**Private Nonprofit (PNP) Schools**

**Verification Process –** **TIA Student Eligibility Service Rosters**

Private Nonprofit (PNP) Schools participating with the Houston Independent Schools District (HISD) in the Title I, Part A federal program are eligible to receive equitable services in four equitable service categories:

* Instructional Services (also referred to as Direct Instructional Services)
* Academic Counseling Services (a part of Instructional Services)
* Parent Involvement
* Professional Development

Federal guidance mandates that Direct Instructional Services must take place before any of the other equitable services under Title I, Part A can be received.

Each month, PNP School administrators or specified school personnel can submit a request for students to receive academic support through tutoring from a Third-Party Provider. The students must be enrolled at the PNP School, in grades PreK-4 to Grade 12, reside in the attendance zone of an HISD Title I, Part A School, and be failing or at risk of failing in Reading and/or Math. Based on guidance from USDE and TEA, HISD has determined that multi-academic criteria must be met for students to qualify and receive services. Documented evidence of need must also be provided by the PNP School. **Students** **must meet two of the five criteria** **below in each content area, Reading and/or Math:**

* National Percentage Rate (NPR) on a standardized test – a score of 40% or below
* Student Eligibility Checklist – exhibit five or more of ten academic performance indicators for a grade span (Grades PreK-4 – Grade 2, Grades 3-5, Grades 6-8, and Grades 9-12) based on the Readiness Standards of the Texas Essential Knowledge and Skills (TEKS) which are the state’s curriculum standards for what students must know and be able to do at the end of each subject or course.
* Report Cards – a grade of D (74-70) or F (69- Below)
* Progress Reports – a grade of D (74-70) or F (69- Below)
* Principal Letter of Recommendation – a formal letter from the principal of the school stating the specific deficits of the student in Reading and/or Math accompanied by three work samples obtained over time within a 30-day period may be submitted.

Designated PNP school personnel must submit student data to HISD on the Student Eligibility Service Roster and provide the supporting documentation proving the academic criteria was met. All Student Eligibility Service Rosters are the [HISD-PNP webpage](https://www.houstonisd.org/Page/141213) under the Title I, Part A tab. **All requests** should be submitted to [HISDPNP@houstonisd.org](mailto:HISDPNP@houstonisd.org) via email. In the **subject line of the email** include the **school’s name** and **TIA Student Eligibility Service Rosters**. HISD will review all documents and verify that students have met the multi-academic criteria and are eligible to receive instructional services.

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| **2024 – 2025 Submission Windows – Instructional Services** | | |
| **Month** | **Window Dates** | **Final Correction Date**  **By 5:00 PM** |
| **August** | August 12, 2024 | Friday, August 16, 2024 |
| **September** | September 3 – 9, 2024 | Friday, September 13, 2024 |
| **October** | October 1– 7, 2024  **(last continue student window !!)** | Friday, October 11, 2024 |
| **November** | November 4 – 8, 2024 | Friday, November 15, 2024 |
| **December** | December 2 – 6, 2024 | Friday, December 13, 2024 |
| **January** | January 7 – 13, 2025 | Friday, January 17, 2025 |
| **February** | February 3 – 7, 2025 | Friday, February 14, 2025 |
| **March** | March 3 – 7, 2025 | Friday, March 21, 2025 |
| **April** | April 1 – 7, 2025 | Friday, April 11, 2025 |
| **May** | May 5 – 9, 2025 *(For new students enrolled after April 19th)* | Friday, May 16, 2025 |

*04/29/2024-bh*