETS ParaPro Assessment Management Team at www.parapro@ets.org or call them at (609) 734-5555.

Pencil-and-paper versions of the test will be available at the following sites:

- • March 2004 Cony High School - Augusta
- • April 2004 University of Maine – Orono
University of Southern Maine – Portland
- • June 2004 University of Maine – Presque Isle

Pre-registration is required prior to taking the pencil-and- paper version of the ParaPro Assessment. Registration bulletins must be ordered through ETS by either calling their publication center at 1-800-537-3161, or by ordering them through the ParaPro website: www.ets.org/parapro Registration must be mailed to ETS.

If you have any questions about the test set-up procedure, please email the ETS ParaPro Assessment Management Team at www.parapro@ets.org or call them at (609) 734-5555, or you may contact Anne Wehrman at the Maine Department of Education.

INFORMATIONAL LETTER: 73
POLICY CODE: CGD/GDA

TO: Superintendents of Schools
School Principals

FROM: Susan A Gendron, Commissioner

DATE: January 23, 2004

RE: *ParaPro Assessment* Update

Achieving a passing score on the *ParaPro Assessment* is one of the options an Educational Technician may choose to meet the requirement for a Highly Qualified Paraprofessional as required by the *No Child Left Behind Act*.

Superintendents can now make the Internet-based *ParaPro Assessment* available in their districts by applying directly to Educational Testing Service (ETS). Specific instructions for applying are found in Administrative Letter #25 dated September 16, 2003.
<http://www.state.me.us/education/edletrs/2004/adlet/04adlet25.htm>

There is no pre-registration required for the Internet-based test. The test is scheduled at the convenience of the participating school district and the test taker, and is conducted at a specific district. Candidates who take the Internet-based test should refer to the Registration Bulletin for policy information about scores and score reports. The Registration Bulletin can be accessed at www.ets.org/parapro.

Educational Technicians who prefer to take the *ParaPro Assessment* at a pencil-and-paper site must register by mail. Printed copies of the Registration Bulletin are required in order to register for the paper-and-pencil test and can be ordered online at www.ets.org/parapro. You may wish to order multiple copies of the Registration Bulletin to have on hand for those who are interested in taking the test as soon as possible.

The scheduled dates/places for the pencil-and-paper version of the *ParaPro Assessment* are:

DATE	LOCATION	TEST CENTER #
• March 6, 2004	University of Maine – Farmington	07712
	University of Maine – Orono	00436
	University of Maine – Presque Isle	00453

(Registration must be received at ETS by Feb. 3, 2004)

- **April 17, 2004**

Cony High School - Augusta	00428
University of Maine – Orono	00436
University of Southern Maine – Portland	00416
University of Maine – Presque Isle	00453

(Registration must be received at ETS by March 16, 2004)

- **June 12, 2004**

University of Maine – Farmington	07712
University of Maine – Orono	00436
University of Maine – Presque Isle	00453

(Registration must be received at ETS by May 11, 2004)

SAG/AW

INFORMATIONAL LETTER: 89

POLICY CODE: CGD/GDA

TO: Superintendents of Schools and School Principals

FROM: Susan A. Gendron, Commissioner

DATE: March 5, 2004

RE: Updated ParaPro Instructions for Districts Intending to Administer the Internet-Based Test (IbT) **and/or** the Paper-and-Pencil Assessment

In order to use the ParaPro Assessment, each District must activate and receive an ETS District Code, also called a "Recipient Code."

Paraprofessionals who wish to take the Paper-and-Pencil version of the test must put this Recipient Code on their Registration Form to allow their District to receive a copy of their Score Reports. Districts that will be administering the ParaPro Internet-based Test (ParaPro IbT) need this code to access the ParaPro IbT Administrative Website. This website is where you will purchase IbT tests, view IbT scores, etc. **To activate and receive your ETS District Code, complete the application at <http://www.ets.org/parapro/ippform.html>**

Although this web page talks only about the Internet-based Assessment, it is now being used to activate all District Codes. After your application has been validated, the e-mail address entered in the application will receive an e-mail message with a "User ID" and password. **The "User ID" is your District Code.** The password is for accessing the ParaPro IbT Administrative Website to purchase Internet-based ParaPro Tests. If your District does not intend to administer the Internet-based Assessment, please disregard the password and instructions.

If Educational Technicians have already sent in their registrations to take the test in April, they will receive an admission ticket and a correction form attached to the ticket. The District Code/Recipient Code must be added to the correction form at the time the test is taken.

If you have any questions, please e-mail ETS at parapro@ets.org or call (609) 734-5555.

SAG:AW

No Child Left Behind (NCLB) Maine Small Rural School Districts

Updated 07/08/04

For Information Contact: Dennis.Kunces@Maine.gov

Maine Rural Education Home Page:

<http://www.maine.gov/education/nclb/reap/home.htm>

NCES LEA ID	State ID	District Name	Locale codes of schools in the LEA
1	2	3	4
2302220	2	ACTON SCHOOL DEPARTMENT	4
2302500	908	AIRLINE CSD	7
2302280	5	ALEXANDER SCHOOL DEPARTMENT	7
2302370	9	ALTON SCHOOL DEPARTMENT	8
2302510	14	APPLETON SCHOOL DEPARTMENT	7
2302730	24	BAILEYVILLE SCHOOL DEPARTMENT	7
2302950	31	BEALS SCHOOL DEPARTMENT	7
2303210	44	BLUE HILL SCHOOL DEPARTMENT	7
2303450	51	BRADLEY SCHOOL DEPARTMENT	4
2300004	54	BRIDGEWATER SCHOOL DEPARTMENT	7
2303600	57	BRISTOL SCHOOL DEPARTMENT	7
2303610	58	BROOKLIN SCHOOL DEPARTMENT	7
2303640	60	BROOKSVILLE SCHOOL DEPARTMENT	7
2304080	83	CASTINE SCHOOL DEPARTMENT	7
2304110	85	CASWELL SCHOOL DEPARTMENT	7
2304160	89	CHARLOTTE SCHOOL DEPARTMENT	7
2304230	90	CHELSEA SCHOOL DEPARTMENT	7
2304290	94	CHINA SCHOOL DEPARTMENT	7
2304620	106	CRANBERRY ISLES SCHOOL DEPARTMENT	7
2304860	116	DAYTON SCHOOL DEPARTMENT	8
2304890	118	DEDHAM SCHOOL DEPARTMENT	7
2304895	913	DEER ISLE-STONINGTON CSD	7
2305130	128	DRESDEN SCHOOL DEPARTMENT	7
2305190	130	DURHAM SCHOOL DEPARTMENT	8
2305280	136	EAST MILLINOCKET SCHOOL DEPARTMENT	8
2305380	912	EAST RANGE CSD	7
2305310	137	EASTON SCHOOL DEPARTMENT	7
2305360	138	EASTPORT SCHOOL DEPARTMENT	7
2305400	140	EDGECOMB SCHOOL DEPARTMENT	7
2312100	600	EDUCATION IN UNORGANIZED TERR	7,8
2300008	154	FAYETTE SCHOOL DEPARTMENT	7
2305730	904	FLANDERS BAY CSD	7
2307590	247	FRENCHBORO SCHOOL DEPARTMENT	7
2305970	167	GEORGETOWN SCHOOL DEPARTMENT	7
2306000	169	GLENBURN SCHOOL DEPARTMENT	8
2306090	172	GOULDSBORO SCHOOL DEPARTMENT	7
2306160	914	GREAT SALT BAY CSD	7
2306180	177	GREENBUSH SCHOOL DEPARTMENT	8

NCES LEA ID	State ID	District Name	Locale codes of schools in the LEA
2306250	180	GREENVILLE SCHOOL DEPARTMENT	7
2306260	187	HANCOCK SCHOOL DEPARTMENT	7
2306330	189	HARMONY SCHOOL DEPARTMENT	7
2306610	204	HOPE SCHOOL DEPARTMENT	7
5900007	S50E01	INDIAN ISLAND	4
5900007	S50E01	INDIAN TOWNSHIP RESERVATION	7
2306780	210	ISLE AU HAUT SCHOOL DEPARTMENT	7
2306810	211	ISLESBORO SCHOOL DEPARTMENT	7
2306870	215	JEFFERSON SCHOOL DEPARTMENT	7
2306900	216	JONESBORO SCHOOL DEPARTMENT	7
2307100	217	JONESPORT SCHOOL DEPARTMENT	7
2307250	228	LAMOINE SCHOOL DEPARTMENT	7
2307380	236	LIMESTONE SCHOOL DEPARTMENT	7
2307450	240	LINCOLNVILLE SCHOOL DEPARTMENT	7
2307560	243	LITCHFIELD SCHOOL DEPARTMENT	7
2300009	355	LONG ISLAND SCHOOL DEPARTMENT	8
2307710	253	MACHIAS SCHOOL DEPARTMENT	7
2307920	260	MANCHESTER SCHOOL DEPARTMENT	7
2308100	269	MECHANIC FALLS SCHOOL DEPARTMENT	8
2308160	271	MEDWAY SCHOOL DEPARTMENT	8
2308310	279	MINOT SCHOOL DEPARTMENT	8
2308340	280	MONHEGAN PLT SCHOOL DEPT	7
2308400	917	MOOSABEC CSD	7
2308490	291	MOUNT DESERT SCHOOL DEPARTMENT	7
2308560	292	MOUNT VERNON SCHOOL DEPARTMENT	7
2300056	973	MOUNTAIN VIEW YOUTH DEV CTR	8
2311730	504	MSAD 04 GUILFORD	7,N
2311820	507	MSAD 07 NORTH HAVEN	7
2311850	508	MSAD 08 VINALHAVEN	7
2310620	512	MSAD 12 JACKMAN	7
2310650	513	MSAD 13 BINGHAM	7
2310680	514	MSAD 14 DANFORTH	7
2310830	519	MSAD 19 LUBEC	7
2311010	524	MSAD 24 VAN BUREN	7
2311040	525	MSAD 25 SHERMAN STATION	8
2311070	526	MSAD 26 EASTBROOK	7
2311220	530	MSAD 30 LEE	8
2311280	532	MSAD 32 ASHLAND	7
2311310	533	MSAD 33 FRENCHVILLE	7
2311460	538	MSAD 38 DIXMONT	8
2311490	539	MSAD 39 BUCKFIELD	7
2311610	542	MSAD 42 MARS HILL	7
2311700	545	MSAD 45 WASHBURN	7
2314270	562	MSAD 62 POWNAL	8
2314410	565	MSAD 65 MATINICUS ISLE PLT	7
2314761	568	MSAD 68 DOVER-FOXCROFT	7,N
2314762	570	MSAD 70 HODGDON	7

NCES LEA ID	State ID	District Name	Locale codes of schools in the LEA
2311910	576	MSAD 76 SWANS ISLAND	7
2311940	577	MSAD 77 EAST MACHIAS	7
2308700	305	NEW SWEDEN SCHOOL DEPARTMENT	7
2308940	307	NOBLEBORO SCHOOL DEPARTMENT	7
2309270	323	ORLAND SCHOOL DEPARTMENT	7
2309390	327	OTIS SCHOOL DEPARTMENT	7
2309510	332	PALERMO SCHOOL DEPARTMENT	7
2309560	339	PEMBROKE SCHOOL DEPARTMENT	7
2309630	340	PENOBSCOT SCHOOL DEPARTMENT	7
2309650	342	PERRY SCHOOL DEPARTMENT	7
2309690	343	PERU SCHOOL DEPARTMENT	7
2309750	345	PHIPPSBURG SCHOOL DEPARTMENT	7
5900007	S50E01	PLEASANT POINT INDIAN RESERVATION	
2309990	357	PRINCETON SCHOOL DEPARTMENT	7
2310020	360	RANGELEY SCHOOL DEPARTMENT	7
2310080	362	RAYMOND SCHOOL DEPARTMENT	8
2310110	363	READFIELD SCHOOL DEPARTMENT	7
2310140	364	REED PLT SCHOOL DEPARTMENT	7
2310170	365	RICHMOND SCHOOL DEPARTMENT	7
2310190	367	ROBBINSTON SCHOOL DEPARTMENT	7
2311950	911	SCHOODIC CSD	7
2312140	389	SEDGWICK SCHOOL DEPARTMENT	7
2312180	392	SHIRLEY SCHOOL DEPARTMENT	7
2312240	398	SOMERVILLE SCHOOL DEPARTMENT	7
2312300	401	SOUTH BRISTOL SCHOOL DEPARTMENT	7
2312410	909	SOUTHERN AROOSTOOK CSD	7
2312360	402	SOUTHPORT SCHOOL DEPARTMENT	7
2312390	405	SOUTHWEST HARBOR SCHOOL DEPARTMENT	7
2312480	411	STEUBEN SCHOOL DEPARTMENT	7
2312510	412	STOCKHOLM SCHOOL DEPARTMENT	7
2312750	420	SURRY SCHOOL DEPARTMENT	7
2312960	430	TREMONT SCHOOL DEPARTMENT	7
2312980	431	TRENTON SCHOOL DEPARTMENT	7
2313080	438	VANCEBORO SCHOOL DEPARTMENT	7
2313110	439	VASSALBORO SCHOOL DEPARTMENT	7
2313230	448	WALES SCHOOL DEPARTMENT	8
2313380	457	WAYNE SCHOOL DEPARTMENT	7
2313500	463	WESLEY SCHOOL DEPARTMENT	7
2313530	464	WEST BATH SCHOOL DEPARTMENT	7
2313650	473	WHITEFIELD SCHOOL DEPARTMENT	7
2313830	479	WINDSOR SCHOOL DEPARTMENT	7
2313890	482	WINTER HARBOR SCHOOL DEPARTMENT	7
2314010	487	WOODLAND SCHOOL DEPARTMENT	7
2314070	490	WOOLWICH SCHOOL DEPARTMENT	7

**NO CHILD LEFT BEHIND (NCLB)
MAINE TITLE 1A SCHOOLS – APRIL 2004**

For Information Contact: Kathy.Manning@Maine.gov

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Waldoboro	447	A D Gray Middle School	Y	TAS
Bangor	027	Abraham Lincoln School	Y	TAS
Wilton	477	Academy Hill School	Y	TAS
Acton	002	Acton Elementary School	Y	TAS
West Paris	471	Agnes Gray School	Y	TAS
Aurora	022	Airline Community School	Y	SWP
Waterville	456	Albert S Hall School	Y	SWP
Albion	004	Albion Elementary School	Y	TAS
Alexander	005	Alexander Elementary	Y	TAS
Alton	009	Alton Elementary School	Y	TAS
Searsmont	384	Ames Elementary School	Y	TAS
Andover	012	Andover Elementary School	Y	TAS
Appleton	014	Appleton Village School	Y	TAS
South Portland	403	Arthur R. Gould Sch--LCYDC	Y	TAS
Orono	324	Asa C Adams School	Y	TAS
Ashland	017	Ashland Central School	Y	SWP
Athens	018	Athens Elementary School	Y	SWP
Auburn	020	Auburn Middle School	Y	TAS
Bath	030	Bath Middle School	Y	TAS
Cutler	111	Bay Ridge Elementary	Y	TAS
Beals	031	Beals Elementary School	Y	TAS
Otis	327	Beech Hill School	Y	TAS
Belgrade	034	Belgrade Central School	Y	TAS
Benedicta Twp	605	Benedicta Elementary School	Y	SWP
Scarborough	383	Benjamin Wentworth	Y	TAS
Benton	037	Benton Elementary School	Y	TAS
Berwick	038	Berwick Elementary School	Y	TAS
Biddeford	040	Biddeford Middle School	Y	TAS
Biddeford	040	Biddeford Primary	Y	TAS
Skowhegan	394	Bloomfield Elementary School	Y	SWP
Blue Hill	044	Blue Hill Consolidated School	Y	TAS
Boothbay	046	Boothbay Region Elem School	Y	TAS
Bowdoin	047	Bowdoin Central School	Y	TAS
Bowdoinham	048	Bowdoinham Community	Y	TAS
Bradford	050	Bradford Elementary School	Y	TAS
Brewer	053	Brewer Middle School	Y	TAS
Bridgewater	054	Bridgewater Grammar School	Y	TAS
Bristol	057	Bristol Consolidated School	Y	TAS
Brooklin	058	Brooklin School	Y	TAS
Brownfield	061	Brownfield Consolidated Sch	Y	TAS
Brownville	062	Brownville Elementary School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Brunswick	063	Brunswick Jr High School	Y	TAS
Buckfield	064	Buckfield Jr-Sr High School	Y	TAS
Bucksport	065	Bucksport Middle School	Y	TAS
Burnham	067	Burnham Village School	Y	TAS
Saco	374	C K Burns School	Y	TAS
Calais	070	Calais Elementary School	Y	TAS
Calais	070	Calais High School	Y	TAS
Calais	070	Calais Middle School	Y	TAS
Rockport	369	Camden Hills Regional H S	Y	TAS
Camden	072	Camden-Rockport Middle	Y	TAS
Canaan	073	Canaan Elementary School	Y	TAS
Canton	074	Canton Elementary School	Y	TAS
New Sharon	304	Cape Cod Hill Elem School	Y	TAS
Carmel	078	Caravel Middle School	Y	TAS
Caribou	077	Caribou Middle School	Y	TAS
Sanford	381	Carl J Lamb School	Y	TAS
Carmel	078	Carmel Elementary School	Y	TAS
Litchfield	243	Carrie Ricker Middle School	Y	TAS
Parkman	335	Carroll L McKusick School	Y	TAS
Farmington	153	Cascade Brook School	Y	TAS
Eastbrook	134	Cave Hill School	Y	TAS
Orrington	325	Center Drive School	Y	TAS
New Portland	302	Central Elementary School	Y	TAS
Norridgewock	308	Central Grade School	Y	TAS
South Berwick	400	Central School	Y	TAS
Fryeburg	163	Charles A Snow School	Y	TAS
Gorham	171	Charles Shaw Junior High	Y	TAS
Charlotte	089	Charlotte Elementary School	Y	TAS
Cumberland	109	Chebeague Island School	Y	TAS
Chelsea	090	Chelsea Elementary School	Y	TAS
Cherryfield	091	Cherryfield Elementary	Y	TAS
China	094	China Middle School	Y	TAS
China	094	China Primary School	Y	TAS
Clinton	096	Clinton Elementary School	Y	TAS
York	492	Coastal Ridge Elementary	Y	TAS
Brunswick	063	Coffin School	Y	TAS
Columbia Falls	099	Columbia Falls Elementary	Y	TAS
Westbrook	465	Congin School	Y	TAS
Bar Harbor	028	Connors-Emerson School	Y	TAS
Connor Twp	602	Connor Consolidated School	Y	SWP
Corinna	102	Corinna Elementary School	Y	TAS
Cornish	104	Cornish Elementary School	Y	TAS
Cornville	105	Cornville Elementary School	Y	TAS
Lyman	252	Cousens Memorial School	Y	TAS
Bethel	039	Crescent Park School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Casco	082	Crooked River Elementary	Y	TAS
Cushing	110	Cushing Community School	Y	TAS
Addison	003	Daniel W Merritt School	Y	SWP
Caswell	085	Dawn F Barnes Elementary	Y	SWP
Dayton	116	Dayton Consolidated School	Y	TAS
Dedham	118	Dedham School	Y	TAS
Deer Isle	119	Deer Isle-Stonington	Y	TAS
Denmark	120	Denmark Elementary School	Y	TAS
Dexter	124	Dexter Middle School	Y	TAS
Dexter	124	Dexter Primary School	Y	TAS
Bath	030	Dike-Newell School	Y	TAS
Dixfield	125	Dixfield Elementary School	Y	TAS
Bangor	027	Downeast School	Y	TAS
Mattawamkeag	267	Dr Carl E Troutt School	Y	TAS
Ellsworth	144	Dr Charles C Knowlton School	Y	TAS
Frenchville	161	Dr Levesque Elementary	Y	TAS
Milford	276	Dr Lewis S Libby School	Y	TAS
Dresden	128	Dresden Elementary School	Y	TAS
Durham	130	Durham Elementary School	Y	TAS
South Portland	403	Dyer Elementary School	Y	TAS
Eagle Lake	133	Eagle Lake Elem/Jr High	Y	SWP
Belfast	033	East Belfast School	Y	TAS
Danforth	115	East Grand School	Y	SWP
Topsfield	428	East Range II CSD School	Y	TAS
Easton	137	Easton Elementary School	Y	SWP
Eastport	138	Eastport Elementary School	Y	TAS
Eddington	139	Eddington School	Y	TAS
Springfield	406	Edith A Lombard School	Y	SWP
Edmunds Twp	603	Edmunds Consolidated School	Y	SWP
Northport	312	Edna Drinkwater School	Y	TAS
Scarborough	383	Eight Corners Elementary	Y	TAS
Poland	350	Elan School	Y	TAS
Eliot	142	Eliot Elementary School	Y	TAS
Buxton	068	Eliza Libby Elem School	Y	TAS
Steuben	411	Ella Lewis School	Y	SWP
Lincoln	238	Ella P. Burr School	Y	TAS
East Machias	135	Elm Street School	Y	TAS
Mechanic Falls	269	Elm Street School	Y	TAS
Embden	145	Embden Elementary School	Y	TAS
Sanford	381	Emerson School	Y	TAS
Enfield	146	Enfield Station Elementary	Y	TAS
Etna	147	Etna-Dixmont Elementary	Y	TAS
Presque Isle	356	Eva Hoyt Zippel School	Y	TAS
Exeter	149	Exeter Consolidated School	Y	TAS
Fairfield	150	Fairfield Primary School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Served
Bangor	027	Fairmount School	Y	TAS
Augusta	021	Farrington School	Y	TAS
Lewiston	233	Farwell Elementary School	Y	TAS
Fayette	154	Fayette Central School	Y	TAS
Bath	030	Fisher-Mitchell School	Y	TAS
Jackman	212	Forest Hills Consolidated	Y	TAS
Fort Fairfield	155	Fort Fairfield Elementary	Y	TAS
Fort Fairfield	155	Fort Fairfield Middle/High	Y	TAS
Fort Kent	156	Fort Kent Elementary School	Y	SWP
Machiasport	254	Fort O'Brien School	Y	TAS
Mars Hill	264	Fort Street School	Y	SWP
Buxton	068	Frank Jewett School	Y	TAS
Frankfort	157	Frankfort Elementary School	Y	SWP
Westbrook	465	Fred C Wescott School	Y	TAS
Parsonsfield	336	Fred W Morrill School	Y	TAS
Freeport	160	Freeport Middle School	Y	TAS
Frenchboro	247	Frenchboro Elementary School	Y	TAS
Kittery	223	Frisbee Elementary School	Y	TAS
Gardiner	164	Gardiner Regional Middle	Y	TAS
Garland	166	Garland Elementary School	Y	TAS
Anson	013	Garret Schenck Elementary	Y	TAS
Van Buren	437	Gateway Elementary School	Y	SWP
Ellsworth	144	General Bryant E Moore	Y	TAS
Standish	408	George E Jack School	Y	TAS
Belfast	033	George H Robertson School	Y	TAS
Waterville	456	George J Mitchell School	Y	SWP
Georgetown	167	Georgetown Central School	Y	TAS
Wilton	477	Gerald D Cushing School	Y	TAS
Glenburn	169	Glenburn Elementary School	Y	TAS
Gouldsboro	172	Gouldsboro Grammar School	Y	TAS
Belfast	033	Governor Anderson School	Y	TAS
Falmouth	151	Governor Baxter School for the	Y	SWP
Lewiston	233	Governor James B Longley	Y	SWP
Saco	374	Governor John Fairfield School	Y	TAS
South Portland	403	Gr Portland Christian School	Y	TAS
Millinocket	277	Granite Street School	Y	TAS
Gray	176	Gray-New Gloucester Middle	Y	TAS
Damariscotta	114	Great Salt Bay Community	Y	TAS
Greene	178	Greene Central School	Y	TAS
Greenville	180	Greenville Middle/High School	Y	TAS
Guilford	182	Guilford Primary School	Y	TAS
Norway	314	Guy E Rowe School	Y	TAS
Limington	237	H B Emery Jr Memorial School	Y	TAS
Hallowell	183	Hall-Dale Elementary School	Y	TAS
Hancock	187	Hancock Grammar School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Harmony	189	Harmony Elementary	Y	TAS
Harrington	191	Harrington Elementary School	Y	SWP
Harrison	192	Harrison Elementary	Y	TAS
Sumner	419	Hartford-Sumner Elementary	Y	SWP
Hartland	194	Hartland Consolidated School	Y	TAS
Brunswick	063	Hawthorne School	Y	TAS
Greenbush	177	Helen S Dunn Elementary	Y	TAS
West Gardiner	468	Helen Thompson School	Y	TAS
Monmouth	281	Henry L Cottrell School	Y	TAS
Hermon	197	Hermon Elementary School	Y	TAS
Howland	206	Hichborn Middle School	Y	TAS
Caribou	077	Hilltop Elementary School	T	SWP
Hiram	200	Hiram Elementary School	Y	TAS
Hodgdon	201	Hodgdon High School	Y	TAS
Holden	202	Holbrook School	Y	TAS
Holden	202	Holden School	Y	TAS
Hollis	203	Hollis Learning Center	Y	TAS
Hollis	203	Hollis School	Y	TAS
Hope	204	Hope Elementary School	Y	TAS
Kittery	223	Horace Mitchell Primary School	Y	TAS
Houlton	205	Houlton Elementary School	Y	TAS
Houlton	205	Houlton Junior High School	Y	TAS
Houlton	205	Houlton Southside School	Y	TAS
Portland	353	Howard C Reiche Community	Y	SWP
Bath	030	Huse Memorial School	Y	TAS
Buxton	068	Jack Memorial School	Y	SWP
Bangor	027	James F. Doughty School	Y	TAS
Sidney	393	James H Bean School	Y	TAS
Old Orchard	320	Jameson Elementary School	Y	TAS
Jay	214	Jay Elementary School	Y	TAS
Jay	214	Jay Middle School	Y	TAS
Jefferson	215	Jefferson Village School	Y	TAS
Bangor	027	John Bapst Memorial High	Y	TAS
Biddeford	040	John F Kennedy Memorial	Y	TAS
Jonesboro	216	Jonesboro Elementary School	Y	TAS
Jonesport	217	Jonesport Elementary School	Y	TAS
Raymond	362	Jordan-Small Middle School	Y	TAS
South Portland	403	Kaler Elementary School	Y	TAS
Stacyville	407	Katahdin Elementary School	Y	TAS
Stacyville	407	Katahdin Middle/High School	Y	TAS
Kenduskeag	218	Kenduskeag Elementary	Y	TAS
Swanville	422	Kermit S Nickerson School	Y	TAS
Portland	353	King Middle School	Y	SWP
Kingfield	221	Kingfield Elementary School	Y	TAS
Kingman Twp	604	Kingman Elementary School	Y	SWP

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Served
Sanford	381	Lafayette School	Y	TAS
Naples	293	Lake Region Middle School	Y	TAS
Auburn	020	Lake Street Elementary School	Y	TAS
Lamoine	228	Lamoine Consolidated School	Y	TAS
Gardiner	164	Laura E Richards School	Y	TAS
Fairfield	150	Lawrence Jr High School	Y	TAS
Lebanon	229	Lebanon School	Y	TAS
Winn	480	Lee/Winn School	Y	SWP
Leeds	231	Leeds Central School	Y	TAS
Old Town	321	Leonard Middle School	Y	TAS
Winterport	483	Leroy H Smith School	Y	TAS
Levant	232	Levant Elementary School	Y	TAS
Lewiston	233	Lewiston Middle School	Y	TAS
Litchfield	243	Libby-Tozier School	Y	TAS
Augusta	021	Lillian Parks Hussey School	Y	TAS
Limestone	236	Limestone Community School	Y	TAS
Augusta	021	Lincoln School	Y	TAS
Lincolntonville	240	Lincolntonville Central School	Y	TAS
Limerick	235	Line Elementary	Y	TAS
Lisbon	242	Lisbon Elementary School	Y	TAS
Livermore	245	Livermore Elementary School	Y	TAS
Long Island	355	Long Island Elementary School	Y	SWP
Brunswick	063	Longfellow School	Y	TAS
Old Orchard	320	Loranger Middle School	Y	TAS
Lubec	250	Lubec Consolidated School	Y	TAS
Thomaston	427	Lura Libby School	Y	TAS
Lyman	252	Lyman Elementary School	Y	TAS
Cumberland	109	Mabel I Wilson School	N	TAS
Rockland	368	MacDougal School	Y	TAS
Madawaska	256	Madawaska Elementary	Y	TAS
Oxford	331	Madison Avenue Elementary	Y	TAS
Madison	257	Madison Elementary School	Y	SWP
Madison	257	Madison Junior High School	Y	TAS
Windham	478	Manchester School	Y	TAS
Pittsfield	346	Manson Park School	Y	TAS
Mapleton	261	Mapleton Elementary School	Y	TAS
Portland	353	Marada Adams School	Y	TAS
Richmond	365	Marcia Buker School	Y	TAS
Sanford	381	Margaret Chase Smith School	Y	TAS
Skowhegan	394	Margaret Chase Smith School	Y	SWP
Lagrange	225	Marion C Cook School	Y	TAS
Lisbon	242	Marion T Morse Elementary	Y	TAS
Lewiston	233	Martel School	Y	TAS
East Machias	135	Mary C Burns School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Served
South Portland	403	Mary F. Marsh Elementary Sch	Y	TAS
Waterboro	454	Massabesic High School	Y	TAS
Waterboro	454	Massabesic Jr High School	Y	TAS
Freeport	160	Mast Landing School	Y	TAS
Lincoln	238	Mattanawcook Academy	Y	TAS
Lincoln	238	Mattanawcook Jr High School	Y	TAS
Freeport	160	May Center for Child	Y	TAS
Medway	271	Medway Middle School	Y	TAS
South Portland	403	Memorial Middle School	Y	TAS
New	299	Memorial School	Y	TAS
Mercer	272	Mercer Elementary School	Y	TAS
Mexico	274	Meroby Elementary School	Y	SWP
Oakland	319	Messalonskee Middle School	Y	TAS
Milbridge	275	Milbridge Elementary School	Y	SWP
Arundel	016	Mildred L Day School	Y	TAS
Paris	334	Mildred M Fox School	Y	TAS
Bucksport	065	Miles Lane School	Y	TAS
Waldoboro	447	Miller School	Y	TAS
Millinocket	277	Millinocket Middle School	Y	TAS
Milo	278	Milo Elementary School	Y	TAS
Minot	279	Minot Consolidated School	Y	TAS
Monmouth	281	Monmouth Middle School	Y	TAS
Monroe	282	Monroe Elementary School	Y	TAS
Monson	283	Monson Elementary School	Y	TAS
Lewiston	233	Montello School	Y	TAS
Brooks	059	Morse Memorial School	Y	TAS
Freeport	160	Morse Street School	Y	TAS
Dover-Foxcroft	127	Morton Avenue Elementary	Y	TAS
Moscow	289	Moscow Elementary	Y	TAS
Mexico	274	Mountain Valley Middle School	Y	TAS
Sullivan	418	Mountain View School	Y	TAS
Charleston	088	Mountain View Youth Dev Ctr	Y	TAS
Strong	417	Mt Abram Regional High	Y	TAS
Farmington	153	Mt Blue Middle School	Y	TAS
Mount Desert	291	Mt Desert Elementary School	Y	TAS
Lee	230	Mt Jefferson Jr High School	Y	SWP
Mount Vernon	292	Mt Vernon Elementary School	Y	TAS
Thorndike	494	Mt View Elementary School	Y	TAS
Thorndike	494	Mt View High School	Y	TAS
Thorndike	494	Mt View Jr High School	Y	TAS
Gorham	171	Narragansett Elementary	Y	TAS
Portland	353	Nathan Clifford School	Y	TAS
Lovell	248	New Suncook School	Y	TAS
New Sweden	305	New Sweden Consolidated	Y	SWP
Newburgh	295	Newburgh Elementary School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Newport	301	Newport Elementary School	Y	TAS
Greenville	180	Nickerson Elementary School	Y	TAS
Nobleboro	307	Nobleboro Central School	Y	TAS
North Berwick	309	North Berwick Elementary	Y	TAS
Skowhegan	394	North Elementary School	Y	SWP
North	313	North Yarmouth Memorial	Y	TAS
Old Town	321	Old Town Elementary School	Y	TAS
East	136	Opal Myrick Elementary	Y	TAS
Orland	323	Orland Consolidated School	Y	TAS
Orono	324	Orono High School	Y	TAS
Orono	324	Orono Middle School	Y	TAS
Otisfield	328	Otisfield Community School	Y	TAS
Oxford	331	Oxford Elementary School	Y	TAS
Paris	334	Oxford Hills Middle School	Y	TAS
Westbrook	465	Oxford-Cumberland Canal	Y	TAS
Palermo	332	Palermo Consolidated School	Y	SWP
Palmyra	333	Palmyra Consolidated School	Y	TAS
Kennebunk	219	Park Street School	Y	TAS
Pembroke	339	Pembroke Elementary	Y	TAS
Southwest Hbr	405	Pemetic Elementary School	Y	TAS
Brewer	053	Pendleton Street School	Y	TAS
Penobscot	340	Penobscot Elementary	Y	TAS
Howland	206	Penobscot Valley High	Y	TAS
Milo	278	Penquis Valley High School	Y	TAS
Milo	278	Penquis Valley Middle School	Y	TAS
Perry	342	Perry Elementary School	Y	TAS
Peru	343	Peru Elementary School	Y	TAS
Lewiston	233	Pettingill Elementary School	Y	TAS
Lisbon	242	Philip W Sugg Middle School	Y	TAS
Phillips	344	Phillips Middle School	Y	SWP
Phippsburg	345	Phippsburg Elementary	Y	TAS
Presque Isle	356	Pine Street Elementary	Y	TAS
Guilford	182	Piscataquis Community H S	Y	TAS
Guilford	182	Piscataquis Community	Y	TAS
Pittston	347	Pittston Consolidated School	Y	TAS
Cape Elizabeth	075	Pond Cove Elementary	Y	TAS
Portland	353	Portland High School	Y	TAS
Pownal	354	Pownal Elementary School	Y	TAS
Gardiner	164	Pray Street School	Y	TAS
Washington	453	Prescott Memorial School	Y	TAS
Portland	353	Presumpscot School	Y	TAS
Westbrook	465	Prides Corner School	Y	TAS
Princeton	357	Princeton Elementary School	Y	TAS
Bingham	041	Quimby Elementary School	Y	TAS
Oakland	319	Ralph M Atwood School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Rangeley	360	Rangeley Lakes Regional School	Y	TAS
Raymond	362	Raymond Elementary School	Y	TAS
Readfield	363	Readfield Elementary School	Y	TAS
Richmond	365	Richmond Middle School	Y	TAS
Gardiner	164	River View Community School	Y	TAS
Portland	353	Riverton School	Y	TAS
Robbinston	367	Robbinston Grade School	Y	TAS
Rockland	368	Rockland District Middle	Y	TAS
Rockport	369	Rockport Elementary School	Y	TAS
Rockwood Twp	606	Rockwood Elementary School	Y	SWP
Machias	253	Rose M Gaffney School	Y	TAS
Rumford	373	Rumford Elementary	Y	SWP
Sabattus	458	Sabattus Elementary School	Y	TAS
Westbrook	465	Saccarappa School	Y	TAS
Hiram	200	Sacopee Valley Jr-Sr High Sch	Y	TAS
Hodgdon	201	SAD 70 Elementary School	Y	SWP
Buxton	068	Samuel D Hanson School	Y	TAS
Dover-Foxcroft	127	Se Do Mo Cha Middle School	Y	TAS
Kennebunk	219	Sea Road School	Y	TAS
Searsport	385	Searsport District Middle	Y	TAS
Searsport	385	Searsport Elementary	Y	SWP
Sebago	386	Sebago Elementary School	Y	TAS
Newport	301	Sebastiancook Valley Middle	Y	TAS
Sedgwick	389	Sedgwick Elementary School	Y	TAS
Shapleigh	390	Shapleigh Memorial School	Y	TAS
Kittery	223	Shapleigh Middle School	Y	TAS
Auburn	020	Sherwood Heights Elementary	Y	TAS
South Portland	403	Skillin Elementary School	Y	TAS
Presque Isle	356	Skyway Education Learning	Y	TAS
Presque Isle	356	Skyway Middle School	Y	TAS
South Portland	403	Small Elementary School	Y	TAS
Smithfield	395	Smithfield Elementary School	Y	TAS
Dyer Brook	131	So Aroostook CSD School	Y	SWP
Solon	397	Solon Elementary School	Y	TAS
Hartland	194	Somerset Valley Middle School	Y	TAS
Somerville	398	Somerville Elementary School	Y	TAS
Naples	293	Songo Locks School	Y	TAS
South Bristol	401	South Bristol Elementary	Y	TAS
Hiram	200	South Hiram Elementary	Y	TAS
Rockland	368	South School	Y	TAS
Southport	402	Southport Central School	Y	TAS
Saint Albans	376	St Albans Consolidated	Y	TAS
Saint Francis	377	St Francis Elementary School	Y	SWP
Saint George	378	St George School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Starks	409	Starks Elementary School	Y	SWP
Brewer	053	State Street School	Y	TAS
Millinocket	277	Stearns High School	Y	TAS
Standish	408	Steep Falls Elementary School	Y	TAS
Stetson	410	Stetson Elementary School	Y	TAS
Bridgton	055	Stevens Brook School	Y	TAS
Stockholm	412	Stockholm Elementary School	Y	SWP
Stockton	413	Stockton Springs Elementary	Y	SWP
Eustis	148	Stratton Elementary School	Y	TAS
Strong	417	Strong Elementary School	Y	SWP
Sullivan	418	Sumner Memorial High School	Y	TAS
Surry	420	Surry Elementary School	Y	TAS
Augusta	021	Sylvio J Gilbert School	Y	TAS
Dixfield	125	T W Kelly Dirigo Middle School	Y	TAS
Caribou	077	Teague Park School	Y	SWP
Bethel	039	Telstar Middle School	Y	TAS
Randolph	359	Teresa C Hamlin Elem School	Y	TAS
Lewiston	233	Thomas J McMahon	Y	TAS
Tremont	430	Tremont Consolidated School	Y	TAS
Trenton	431	Trenton Elementary School	Y	TAS
Troy	432	Troy Central School	Y	TAS
Turner	433	Turner Primary School	Y	TAS
Union	434	Union Elem & Gaul Middle	Y	TAS
Unity	435	Unity Elementary School	Y	TAS
Bingham	041	Upper Kennebec Valley Jr-Sr	Y	TAS
Van Buren	437	Van Buren District Secondary	Y	TAS
Vanceboro	438	Vanceboro Elementary School	Y	SWP
Vassalboro	439	Vassalboro Community School	Y	TAS
Veazie	440	Veazie Community School	Y	TAS
Pittsfield	346	Vickery School	Y	TAS
York	492	Village Elementary School	Y	TAS
Vinalhaven	443	Vinalhaven School	Y	TAS
Bangor	027	Vine Street School	Y	TAS
Bradley	051	Viola Rand School	Y	TAS
Rumford	373	Virginia School	Y	TAS
Berwick	038	Vivian E Hussey Primary	Y	TAS
Farmington	153	W G Mallett School	Y	TAS
Wales	448	Wales Central School	Y	TAS
Liberty	234	Walker Memorial School	Y	TAS
Wallagrass	449	Wallagrass Elementary School	Y	SWP
Auburn	020	Walton School	Y	TAS
Warren	451	Warren Community School	Y	TAS
Washburn	452	Washburn District Elem School	Y	SWP
Auburn	020	Washburn School	Y	TAS

TOWN_NAME	TOWN_CODE	SCHOOL_NAME	Title IA Eligible	Title IA Serviced
Brewer	053	Washington Street School	Y	TAS
Waterboro	454	Waterboro Elementary School	Y	TAS
Waterford	455	Waterford Memorial School	Y	TAS
Waterville	456	Waterville Junior High School	Y	TAS
Wayne	457	Wayne Elementary School	Y	TAS
Auburn	020	Webster Intermediate School	Y	TAS
Weld	460	Weld Elementary School	Y	TAS
Monticello	284	Wellington School	Y	SWP
Wells	462	Wells Elementary School	Y	TAS
Wells	462	Wells Junior High School	Y	TAS
Wesley	463	Wesley Elementary School	Y	TAS
West Bath	464	West Bath School	Y	TAS
Harpswell	190	West Harpswell Elementary	Y	TAS
Gorham	171	White Rock School	Y	TAS
Whitefield	473	Whitefield Elementary School	Y	TAS
Whiting	474	Whiting Village School	Y	TAS
Sanford	381	Willard School	Y	TAS
Yarmouth	491	William H Rowe School	Y	TAS
Oakland	319	Williams Elementary School	Y	TAS
Windham	478	Windham Primary School	Y	TAS
Windsor	479	Windsor Elementary School	Y	TAS
Winslow	481	Winslow Elementary School	Y	TAS
Winslow	481	Winslow Junior High School	Y	TAS
Winter Harbor	482	Winter Harbor Grammar	Y	TAS
Winthrop	485	Winthrop Grade School	Y	TAS
Wiscasset	486	Wiscasset Middle School	Y	TAS
Wiscasset	486	Wiscasset Primary School	Y	TAS
Woodland	487	Woodland Consolidated Sch	Y	SWP
Baileyville	024	Woodland Elementary School	Y	TAS
Baileyville	024	Woodland Jr-Sr High School	Y	TAS
Topsham	429	Woodside Elementary School	Y	TAS
Woodstock	488	Woodstock School	Y	TAS
Woolwich	490	Woolwich Central School	Y	TAS
Reed Pt	364	Wytopitlock Elementary School	Y	SWP
Yarmouth	491	Yarmouth Elementary School	Y	TAS