

FY2019

# LEA Performance Report Guide

## **TITLE I, PART D: SUBPART 2**

THE PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND  
YOUTH WHO ARE NEGLECTED, DELINQUENT OR AT RISK

KENTUCKY DEPARTMENT OF EDUCATION | 300 Sower Blvd., Frankfort, KY 40601



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# Introduction and Purpose

## Performance Report Purpose

Title I, Part D (Part D), requires State education agencies (SEAs) to annually submit information regarding the educational progress of students served with Part D funds (see [Subpart 3, Section 1431\(a\)](#)). The purpose of the performance report is to collect program data that the U.S. Department of Education (ED) can use to demonstrate the effectiveness of the Part D educational programs in relation to the progress students are making regarding academic, vocational, and transition outcomes. SEAs report these data annually through two reporting tools: [Consolidated State Performance Report \(CSPR\)](#) and [EDFacts](#).

The performance report requests data for the previous school year, which is typically defined as July 1–June 30. For example, the data are entered in the CSPR in January and February for the school year that ended the previous summer. All States that receive Title I, Part D, funding for the related school year must respond to the reporting requirements in the CSPR.

## Guide Purpose

The purpose of the Performance Report GMAP Guide is to help Part D coordinators navigate the GMAP system in order to successfully complete the Performance Report that is to be submitted to the Kentucky Department of Education (KDE) each fall.

*Note: The pictures included in this guide are meant to be general references of the page layouts within the GMAP system. Dates may not reflect the current year. If the text within the images is not legible, users may increase the size of the page by using the Zoom feature in the center of the toolbar at the top of the document. (See the image below)*



## Getting Started

1. Use any browser to access the Grant Management Application & Planning System ([GMAP](#)). Below you will find a snapshot of the GMAP Home Page and Sign-In Page.

Kentucky Department of Education  
Our Children, Our Commonwealth

Grant Management Application & Planning System Home

Announcements

Fiscal Year 2018 District Funding Assurances (6/28/2017)

The Fiscal Year 2018 District Funding Assurances are currently available in the Grants Management Application and Planning System (GMAP). Beginning with FY2018, the assurances are a stand-alone document and not part of the Consolidated Application. A new role of District Assurances Director has been added to complete the assurances; all superintendents have been assigned this role. If additional staff need the role of District Assurances Director, the district's User Access Administrator may add the role.

Once the District Funding Assurances have been completed, you must print the document to present to your local board for approval. Upon approval by your local board, the Superintendent (**not the designee**) must upload the assurances statement under their GMAP login by September 30, 2017. The district funding assurances statement template is located in GMAP in the District Document Library.

Instructions for completing and uploading the assurances statement in GMAP is available at <http://education.ky.gov/districts/in/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx>

For guidance on submitting your assurances, please contact Nicole Crosthwaite via email at [Nicole.crosthwaite@education.ky.gov](mailto:Nicole.crosthwaite@education.ky.gov) or (502) 564-1979 ext. 4328. For questions regarding GMAP login, please contact Thelma Hawkins via email at [kdegrmap@education.ky.gov](mailto:kdegrmap@education.ky.gov) or (502) 564-1979 ext. 4361.

Sign-In

Email Address:

Password:

[Forgot your password?](#)

2. Click "GMAP Sign-In" from the Main Menu located on the left.
3. Enter your email address and password.
  - a. An email was sent to each contact containing password information once their name was entered into the GMAP system. The email would have been sent from [GMAP.NoReply@eGrantsManagement.com](mailto:GMAP.NoReply@eGrantsManagement.com). If you did not receive your password contact your state coordinator.
  - b. If you have forgotten your password, then use the "Forgot your Password" link to reset your password.
4. Click "Submit."

Grant Management Application & Planning System Home

Clinton County (131) Public District

Organization Number	Organization Name
131	Clinton County

Application Supplements Application (7/3/2018)

Consolidated Application Now Open - Due August 31

The FY19 Consolidated Application is now open, and the application is due **August 31**. Allocations in GMAP are preliminary for the 2018-2019 school year. Final allocations will be released late fall when final notification is received from the U.S. Department of Education.

If you have questions, please contact the following:

- Title I Ranking Report: [Title I, Part A Consultants](#)
- Title I, Part D Neglected and Delinquent: [Monica Shack](#) or [Amber Skaggs](#)

5. Select "Application Supplements" from the "Funding" tab on the Main Menu to go to the Performance Report. Above is a snapshot of where the tab is located on the Main Menu.

The Main Menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.

## Application Supplements

Clinton County (131) Public District

2018 Active

District Application Supplement	Revision	Status	Status Date
Clinton County (131) - District Funding Assurances	0	District Funding Assurances Director Approved	8/24/2017
Clinton County (131) - Title IV, Part A Intent to Participate	0	Intent To Participate Superintendent Approved	1/30/2018

School Application Supplement	Revision	Status	Status Date
All			
Albany Elementary School (131-015)	0	Not Started	8/20/2018
Clinton County Early Childhood Cent	0	Not Started	8/20/2018
Clinton County High School (131-05)	0	Not Started	8/20/2018
Clinton County Middle School (131-04)	0	Not Started	8/20/2018
Foothills Academy (131-016) - Title I	0	Not Started	8/20/2018

- Once on the “Application Supplements” page, the year located at the top of the page represents the end of the Fiscal Year. **Select 2019 from the drop-down menu.** (You can search for earlier years and earlier versions from the drop-down menu.)
- Click the drop-down menu located in the “School Application Supplement” section to select the Subpart 2 Institution. See the snapshot above for the general location of the drop-down menu.

## Application Supplements

Clinton County (131) Public District

2018 Active

District Application Supplement	Revision	Status	Status Date
Clinton County (131) - District Funding Assurances	0	District Funding Assurances Director Approved	8/24/2017
Clinton County (131) - Title IV, Part A Intent to Participate	0	Intent To Participate Superintendent Approved	1/30/2018

School Application Supplement	Revision	Status	Status Date
Foothills Academy (131-016)	0	Not Started	8/20/2018

- Once the institution has been selected, click on “Title I-D Subpart 2 Performance Report” located under the “School Application Supplement” section to go to the Performance Report. The snapshot above shows the location of the Performance Report selection.

The Sections page is the launching point to the individual pages of the report. Picture 1 below shows the locations of important information on the Sections page.

- The “Information Bar” is located at the top of the page. This contains the district name, fiscal year, report, and the report version.
  - The first version of a report is “Rev 0.”

**Title I-D Subpart 2 Performance Report Sections**

Jefferson County (275) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Plan Status: Title I-D Performance Report Started

Change Status To: Title I-D Performance Report Completed

[View Change Log](#)

- The “Status Area” includes the report’s current status as well as the “Change Status To” option.
  - In order to “start” the report, the status must be changed to “[Title I-D Performance Report Started](#)” before any data can be entered. Next, select confirm (see pictures below).



## Status Change Confirmation

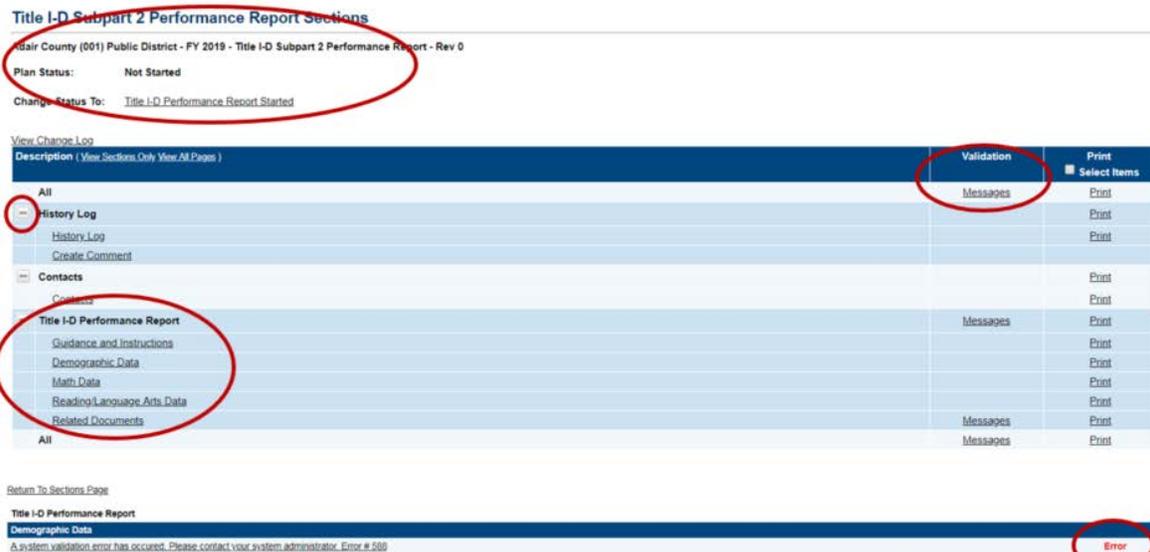
Clinton County (131) Public District - FY 2018 - Title I-D Subpart 2 Performance Report - Rev 0

You are about to change the status of this Plan to Title I-D Performance Report Started. Click Confirm to change the status.

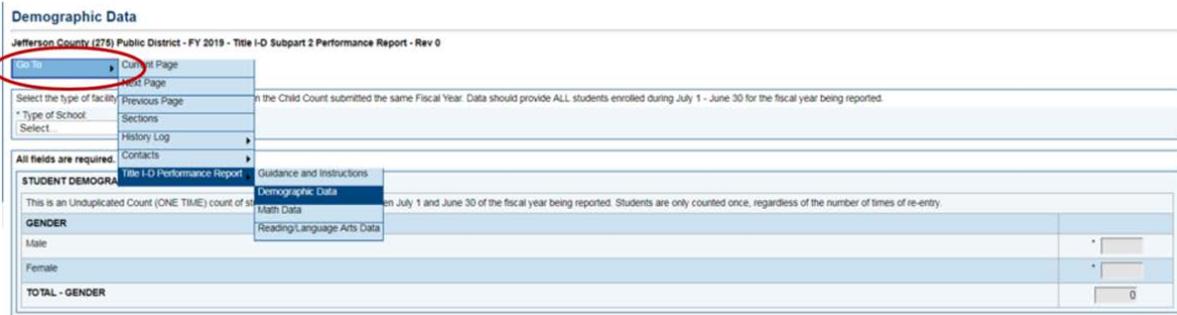


- In order to “complete” the report, the status must be changed to “[Title I-D Performance Report Completed](#)” before the report can be reviewed by KDE. Next, select confirm as before.
- The sections listed below can be collapsed or expanded by clicking the plus/minus symbols next to each section. Links to the individual pages can be found by expanding the section.
- The “Validation” column shows any messages related to each page. Click on the message link to read the message.
  - “Warning” messages are only advisory and will not prevent submission of the report. Red “**Error**” messages must be resolved before the report can be submitted.

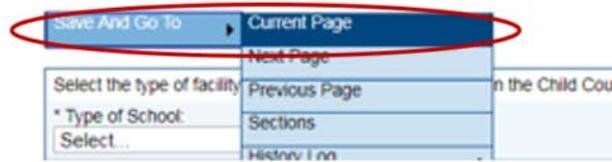
Picture 1



The “Save and Go” button functions as a navigation tool, located at the top of the page, which allows you to save your work, navigate within the report and access any page. “Go To” is used on pages with no data entry. See the example below.



Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows the time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on the current page will be lost if the time-out clock goes past 60 minutes without saving.**



## Guidance and Instructions Page

1. Select the “Guidance and Instructions” page located under Title I-D Performance Report on the Sections page.
2. Read through the guidance and instructions in order to understand how to complete the Performance Report accurately. Below is a sample of what this page looks like in the GMAP system.

### Guidance and Instructions

Jefferson County (275) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Program Guidance and Instruction	
2.4 PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELINQUENT, OR AT RISK (TITLE I, PART D, SUBPARTS 1 AND 2)	
This report collects data on programs and facilities that serve students who are neglected, delinquent, or at risk under Title I, Part D, and characteristics about and services provided to these students.	
Throughout this section:	
Report data for the program year of July 1 through June 30	
Count programs/facilities based on how the program was classified to ED for funding purposes.	
Do not include programs funded solely through Title I, Part A.	
Use the definitions listed below:	
<b>Adult Corrections</b>	An adult correctional institution is a facility in which persons, including persons 21 or under, are confined as a result of conviction for a criminal offense.
<b>At-Risk Programs</b>	Programs operated (through LEAs) that target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, have limited English proficiency, are gang members, have dropped out of school in the past, or have a high absenteeism rate at school.
<b>Juvenile Corrections</b>	An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and group homes) in this category.
<b>Juvenile Detention Facilities</b>	Detention facilities are shorter-term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment.

## Demographic Data Page

1. Select the “Demographic Data” page located under Title I-D Performance Report on the Sections page or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

Demographic Data

Jefferson County (275) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

GO TO

Select the type of facility. Facility Type should be based on the Gender Count submitted the same Fiscal Year. Data should provide ALL students enrolled during July 1 - June 30 for the fiscal year being reported.

\* Type of School: Select.

All fields are required. Use 0 where appropriate.

**STUDENT DEMOGRAPHICS - UNDUPLICATED COUNT**

This is an Unduplicated Count (ONE TIME) count of students who were served between July 1 and June 30 of the fiscal year being reported. Students are only counted once, regardless of the number of times of re-entry.

**GENDER**

Male

Female

**TOTAL - GENDER**

**RACE/ETHNICITY**

This is an Unduplicated Count (ONE TIME) count of students who were served between July 1 and June 30 of the fiscal year being reported. Students are only counted once, regardless of the number of times of re-entry. The total count must match the Total-Gender count.

American Indian or Alaska Native

Asian

## Math Data Page

1. To access the “Math Data” page, select it on the Sections page located under Title I-D Performance Report or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

Math Data

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

GO TO

Facility type:

In the table below, provide the unduplicated number of long-term students who were assessed in math pre-and post-testing. The count of these students are for your long-term student placement. Students who were enrolled 90 + consecutive calendar days.

Report only information on a student's most recent testing data. Students who were pre-tested prior to July 1 of the reporting year, may be included if their post-test was administered during the reporting year. Students who were post-tested after the reporting year ended should be omitted in the following year.

**Performance Data (based on most recent pre and post-test data)**

Count of long-term students who took the pre-test	<input type="text"/>
Count of long-term students who tested <b>AT OR ABOVE</b> grade level on the pre-test	<input type="text"/>
Count of long-term students who tested <b>BELOW</b> grade level on the pre-test	<input type="text"/>
Count of long-term students who took the post-test	<input type="text" value="0"/>
Count of long-term students with <b>NEGATIVE</b> grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with <b>NO</b> change in grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with improvement <b>up to one full grade level</b> from the pre-to post-test exams	<input type="text"/>
Count of long-term students with improvement <b>more than one full grade level</b> from the pre- to post-test exam	<input type="text"/>

GO TO

## Reading/Language Arts Data Page

1. To access the “[Reading/Language Arts Data](#)” page, select it on the Sections page located under Title I-D Performance Report or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

The screenshot shows the GMAP interface for the 'Reading/Language Arts Data' page. On the left, a navigation menu includes 'Help for Current Page', which is circled in red. The main content area is titled 'Reading/Language Arts Data' and includes a 'Go To' button. Below this, there is a 'Facility type' input field and a paragraph of instructions. A table titled 'Performance Data (based on most recent pre and post-test data)' is also circled in red. The table has two columns: a description of the data point and a corresponding input field.

Performance Data (based on most recent pre and post-test data)	
Count of long-term students who took the pre-test	<input type="text" value="0"/>
Count of long-term students who tested <b>AT OR ABOVE</b> grade level on the pre-test	<input type="text"/>
Count of long-term students who tested <b>BELOW</b> grade level on the pre-test	<input type="text"/>
Count of long-term students who took the post-test	<input type="text" value="0"/>
Count of long-term students with <b>NEGATIVE</b> grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with <b>NO</b> change in grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with improvement <b>up to one full grade level</b> from the pre- to post-test exams	<input type="text"/>
Count of long-term students with improvement <b>more than one full grade level</b> from the pre- to post-test exam	<input type="text"/>

## Related Documents Page

To access this page select it from the Sections page or navigate from page to page using the “Go To” button.

There are no required documents to be uploaded on this page. This page is for any documentation you feel KDE needs to see to support your data. For example: If there is a discrepancy with your data in the report, you can upload documentation on this page to explain why the discrepancy occurred. (Below is what this page looks like in the system.)

The screenshot shows the 'Related Documents' page. It features a 'Go To' button and a table titled 'Optional Documents'. The table has three columns: 'Type', 'Document Template', and 'Document/Link'. There is one row of data in the table.

Optional Documents		
Type	Document Template	Document/Link
Performance Report Documentation [Upload up to 1 document(s)]	N/A	

## Submitting Your Completed Report

Once all pages of the Performance Report are complete, you will need to change the report status to “complete” in order for the report to be sent to the LEA Approver for approval. The “change status to” is located in the “information bar” at the top of the Sections page. After you complete this step, the LEA Approver will be able to access the report in GMAP.

When the LEA Approver has reviewed the report, they will need to change the status to “Approved” or “Returned not approved.” If the report is returned by the LEA Approver, the coordinator will need to make the appropriate revisions and resubmit as before. Once the LEA Approver “approves” the report, your KDE program consultant will be able to review the Performance Report.

If data within the report should need to be changed, please refer to the [New Versions](#) section of the guide to learn how to create a new version of your performance report.

## Returned Reports

After your KDE program consultant reviews the Performance Report, an email will be sent to the district contact to notify them of a returned or approved report. If a report is returned:

1. Go to the “checklist” at the bottom of the Sections page to view any needed corrections.

**Title I-D Subpart 2 Performance Report Sections**

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Plan Status: Not Started

Change Status To: [Title I-D Performance Report Started](#)

[View Change Log](#)

Description (View Sections Only View All Done)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Contacts		Print
Contacts		Print
Title I-D Performance Report	Messages	Print
Guidance and Instructions		Print
Demographic Data		Print
Math Data		Print
Reading/Language Arts Data		Print
Related Documents	Messages	Print
Consultant Checklist		Print
Title I-D Subpart 2 Consultant Checklist		Print
All	Messages	Print

2. Sections marked “attention needed” have comments from your KDE program consultant. (below is a sample of the checklist)

Use the KDE consultant notes to make revisions to the report before resubmitting.

**Title I-D Subpart 2 Consultant Checklist**

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

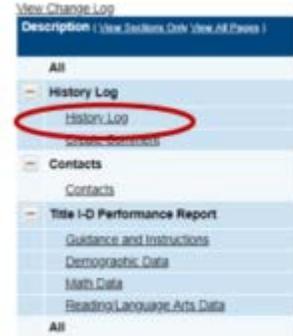
Go To

Checklist Description (Collapse All Expand All)	
1. Demographic Data	Not Reviewed
1. Is the correct "Facility type" selected?	
2. Is the total accurate for the Student Demographic section?	
3. Does the total in the Race/Ethnicity section match the Student Demographic section?	
4. Does the total for the Age section match the Student Demographic section?	
5. Is the Types of Students Served section completed?	
6. Have the Academic and Vocational Outcomes While in the Facility been entered?	
7. Have the Academic and Vocational Outcomes After Exiting the Facility been entered?	
8. Is the Average Length of Stay section complete?	

## Additional GMAP Features

### History Log:

The history log maintains a record of all status changes and comments for the application. The pictures (below and to the right) show where the log is located on the Sections page and what a log looks like within the system.

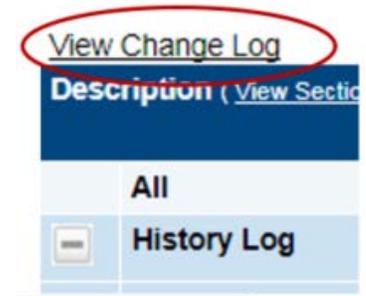


Date	User	Status (S) / Comment (C)	S/C
7/5/2016 9:54:36 AM	Todd Elder	Status changed to 'Title I-D Performance Report Started'.	S
6/27/2016 3:46:36 PM	GMS Administrator	Status changed to 'Not Started'.	S

Save And Go To

### Change Log:

Use the "View Change Log" (located at the top of the Sections page – see the snapshot to the right) to see changes from any point in the process. Select the point in the process (example: KDE Consultant Returned Not Approved) from the drop-down menu. Changes are identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.



The picture below is a sample of what a change log looks like in the system.

Item Type	Action Name	Item Name	User	Date
Perkins Secondary - Related Documents	Insert	Warren County - Perkins Secondary - Related Documents - Related Documents - 2017 was added	WMS Crawford	2/10/2016 3:51:07 PM
Perkins Secondary - Address Committees	Insert	Address Committees will be submitted through a related document & link selected	WMS Crawford	2/10/2016 3:24:26 PM
Perkins Secondary - Budget	Update	Update Perkins Secondary - Budget - Technology Software - Warren County - Equipment/Software - Description changed from 'Sapic, advice software' to 'Mobile Phone Software, Document scanners, and meeting computers' - Amount changed from \$5000.00 to \$17000.00. Total updated to \$17000.00	WMS Crawford	2/10/2016 1:50:07 PM
Perkins Secondary - Budget	Insert	Budget added: Perkins Secondary - Budget - Technology related hardware - Warren County - Equipment/Software - Total updated to \$17000.00	WMS Crawford	2/10/2016 1:50:07 PM
Perkins Secondary - Budget	Update	Update Perkins Secondary - Budget - Registration Fees - Warren County - Support Services - Description changed from 'Registration to conferences, Travel to PFLA, PBLA, and PPA Conferences' to 'Registration to conferences' - Amount changed from \$14900.00 to \$7400.00. Total updated to \$7400.00	WMS Crawford	2/10/2016 1:49:03 PM
Perkins Secondary - Budget	Insert	Budget created: Perkins Secondary - Budget - Travel - Warren County - Support Services - Total updated to \$7400.00	WMS Crawford	2/10/2016 1:29:02 PM

## New Versions:

A version is created when changes are needed for an approved report. A change in data input for an “approved” report will require an administrator to create a new version. The district can initiate a new version at any time. To initiate a new version, the administrator will need to change the status to “Revision Started.”

Change Status To **Revision Started**

Then, the report “Rev” number will change depending on the number of versions. The example below shows “Rev 1” meaning it’s the first revision since the original.

Performance Report **Rev 1**

The Sections page has a “Revision” column indicating changes from the previous version. Click on the “Details” link to see the specific changes that were made. (See the samples below.)

Revision	Validation
<a href="#">Details</a>	<a href="#">Messages</a>
<a href="#">Details</a>	
<a href="#">Details</a>	
<a href="#">Details</a>	<a href="#">Messages</a>
<a href="#">Details</a>	
<a href="#">Details</a>	

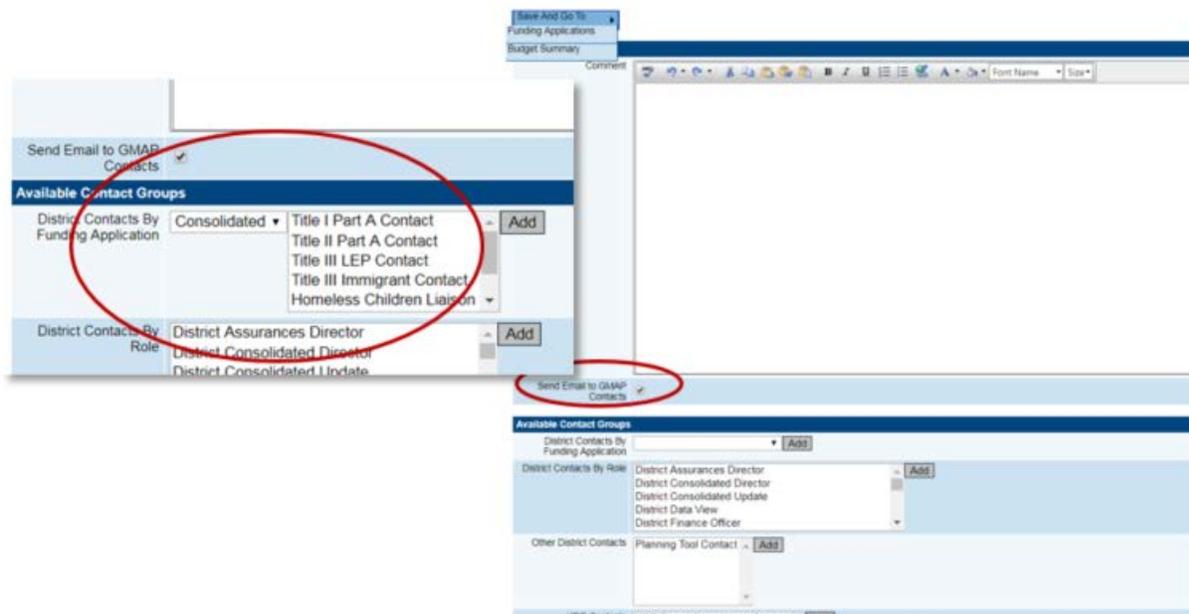
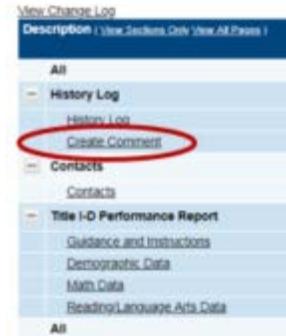
  

Section
<b>Part A</b>
Amount was updated from \$100,154.72 to \$100,720.72 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Admin - (non director salary and benefits - 1st administrative assistant salary and benefits.)
<b>Part B</b>
Separate Description was updated from Funds used to address the needs of teachers who do not meet newly qualified status. Additional Funds for both Teachers to meet with a plan for salaries, fringe benefits, and pensions for the appropriate coursework to obtain the status. To Funds used for costs in the Title II budget for assistance with teachers with a plan for salaries, fringe benefits, and pensions for the appropriate coursework to obtain the status. Category for the newly qualified staff consists of 150,000.00. Another Code - (Contract - Category - Funds used to address the needs of teachers with a plan for salaries, fringe benefits, and pensions for the appropriate coursework. In salary table data.)
<b>Part C</b>
Amount for the non-Instructional and Other Instructional Activities - Administrative Costs - changed from \$100,154.72 to \$100,720.72.
<b>Part A</b>
Amount was updated from \$307,130.21 to \$430,330.36 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Professor - (1st Instructional Services Contract - The district has been allocated the amount to fund teacher salaries and benefits for instructional staff.)
Amount was updated from \$45,772.00 to \$47,448.00 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Professor - (1st Instructional Services Contract - The district has been allocated the amount to fund teacher salaries and benefits for instructional staff.)
<b>Part B</b>
value in the Description column of the Salary Row 1 row in the Title B-A Activities table has been changed.
value in the Description column of the Salary Row 2 row in the Title B-A Activities table has been changed.
value in the Amount column of the Salary Row 3 row in the Title B-A Activities table has been changed from \$307,130.21 to \$430,330.36.
value in the Description column of the Salary Row 4 row in the Title B-A Activities table has been changed from \$45,000.00 to \$47,448.00.
value in the Description column of the Salary Row 5 row in the Title B-A Activities table has been changed.

## Create Comment:

Comments are a way to communicate to others concerning the Performance Report. By creating comments, there is a recorded history of any communication regarding the Performance Report that can be seen in the History Log. (See comment location on the Sections page to the right.)

Comments may be sent via email as well. To do this, click the box at the bottom of the comment section. A screen will appear below the comment to allow the sender to select one or more contacts.

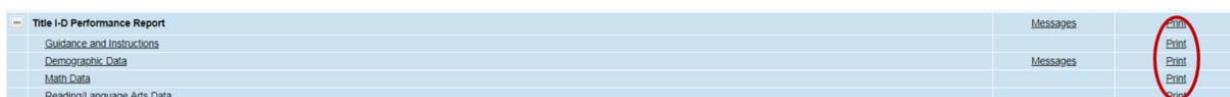


## Status Sequence:

- Not Started
- Report Started
- Report Completed
- LEA Approved or Returned Not Approved
- KDE Consultant Approved or Returned Not Approved

## Printing:

1. From the "Sections" page, select the pages to print.
2. Click "Print" located on the right-hand side of the page. (see the picture below)



- Enter the name for the print product in the "Document Name" line. The default option is the name of the page selected.

**Print Request**

Adair County (001) Public District - FY 2019

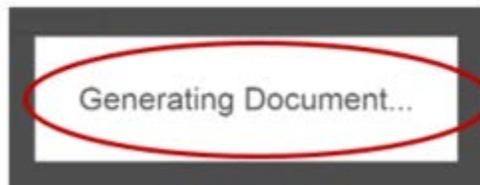
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMAP System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

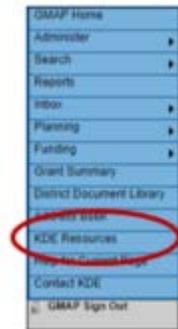
**Document Name:**

**Email Address:**

- Click the "Print" button to generate the PDF documents. GMAP will display a "Generating Document" window while the PDF is being prepared.



- The document will open in a new browser tab. You can print or save the PDF from that tab.
- If the document does not open in a new tab after a short time, click on "KDE Resources" from the Main Menu. (See the location on the Main Menu to the right.)
- Open the PDF by clicking on the document located at the top of the page under the "Print Request Name" section.
- The document will then open in a new browser tab. You can print or save the PDF from that tab.
- When the document is no longer needed, click "Delete" located to the right of the document link. See the snapshot below for an example.



**KDE Resources**

KDE test district (1000) Public District - FY 2018

Below are the KDE Resources. Expand the nodes to view the folders and documents.

Print Request Name	Request Date	Expiration Date	
Consolidated - Title I Part D (LEA) - Program Details.pdf	6/28/2017 2:13:36 PM	7/3/2017 2:13:36 PM	<a href="#">Delete</a>

**KDE Resources Search**

Choose Keyword:

Or Enter Text:

Below are the KDE Resources. Expand the nodes to view the folders and documents.

**KDE Resources [Expand All] [Collapse All]**

[User Access Administrators](#)

[GMAP Application Training \(All Users\)](#)

Production  
Session Timeout  
00:00:00

## Reference:

Instructional guide to reporting Title I, Part D data in the CSPR for SY 2016–17. Washington, DC: National Technical Assistance Center for the Education of Neglected or Delinquent Children and Youth (NDTAC).

<https://neglected-delinquent.ed.gov/title-i-part-d-statute>