



# **Teacher Cancellation Low Income Directory**

## **Teacher Cancellation Low Income Directory User Guide**

**March 2012**

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# Teacher Cancellation Low Income Directory

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## **Background Information**

This guide provides an orientation for new users and a review for experienced users who are the State and Territory Teacher Cancellation Low Income Directory (TCLI) Contacts.

Each July, the Department of Education (the Department) Federal Student Aid (FSA) Liaison sends an e-mail message to the State and Territory Liaisons to remind them to update the TCLI Directory for the new award year. .

## **The TCLI Directory**

Eligibility requirements for teachers to receive loan cancellation or forgiveness under the Federal Perkins Loan (Perkins Loan) Program, the Federal Family Education Loan (FFEL) Program, and the William D. Ford Federal Direct Loan (Direct Loan) Program is that they must teach at a school or educational service agency serving low-income families that is listed in the TCLI Directory. In addition, teaching at a low-income school or educational service agency listed in the TCLI Directory is one of the requirements for satisfying the service obligation under the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. If a State or Territory does not update its list of low-income schools and educational service agencies, Perkins Loan, FFEL, and Direct Loan borrowers and TEACH Grant recipients who teach in the state may not receive federal program benefits to which they may be entitled.

The Department of Education provides authorized state officials the ability to electronically update the list of schools and educational service agencies that serve low-income families at any time. Although authorized state officials are the only ones who can use the “Login” button to update the information, the TCLI Directory may be searched by anyone (including post-secondary schools, loan holders and the public) by using the “Search” button on the home page.

Instructions explaining how state and territory officials update the TCLI Directory as well as examples of how the public uses the TCLI Directory are included in this guide. Note: The TCLI Directory Website is reviewed and updated each year as needed. The new version is released in July. The current screens and screen shots in this guide are in the process of being updated. The updated screens will show on the website when the new version is implemented in July. The screenshots in this guide will be updated and be available for download soon thereafter. The state and territory contacts will be notified via email when it is available.

We appreciate your efforts to keep the TCLI Directory current so that students can receive these important benefits.

## **Contact Information**

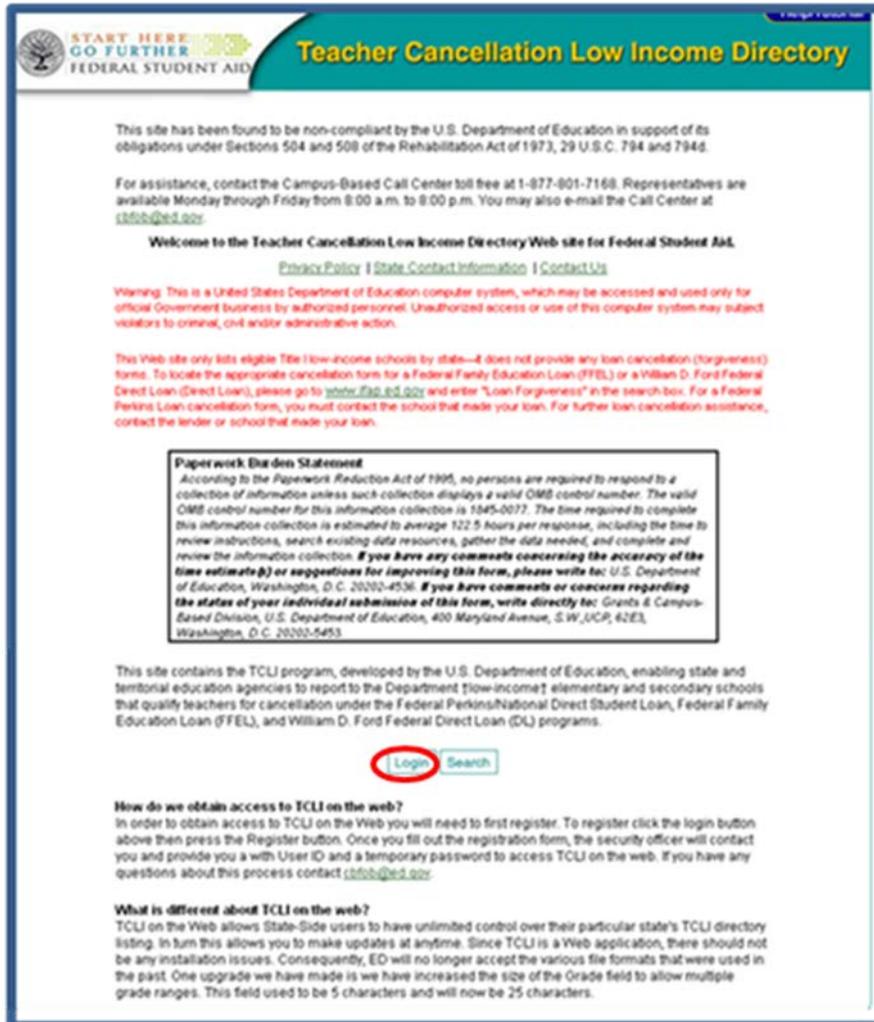
We hope this information is helpful to you. If you have additional questions about the TCLI Directory requirements or procedures, contact the Campus-Based Call Center at 877/801-7168. Customer service representatives are available Monday

through Friday from 8:00 A.M. until 8:00 P.M. (ET). You may also e-mail [CBFOB@ed.gov](mailto:CBFOB@ed.gov).

Grants & Campus-Based Division  
Federal Student Aid

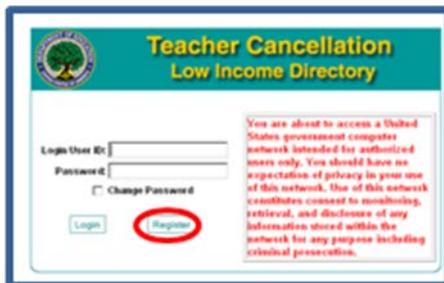
## How to Register a New State/Territory Liaison User

1. Access the TCLI Web site at [www.TCLI.ed.gov](http://www.TCLI.ed.gov).



The screenshot shows the homepage of the Teacher Cancellation Low Income Directory. At the top left is the logo for 'START HERE GO FURTHER FEDERAL STUDENT AID'. The main title is 'Teacher Cancellation Low Income Directory'. Below the title, there is a notice from the U.S. Department of Education regarding non-compliance with Sections 504 and 508 of the Rehabilitation Act of 1973. Contact information for the Campus-Based Call Center is provided. A welcome message and navigation links for 'Privacy Policy', 'State Contact Information', and 'Contact Us' are present. A warning about unauthorized access is included. A 'Paperwork Burden Statement' box is highlighted, detailing the 122.5-hour response time for information collection. Below this, there is a 'Login Search' button where the 'Login' button is circled in red. Further down, instructions on how to obtain access to the web and what is different about the web version are provided.

2. Scroll down the page and click the **Login** button.



This screenshot shows the login and registration section of the website. It features a 'Login User ID:' field, a 'Password:' field, and a 'Change Password' checkbox. There are 'Login' and 'Register' buttons, with the 'Register' button circled in red. A privacy notice on the right states: 'You are about to access a United States government computer network intended for authorized users only. You should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose including criminal prosecution.'

3. Click on the **Register** button.

4. The New User Registration Form becomes available. Complete the form as described below.

**Teacher Cancellation Low Income Directory**

**New User Registration**

If you only need to search the Teacher Cancellation Low Income Directory, [click here](#).

**Who needs to register?**  
Only those representatives designated by their state to update the Teacher Cancellation Low Income directory are permitted access to maintain state data.

**Other than registering, what else needs to be done before I can be granted access?**  
Each state education agency must send a letter to the Security Officer for TCLJ on the Web. This letter, on agency letterhead, must include the name and contact information for the person or persons at the agency who will access TCLJ on the Web on the agency's behalf. Once this letter has been received, you will be contacted and asked to provide the correct Reset Phrase Response. You will then be granted a user id and temporary password. The agency must send this letter to:

Cabin Whitaker  
U.S. Department of Education  
830 First Street, NE  
UCP Building, 63C2  
Washington, D.C. 20202-5453

\* First Name:

\* Last Name:

**Reset Phrase:**

\* Response:

\* Confirm Response:

(Used only for unlocking accounts)

\* State Representing:

Job Title:

\* Agency Address:

Agency Address #2:

\* City:

\* State:

\* ZIP Code:

\* Phone:

\* Email:

\* Confirm Email:

Complete all fields.

**The Reset Phrase is particularly important.**

- Choose a question from the drop down list.
- Provide a response that you will remember. The response to this question is required in order to complete your registration.
- A User ID and a temporary password will be provided to you by the Federal Student Aid TCLJ Liaison when the registration process is complete.
- **If you forget your Reset Phrase or cannot provide it verbally to the Federal Student Aid TCLJ Liaison exactly as you typed it, you will be asked to re-register and start the process over.**

5. Click on the **Register** button.

The screenshot shows the 'New User Registration' page for the Teacher Cancellation Low Income Directory. The page has a teal header with the directory's name and logo. Below the header, there is a link for users who only need to search. The main content area contains instructions on who needs to register and what else needs to be done before access is granted. A contact address for Cabin Whitaker at the U.S. Department of Education is provided. The registration form includes fields for First Name, Last Name, Reset Phrase (with a dropdown menu), Response, Confirm Response, State Representing (dropdown), Job Title, Agency Address, Agency Address #2, City, State (dropdown), ZIP Code, Phone, Email, and Confirm Email. At the bottom, there are 'Register' and 'Cancel' buttons, with the 'Register' button circled in red.

6. You will receive a confirmation message. Then close the screen by clicking on the **Close** button.

The screenshot shows a confirmation message from the Teacher Cancellation Low Income Directory. The message thanks the user for registering and states that their application has been sent to administrators. It provides instructions on how to receive a User ID and Password, and offers a contact number for urgent issues. At the bottom, there is a 'Close' button circled in red.

**Note:** After completing the online registration, you must send a letter on your agency letterhead to the Security Officer. The letter must include the name and contact information for the person or persons at the agency who will access the TCLJ Web site on the agency's behalf. The screen,

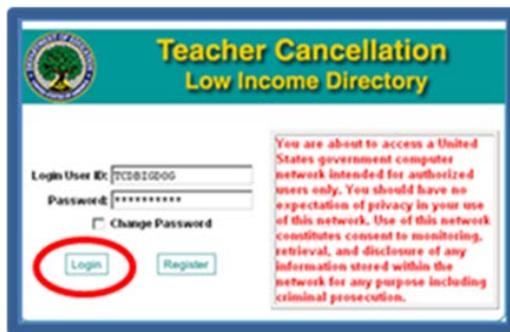
as displayed on page 3 of this guide, indicates that the letter should be sent to Calvin Whitaker. However, updates are being made to the TCLI Directory screens and this letter should be sent to:

Pat Stephenson  
Teacher Cancellation Low Income Directory  
U.S. Department of Education  
830 First Street, NE  
Union Center Plaza  
Washington, DC 20202-5453

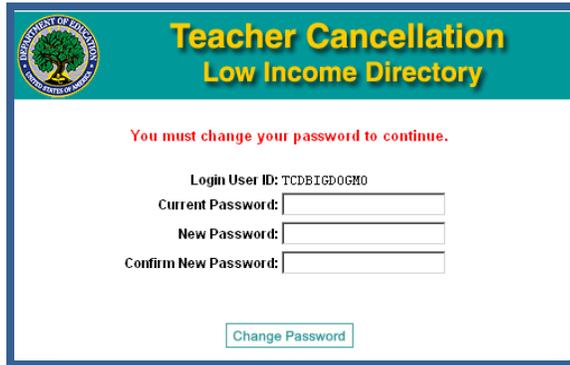
You will then be contacted by the FSA TCLI Liaison who will confirm your Reset Phrase response and provide your user id and temporary password.

### Logging in to the TCLI Web Site for the First Time

1. Access the TCLI Web site at [www.TCLI.ed.gov](http://www.TCLI.ed.gov) .
2. Scroll down the page and click on the **Login** Button on the home page.
3. Enter your User ID and Temporary Password, then click on the **Login** button.



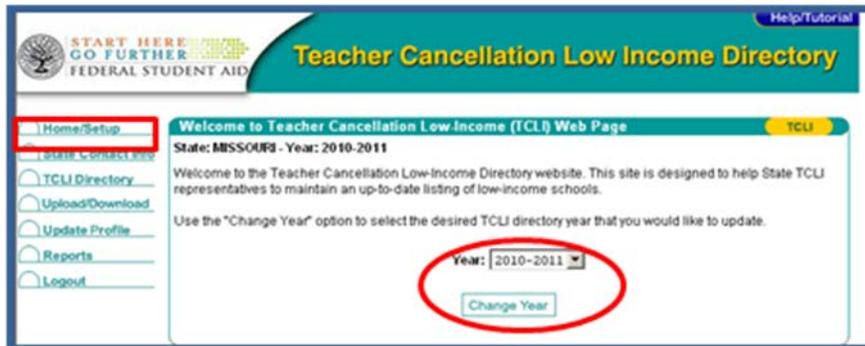
4. You will be prompted to change your password.



The screenshot shows a web page titled "Teacher Cancellation Low Income Directory" with a Missouri Department of Education logo. A red message states: "You must change your password to continue." Below this, the login user ID is "TCDBIGDOGMO". There are three input fields: "Current Password:", "New Password:", and "Confirm New Password:". A "Change Password" button is located at the bottom.

5. Enter your current (temporary) password.
  - a. Enter your new password and confirm it by typing it again in the "Confirm New Password" box.
  - b. Click on the "Change Password" box.
6. After completing the change to a permanent password, the Home/Setup page of the TCLI Web site is displayed. You will have access only to your state.

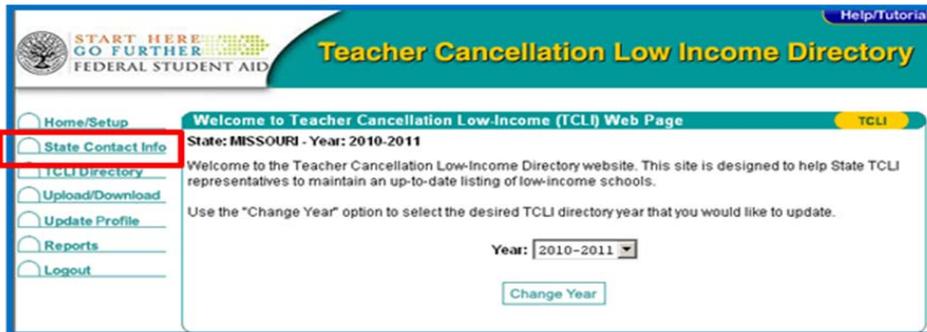
The Year display will default to the current year. To work with a different year, use the drop down box to select the year you want, then click on the **Change Year** button.



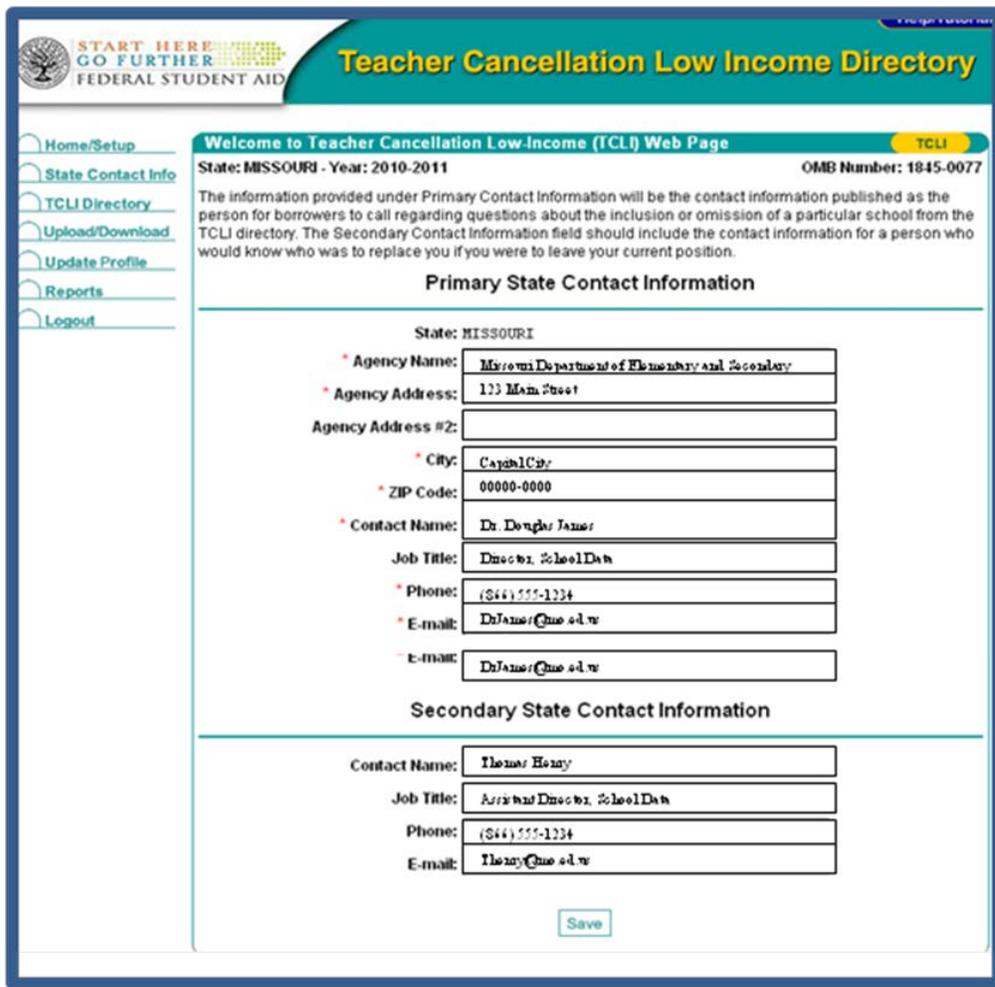
The screenshot shows the "Home/Setup" page of the "Teacher Cancellation Low Income Directory". The page title is "Welcome to Teacher Cancellation Low Income (TCL) Web Page" and the state is "MISSOURI - Year: 2010-2011". A navigation menu on the left includes "Home/Setup", "State Contact Info", "TCL Directory", "Upload/Download", "Update Profile", "Reports", and "Logout". The main content area contains a welcome message and a "Year: 2010-2011" dropdown menu, which is circled in red. Below the dropdown is a "Change Year" button.

## Updating the State Contact Info

The State Contact Info selection allows you to update the primary and secondary State/Territory contact responsible for updating the TCLI Directory. The primary contact is the person the Department will contact with new and updated information concerning the TCLI Directory. When that duty changes in the State/Territory office, the information must be updated in the TCLI Directory.



The screenshot shows the top navigation bar with the logo "START HERE GO FURTHER FEDERAL STUDENT AID" and the title "Teacher Cancellation Low Income Directory". A "Help/Tutorial" link is in the top right. The left navigation menu includes: Home/Setup, State Contact Info (highlighted with a red box), TCLI Directory, Upload/Download, Update Profile, Reports, and Logout. The main content area is titled "Welcome to Teacher Cancellation Low-Income (TCL) Web Page" and shows "State: MISSOURI - Year: 2010-2011". It includes a welcome message and a "Change Year" button with a dropdown menu set to "2010-2011".



The screenshot shows the "Primary State Contact Information" form. The state is set to "MISSOURI". The form fields are as follows:

State:	MISSOURI
* Agency Name:	Missouri Department of Elementary and Secondary
* Agency Address:	133 Main Street
Agency Address #2:	
* City:	Capitol City
* ZIP Code:	00000-0000
* Contact Name:	Dr. Douglas James
Job Title:	Director, School Data
* Phone:	(555) 555-1234
* E-mail:	DJames@mo.edu
E-mail:	DJames@mo.edu

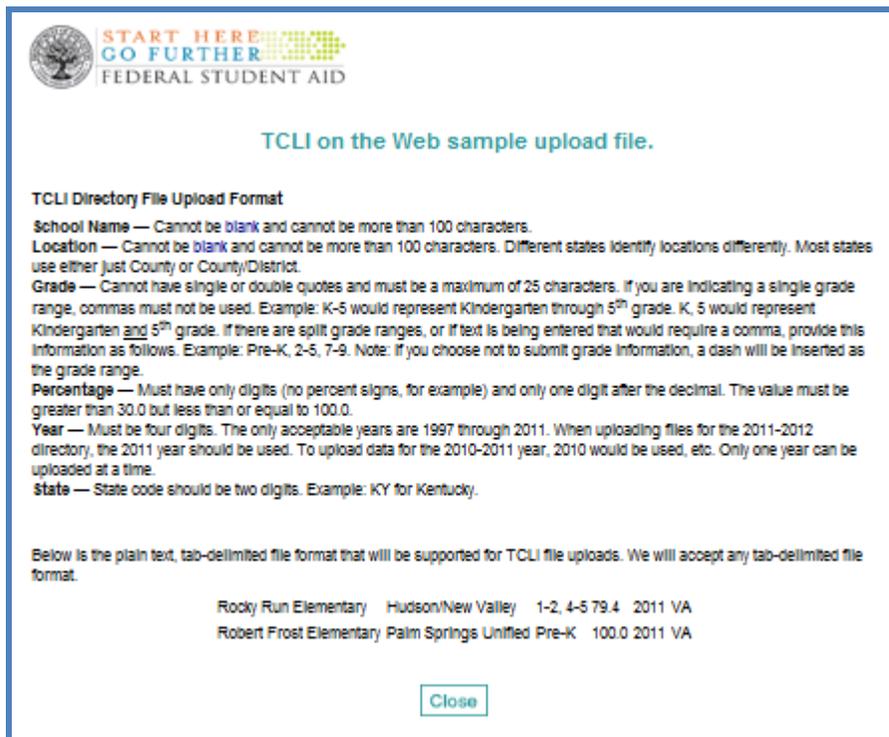
The form also includes a section for "Secondary State Contact Information":

Contact Name:	Thomas Honey
Job Title:	Assistant Director, School Data
Phone:	(555) 555-1234
E-mail:	Thomas@mo.edu

A "Save" button is located at the bottom of the form.

## Updating the TCLI Directory

REMINDER: Your state's TCLI Directory must be updated each year with all low income schools and educational service agencies for that year. You can add/delete/and update specific schools and educational service agencies individually for any of the years. Please note that the prior year list does not roll over into the new year. We recommend that if you do not have an automated system within your procedures, that you download the prior year list, update it, and then upload it into the new year (see page 13 below). If you are developing automated procedures, the allowable format as shown below is available online through a link on the Upload/Download page.



**START HERE  
GO FURTHER  
FEDERAL STUDENT AID**

**TCLI on the Web sample upload file.**

**TCLI Directory File Upload Format**

**School Name** — Cannot be blank and cannot be more than 100 characters.

**Location** — Cannot be blank and cannot be more than 100 characters. Different states identify locations differently. Most states use either just County or County/District.

**Grade** — Cannot have single or double quotes and must be a maximum of 25 characters. If you are indicating a single grade range, commas must not be used. Example: K-5 would represent Kindergarten through 5<sup>th</sup> grade. K, 5 would represent Kindergarten and 5<sup>th</sup> grade. If there are split grade ranges, or if text is being entered that would require a comma, provide this information as follows. Example: Pre-K, 2-5, 7-9. Note: if you choose not to submit grade information, a dash will be inserted as the grade range.

**Percentage** — Must have only digits (no percent signs, for example) and only one digit after the decimal. The value must be greater than 30.0 but less than or equal to 100.0.

**Year** — Must be four digits. The only acceptable years are 1997 through 2011. When uploading files for the 2011-2012 directory, the 2011 year should be used. To upload data for the 2010-2011 year, 2010 would be used, etc. Only one year can be uploaded at a time.

**State** — State code should be two digits. Example: KY for Kentucky.

Below is the plain text, tab-delimited file format that will be supported for TCLI file uploads. We will accept any tab-delimited file format.

```
Rocky Run Elementary Hudson/New Valley 1-2, 4-5 79.4 2011 VA
Robert Frost Elementary Palm Springs Unified Pre-K 100.0 2011 VA
```

Close

You can update your state's TCLI Directory by:

- Updating or deleting a school or educational service agency in the Directory one at a time,
- Adding a new school or educational service agency one at a time, or
- Downloading your state's list, updating it, then uploading it back to the TCLI Directory (Recommended).

## Updating or Deleting Existing Individual School Data Entries

1. Click on the TCLI Directory link on the Menu located on the left side of the page. To update or delete just one or a few schools and educational service agencies, you can narrow your search by entering data in the

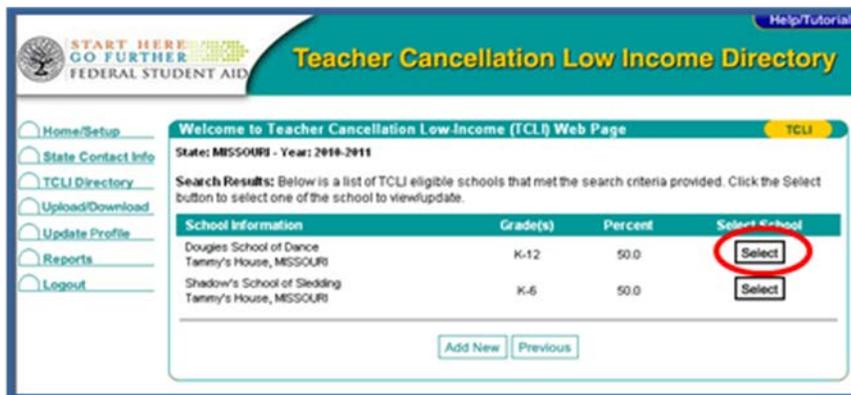
search fields.

To see your state's entire current list, click the **Search** button.



2. Your state's entire list of schools and educational service agencies currently in the TCLI Directory will be displayed.

Click on the **Select** button to the right of the school you want to update or delete. The data fields for that school or educational service agency will be displayed.



- Update them as needed, then click the **Save** button. If you want to delete the selected school or educational service agency, click the **Delete** button.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web page. The page title is 'Welcome to Teacher Cancellation Low Income (TCL) Web Page'. The state is 'MISSOURI' and the year is '2010-2011'. The OMB Number is '1845-0077'. The page allows users to Add/Update TCL information for a particular school listed in the directory. The 'School Information' form is displayed with the following fields: School Name: 'Dougie's School of Dance', Location: 'Waldo', State: 'MISSOURI', Grade(s): 'K-12', and Percent: '50.0' (Must be greater than 30%). The 'Save' and 'Delete' buttons are circled in red.

- A confirmation message will be displayed.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web page after a successful update. The page title is 'Welcome to Teacher Cancellation Low Income (TCL) Web Page'. The state is 'MISSOURI' and the year is '2010-2011'. The OMB Number is '1845-0077'. A confirmation message 'School Information Saved' is displayed in a red box, circled in red. The 'School Information' form is displayed with the following fields: School Name: 'Perimeter Patrol Academy', Location: 'Waldo', State: 'MISSOURI', Grade(s): 'K-12', and Percent: '40' (Must be greater than 30%). The 'Save' and 'Previous' buttons are visible.

## Adding New School or Educational Service Agency Data Entries

1. Click on the TCLI Directory link on the Menu located on the left side of the page. The Search TCLI Directory screen is displayed. Click the **Add New** button.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web page. The header includes the logo 'START HERE GO FURTHER FEDERAL STUDENT AID' and the title 'Teacher Cancellation Low Income Directory'. A navigation menu on the left lists: Home/Setup, State Contact Info, **TCLI Directory** (highlighted with a red box), Upload/Download, Update Profile, Reports, and Logout. The main content area is titled 'Welcome to Teacher Cancellation Low Income (TCL) Web Page' and shows 'State: MISSOURI - Year: 2010-2011'. Below this is a search form titled 'Search TCLI Directory' with fields for 'School Name', 'Location', '% Less Than', and '% Greater Than'. At the bottom of the form are 'Search' and 'Add New' buttons, with the 'Add New' button circled in red.

2. A blank School or Educational Service Agency Information screen will be displayed. Complete the information and click the **Save** button.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web page. The page title is 'Welcome to Teacher Cancellation Low Income (TCL) Web Page'. The state is 'MISSOURI - Year: 2010-2011' and the OMB Number is '1845-0077'. The page allows users to add or update TCL information for a school. The 'School Information' form is filled with the following data: School Name: 'Perimeter Patrol Academy', Location: 'Valdo', State: 'MISSOURI', Grade(s): '0-12', and Percent: '40' (with a note that it must be greater than 30%). The 'Save' button is circled in red.

3. A confirmation message is displayed.

The screenshot shows the same 'Teacher Cancellation Low Income Directory' web page, but now a confirmation message 'School Information Saved' is displayed in a red box at the top of the form area. The 'Save' button is no longer visible. The rest of the page content, including the navigation menu and the 'School Information' form fields, remains the same as in the previous screenshot.

## Downloading, Updating and Uploading the Entire State Directory

An efficient way to review your state's list of schools and educational service agencies data is to:

- download the file,
- convert it to an Microsoft Excel spreadsheet,
- review, update, and add information,
- convert the updated spreadsheet to a tab-delimited text file, and
- upload the file back to the TCLI Directory.

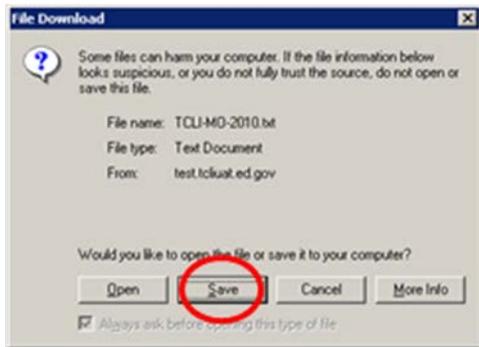
Step-by-step instructions are provided below:

1. Click on the Upload/Download link on the Menu located on the left side of the page. The Upload/Download screen is displayed.

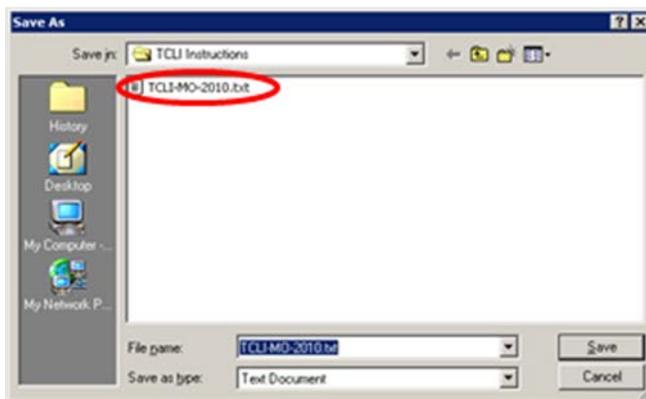
Click on the **Download File** button.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web interface. On the left, a navigation menu lists several options, with 'Upload/Download' highlighted by a red rectangular box. The main content area is titled 'Welcome to Teacher Cancellation Low Income (TCL) Web Page' and specifies the state as 'MISSOURI' and the year as '2010-2011'. It contains an 'Upload' section with a file selection field and a 'Browse...' button, followed by an 'Upload File' button. Below that is a 'Download' section with instructions and a 'Download File' button, which is circled in red.

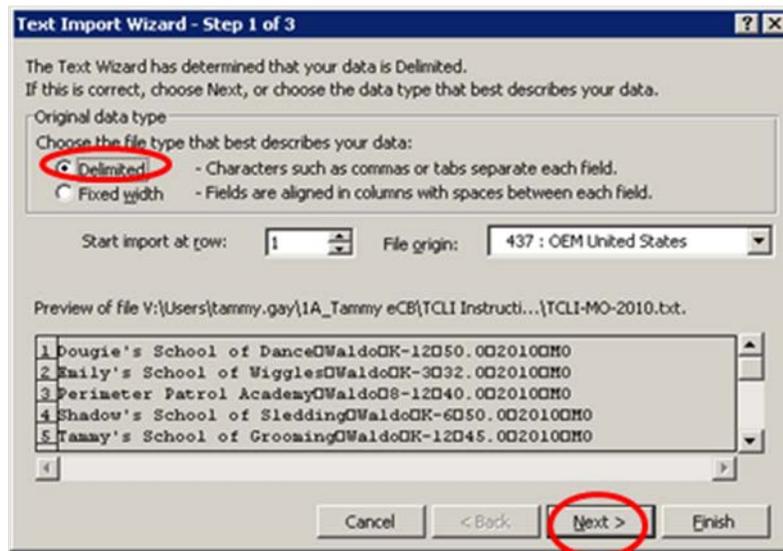
2. Save the file to a place on your hard drive where you can find it.



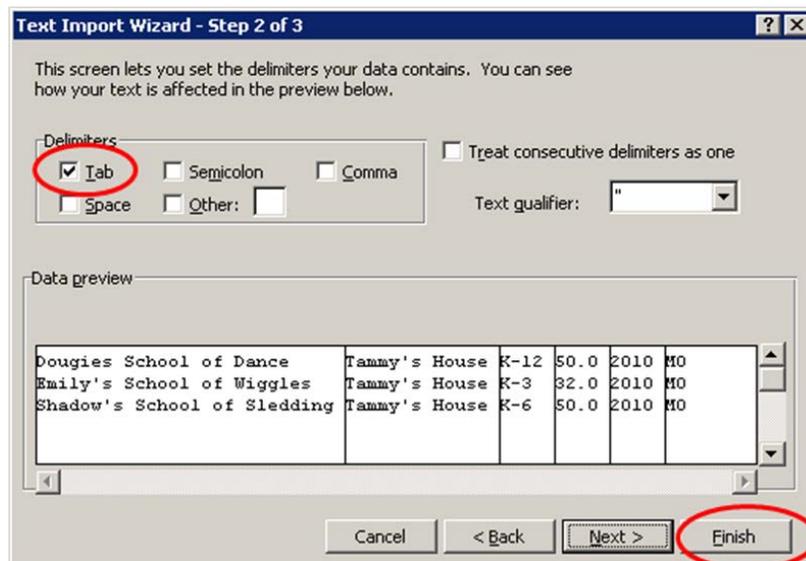
3. Note the naming convention. The file downloaded in this example is the Missouri 2010 TCLJ file in text format (TCLJ-MO-2010.txt).



4. Convert the downloaded text file to a Microsoft Excel file.
  - a. Using Microsoft Excel, open the downloaded file.
  - b. If you don't see your file, ensure that "All Files" is selected.
  - c. Microsoft Excel will recognize that the file is not an Excel spreadsheet and will require some selections to be made.
  - d. Select **Delimited**. Then click on **Next**.



- e. At the next screen, check the box for **Tab** Delimiters. Then click on **Finish**.



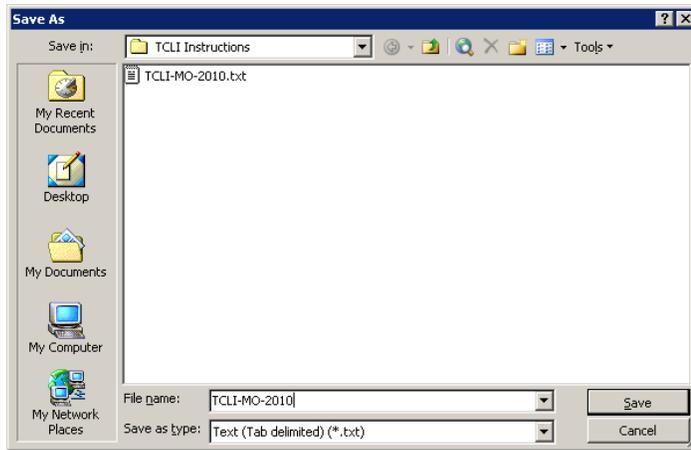
- f. Your current list of schools and educational service agencies in the TCLI Directory is now in a Microsoft Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Dougie's School of Dance	Waldo	K-12	50	2010	MO									
2	Emily's School of Wiggles	Waldo	K-3	32	2010	MO									
3	Perimeter Patrol Academy	Waldo	9-12	40	2010	MO									
4	Shadow's School of Sledding	Waldo	K-6	50	2010	MO									
5	Tammy's School of Grooming	Waldo	K-12	45	2010	MO									
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9															
10															
11															
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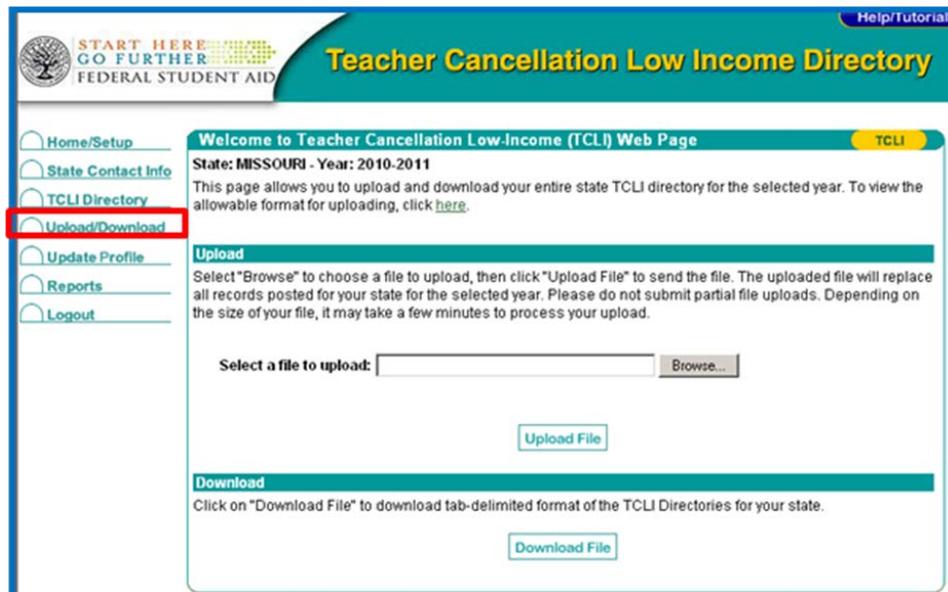
5. Update, add, and delete data as needed. Save the file as a Microsoft Excel spreadsheet as a backup until you have completed the upload.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Dougie's School of Dance	Waldo	K-12	50	2010	MO									
2	Emily's School of Wiggles	Waldo	K-3	32	2010	MO									
3	Perimeter Patrol Academy	Waldo	9-12	40	2010	MO									
4	Shadow's School of Sledding	Waldo	K-6	50	2010	MO									
5	Tammy's School of Grooming	Waldo	K-12	45	2010	MO									
6	Paw Prints Art Academy	Waldo	K-6	31	2010	MO									
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11															
12															
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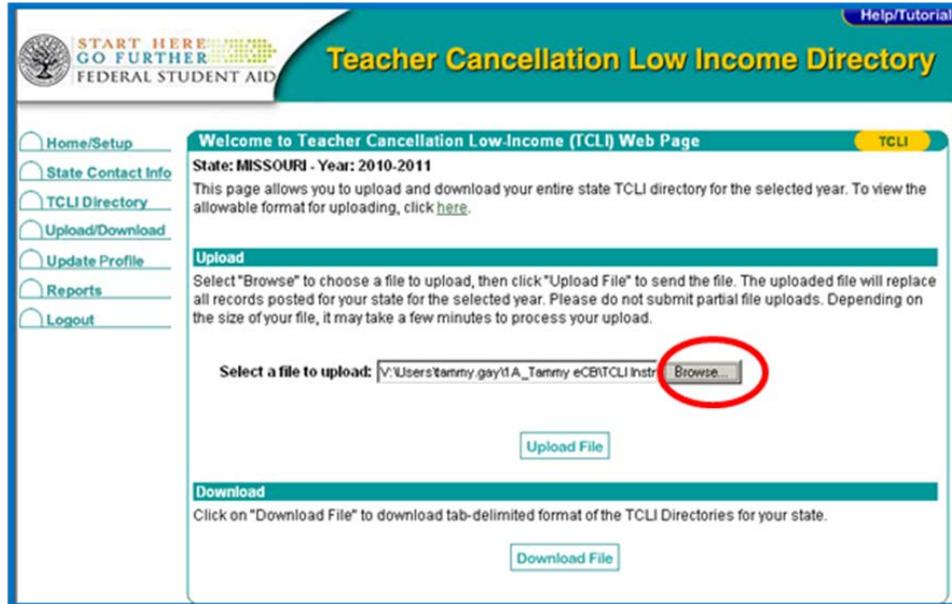
6. With the updated spreadsheet open, save the file as a Tab-Delimited.txt file



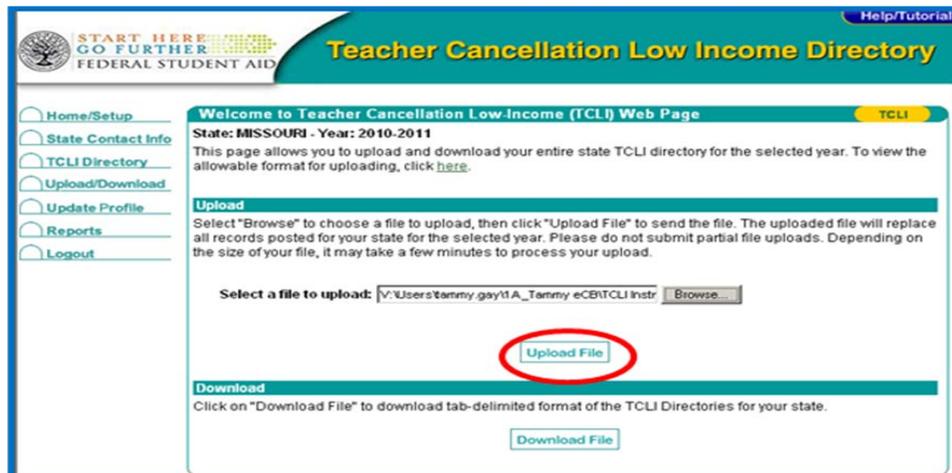
7. Upload the file to the TCLI Directory.
  - a. Click the Upload/Download link on the menu located on the left side of the page. The Upload/Download page is displayed.



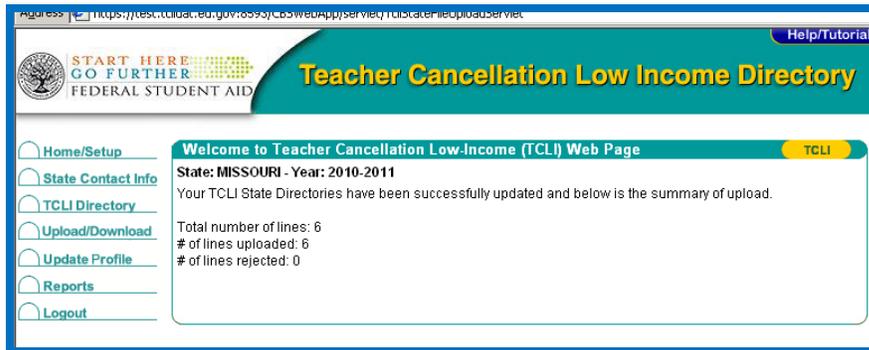
- b. From the Upload/Download main screen click on the **Browse** button to select the file you have updated and now want to upload.



- c. When you've selected the appropriate file, click on the **Upload File** button.



- d. When the file is finished uploading, a message indicating a successful upload will be displayed



## How the Public Uses the TCLI Directory

The TCLI home page ([www.tcli.ed.gov](http://www.tcli.ed.gov)) is available to everyone. The public cannot update school and educational service agency data for a state, but can use the Web site to research state and school and educational service agency information.

## State Contact Information

By clicking on the **State Contact Information** link on the home page, the public can view the listing of all of the State/Territory contacts for the TCLI Directory as shown below.

**START HERE GO FURTHER FEDERAL STUDENT AID**

### Teacher Cancellation Low Income Directory

This site has been found to be non-compliant by the U.S. Department of Education in support of its obligations under Sections 504 and 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 794d.

For assistance, contact the Campus-Based Call Center toll free at 1-877-801-7168. Representatives are available Monday through Friday from 8:00 a.m. to 8:00 p.m. You may also e-mail the Call Center at [ctfob@ed.gov](mailto:ctfob@ed.gov).

Welcome to the Teacher Cancellation Low Income Directory Web site for Federal Student Aid.

[Privacy Policy](#) | [State Contact Information](#) | [Contact Us](#)

Warning: This is a United States Department of Education computer system which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

This Web site only lists eligible Title I low-income schools by state—it does not provide any loan cancellation (forgiveness) forms. To locate the appropriate cancellation form for a Federal Family Education Loan (FFEL) or a William D. Ford Federal Direct Loan (Direct Loan), please go to [www.fafed.gov](http://www.fafed.gov) and enter "Loan Forgiveness" in the search box. For a Federal Perkins Loan cancellation form, you must contact the school that made your loan. For further loan cancellation assistance, contact the lender or school that made your loan.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0077. The time required to complete this information collection is estimated to average 122.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4536. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Grants & Campus-Based Division, U.S. Department of Education, 400 Maryland Avenue, S.W./UCR, 62EJ, Washington, D.C. 20202-5453.

This site contains the TCLI program, developed by the U.S. Department of Education, enabling state and territorial education agencies to report to the Department (low-income) elementary and secondary schools that qualify teachers for cancellation under the Federal Perkins/National Direct Student Loan, Federal Family Education Loan (FFEL), and William D. Ford Federal Direct Loan (DL) programs.

[Login](#) [Search](#)

**How do we obtain access to TCLI on the web?**

In order to obtain access to TCLI on the Web you will need to first register. To register click the login button above then press the Register button. Once you fill out the registration form, the security officer will contact you and provide you with User ID and a temporary password to access TCLI on the web. If you have any questions about this process contact [ctfob@ed.gov](mailto:ctfob@ed.gov).

**What is different about TCLI on the web?**

TCLI on the Web allows State-Side users to have unlimited control over their particular state's TCLI directory listing. In turn this allows you to make updates at anytime. Since TCLI is a Web application, there should not be any installation issues. Consequently, ED will no longer accept the various file formats that were used in the past. One upgrade we have made is we have increased the size of the Grade field to allow multiple grade ranges. This field used to be 5 characters and will now be 25 characters.

Teacher Cancellation Low Income - State Agency - Windows Internet Explorer

File Edit View Favorites Tools Help

Help/Tutorial

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## Teacher Cancellation Low Income Directory

### State Contact Information

State	Agency Name	Address	Primary Contact	Title	Phone	Email
ALABAMA	Alabama State Department of Education	50 North Ripley Street, Montgomery, AL 36104	Novelette Seroyer	Federal Programs Administrator	(334) 242-8199	nseroyer@alsde.edu
ALASKA	Alaska Department of Education & Early Development	P.O. Box 110500, Juneau, AK 99811-0500	Meridith Boman	School Finance Specialist II	(907) 465-8683	meridith.boman@alaska.gov
ARIZONA	Arizona Department of Education	1535 West Jefferson, Phoenix, AZ 85007	Cindy Hirsch	Program Specialist	(602) 542-7466	Cindy.Hirsch@azed.gov
ARKANSAS	Arkansas Department of Education	Four Capitol Mall, Little Rock, AR 72201-1074	Annette Carlton-Pearson	Federal Program Analyst	(501) 683-1243	Annette.Carlton-Pearson@arkansas.gov
CALIFORNIA	California Dept. of Education	1430 N Street, Sacramento, CA 95814	Ross Valentine	Education Fiscal Consultant	(916) 327-4405	rvalenti@cde.ca.gov

## Search the TCLI Directory

By clicking on the **Search** button on the home page, the public can search for schools and educational service agencies listed in the TCLI Directory.

The screenshot shows the homepage of the Teacher Cancellation Low Income Directory. At the top left is the logo for 'START HERE GO FURTHER FEDERAL STUDENT AID'. The main title is 'Teacher Cancellation Low Income Directory'. Below the title, there is a notice from the U.S. Department of Education regarding non-compliance with the Rehabilitation Act of 1973. Contact information for the Campus-Based Call Center is provided, including a toll-free number and an email address. A welcome message is followed by links for 'Privacy Policy', 'State Contact Information', and 'Contact Us'. A warning about unauthorized access to the computer system is included. A note specifies that the site only lists eligible Title I low-income schools by state and does not provide loan cancellation forms. A 'Paperwork Burden Statement' box contains details about the information collection, including the OMB control number 1545-0077 and the estimated response time of 122.5 hours. Below this, there is a description of the TCLI program and a search interface with 'Login' and 'Search' buttons. The 'Search' button is circled in red. Further down, there are sections titled 'How do we obtain access to TCLI on the web?' and 'What is different about TCLI on the web?'.

**START HERE GO FURTHER FEDERAL STUDENT AID**

## Teacher Cancellation Low Income Directory

This site has been found to be non-compliant by the U.S. Department of Education in support of its obligations under Sections 504 and 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 794d.

For assistance, contact the Campus-Based Call Center toll free at 1-877-801-7168. Representatives are available Monday through Friday from 8:00 a.m. to 8:00 p.m. You may also e-mail the Call Center at [clt@ed.gov](mailto:clt@ed.gov).

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## Download Reports

Public users can choose to search the TCLI Directory online or download a report based on state and year in either a Tab-Delimited or Microsoft Excel version.

The screenshot shows the 'Teacher Cancellation Low Income Directory' website. At the top left is the 'START HERE GO FURTHER FEDERAL STUDENT AID' logo. The title 'Teacher Cancellation Low Income Directory' is in a blue banner. Below the banner, the OMB Number is 1845-0077. The main heading is 'Perkins and Stafford Loan Cancellation for Service in Low-Income Schools:'. A paragraph explains the directory's purpose. Below that, instructions for searching and downloading are provided. The search section includes dropdowns for 'Choose a State' (ALASKA) and 'Year' (2010-2011), and text boxes for 'School Name' and 'Location'. A 'Search' button is present. The download section includes the same state and year dropdowns, and two buttons: 'Tab-Delimited version' and 'Excel version'.

**Teacher Cancellation Low Income Directory**

OMB Number: 1845-0077

**Perkins and Stafford Loan Cancellation for Service in Low-Income Schools:**

This screen allows you to search the Teacher Cancellation Low Income Directory of public and private nonprofit elementary and secondary schools designated by the U.S. Department of Education as having a high concentration of students from low-income families. (If you are a student who needs to search a directory prior to 1997-98, contact the following: for a Perkins loan the school that made you the loan, For Direct Stafford Loan, the Direct Loan Servicer, or for a FFEL Stafford Loan, your Stafford Loan holder or servicer in the Federal Family Education Loan Program.)

**To look up a low-income school:**  
Select a state and the school name. If you are unsure of the school name, just select the state to see the list of all low-income schools in that state.

Note that you can provide partial information for a search box. For example, if you select a State and enter "Red" in the School Name search box, and then click the Search button, the results page will list schools that begin with the word Red in their name such as Redwood, Redmond, etc. Using an example similar to the one above, to find all schools that contain the text "red" anywhere in their name, enter "fred" into the name field. The results page will list schools that have the word "red" in their name such as Fredrick High School, Bredington Elementary, etc. Either search method described can also be used in the Location field. All search results will be displayed in alphabetical order by school name. [Additional Search Help](#)

**Search TCLI Directory**

Choose a State:

Year:

School Name:

Location:

**Download TCLI Directory**  
(Sorted By: Year, State, Location, School Name)

Choose a State:

Year:

Example: On line search results for Alaska 2010-2011



[Help/Tutorial](#)

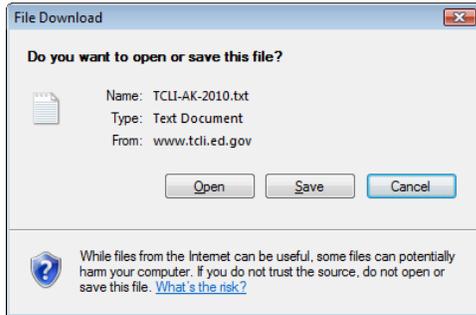
## Teacher Cancellation Low Income Directory

Record(s) 1 to 50 of 388 Schools:

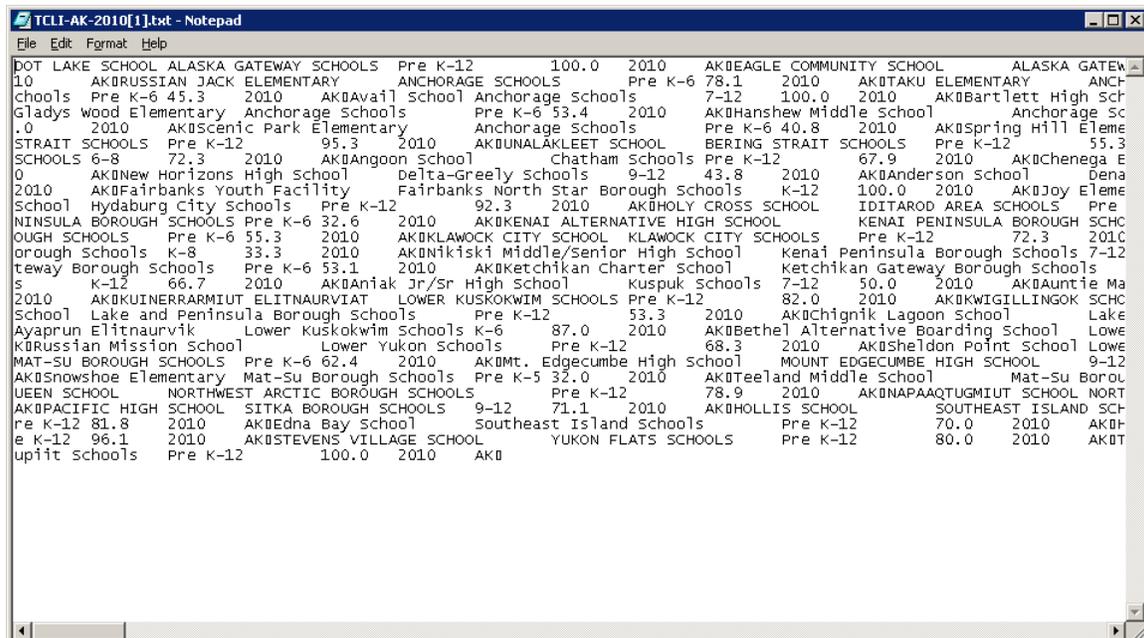
[1](#)
[51](#)
[101](#)
[151](#)
[201](#)
[251](#)
[301](#)
[351](#)

No.	School	Grades	Location	Year
1	<a href="#">"William ""Sonny"" Nelson School"</a>	K-8	Southwest Region Schools	2010-2011
2	<a href="#">Abbott Loop Elementary</a>	Pre K-6	Anchorage Schools	2010-2011
3	<a href="#">Airport Heights Elementary</a>	Pre K-6	Anchorage Schools	2010-2011
4	<a href="#">Akhiok School</a>	K-12	Kodiak Island Borough Schools	2010-2011
5	<a href="#">Akiachak School</a>	K-12	Yupit Schools	2010-2011
6	<a href="#">Akiak School</a>	Pre K-12	Yupit Schools	2010-2011
7	<a href="#">AKIUK MEMORIAL SCHOOL</a>	Pre K-12	LOWER KUSKOKWIM SCHOOLS	2010-2011
8	<a href="#">AKULA ELITNAURVIK SCHOOL</a>	Pre K-12	LOWER KUSKOKWIM SCHOOLS	2010-2011
9	<a href="#">AKUTAN SCHOOL</a>	Pre K-12	ALEUTIANS EAST BOROUGH SCHOOLS	2010-2011
10	<a href="#">ALAK SCHOOL</a>	Pre K-12	NORTH SLOPE BOROUGH SCHOOLS	2010-2011

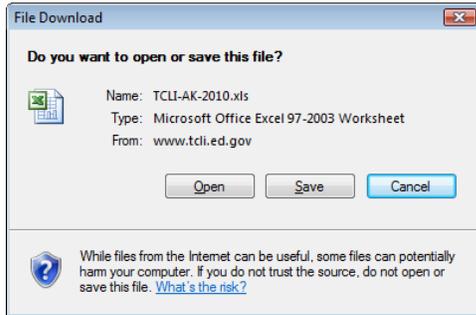
## Example: Download Tab-Delimited file



A Tab-Delimited file is normally saved to a hard drive and then imported into a software application that reads and formats the data.



## Example: Download Microsoft Excel file



A Microsoft Excel download captures the data within a Microsoft Excel Worksheet where it is ready to be formatted by the user.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DOT LAKE	ALASKA C	Pre K-12	100	2010	AK									
2	EAGLE C	ALASKA C	Pre K-12	100	2010	AK									
3	MENTAST	ALASKA C	Pre K-12	100	2010	AK									
4	TANACRO	ALASKA C	K-8	100	2010	AK									
5	TETLIN	SCALASKA C	Pre K-12	100	2010	AK									
6	TOK SCH	ALASKA C	Pre K-12	57.9	2010	AK									
7	WALTER I	ALASKA C	K-12	100	2010	AK									
8	AKUTAN S	ALEUTIAN	Pre K-12	100	2010	AK									
9	FALSE P	ALEUTIAN	Pre K-12	100	2010	AK									
10	NELSON I	ALEUTIAN	Pre K-12	87.5	2010	AK									
11	SAND POI	ALEUTIAN	Pre K-12	63.5	2010	AK									
12	CREEKS I	ANCHORA	Pre K-5	67.6	2010	AK									
13	FAIRVIEW	ANCHORA	Pre K-6	84.6	2010	AK									
14	GOVERN	ANCHORA	Pre K-6	86.2	2010	AK									
15	MULDOON	ANCHORA	Pre K-5	78.6	2010	AK									
16	PTARMIG	ANCHORA	Pre K-6	78.1	2010	AK									
17	RUSSIAN	ANCHORA	Pre K-6	78.1	2010	AK									
18	TAKU ELE	ANCHORA	Pre K-6	68.5	2010	AK									
19	URSA MA	ANCHORA	Pre K-6	58.1	2010	AK									
20	URSA MIN	ANCHORA	Pre K-6	62	2010	AK									
21	WILLIAM T	ANCHORA	Pre K-5	85.9	2010	AK									
22	WILLWAV	ANCHORA	Pre K-5	77.8	2010	AK									
23	WILLOW	ANCHORA	Pre K-6	77.3	2010	AK									
24	WONDER	ANCHORA	Pre K-5	81.8	2010	AK									
25	METLAKA	ANNETTE	9-12	72.2	2010	AK									
26	RICHARD	ANNETTE	Pre K-5	72.2	2010	AK									
27	King Cove	Aleutians I	Pre K-12	58.2	2010	AK									
28	Abbott Loc	Anchorage	Pre K-6	51.8	2010	AK									
29	Airport Hei	Anchorage	Pre K-6	78.6	2010	AK									
30	Alaska Na	Anchorage	Pre K-6	77.7	2010	AK									
31	Alaska Sts	Anchorage	Pre K-12	39.5	2010	AK									
32	Aurora Ele	Anchorage	Pre K-6	45.3	2010	AK									
33	Avail Scho	Anchorage	7-12	100	2010	AK									