

# Teacher Cancellation Low Income Directory

Web site screenshots and narrative for OMB review for  
OMB Number: 1845-0077

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## TCLI DIRECTORY OVERVIEW

The data collected for the Teacher Cancellation Low Income Directory provides web-based access to a list of all elementary and secondary schools, and educational service agencies that serve a total enrollment of more than 30 percent low income students (as defined under Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended). The Directory allows post-secondary institutions to determine whether or not a teacher, who received a Federal Perkins Loan, Direct Loan, or Federal Family Education Loan at their school, is eligible to receive loan cancellation or forgiveness or that a teacher who received a TEACH Grant is meeting the service obligation. The data is provided by the states and territories of the United States. Each state and territory designates their contact who then uploads data for their state for each school year.

Web site is found at <https://www.tcli.ed.gov>. Both the public access and the state contact access is described in the information within this document along with screen shots and descriptions of the data collection and use.

## TCLI DIRECTORY PUBLIC ACCESS

### START SEARCH

The public (anyone, but most often teachers, students planning to be teachers, or postsecondary institutions) use the Search functionality of the TCLI Directory Web site to either find elementary and secondary schools in specific states that will qualify teachers for loan cancellation benefits.

They start this process by clicking the “Search” button.



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## Teacher Cancellation Low Income Directory

This site has been found to be 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 the current School Year (2015-16) application.

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 [cbfob@ed.gov](mailto:cbfob@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 and educational service agencies 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.ifap.ed.gov](http://www.ifap.ed.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.

*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. Public reporting burden for this collection of information is estimated to average 120 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory in accordance with the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244 Sec. 424) and the Higher Education Opportunity Act of 2008 (Pub. L. 110-315). If you have comments or concerns regarding the status of your individual submission of this form, please contact the Grants & Campus-Based Division Call Center directly at 877/801-7168 or email [CBFOB@ed.gov](mailto:CBFOB@ed.gov).*

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 and educational service agencies 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](#)

The Burden Statement to be updated to currently approved

FIGURE 1. PUBLIC ACCESS - SEARCH

### COMMON QUESTIONS

#### How do I access the information in the TCLI Directory?

If you are a member of the public (such as a student, teacher, or a college) searching to see that an elementary or secondary school or an educational service agency is listed in the Directory to qualify a teacher for loan cancellations or TEACH Grant service obligations, just click the **Search** button above and narrow your search by state or school name.

#### How do I know if my loan can be forgiven or cancelled?

For information on how to find out if your loan can be forgiven or cancelled, and how to apply to Teacher Loan Forgiveness or Teacher Loan Cancellation, please review the [Forgiveness, Cancellation, and Discharge](#) link on the [Federal Student Aid Web site](#).

#### How do State and Territory Agencies 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 a User ID and a temporary password to access TCLI on the web. After you have logged in, there is a link to the State Contact User Guide. This guide provides step by step instructions for updating your state or territory TCLI directory. If you have any questions about this process contact [cbfob@ed.gov](mailto:cbfob@ed.gov).

FSA's TCLI Coordinator

#### What factors do states use to determine if a school is eligible to be a "low income school?"

To be included in the TCLI Directory, a school must meet the following criteria:

- The school must be a public or other nonprofit elementary or secondary school.
- The School must be in a school district of a Local Educational Agency (LEA) that is eligible each year for assistance under Title I of the Elementary and Secondary Education Act of 1965 (ESEA).
- The number of children enrolled in the school who meet a measure of poverty under Section 1113(a) (f) of the ESEA must exceed 30 percent of the total enrollment of that school.

#### What information do the states provide for each eligible school?

States provide the following information for eligible schools:

- School Name: The full name of the school
- Location: Identified by the State, County or County/District commonly used
- Grades: The grade(s) taught at the school
- Percent: The number of children enrolled in the school who are counted under Section 1124 of the ESEA must exceed 30 percent of the total enrollment of that school

#### What is an educational service agency?

An educational service agency is a regional public multiservice agency authorized by State statute to develop, manage, and provide services or programs to local educational agencies, as defined in section 9101 of the Elementary and Secondary Education Act of 1965, as amended.

#### How often is the TCLI Directory Updated?

State and Territory agencies are asked to update the TCLI Directory at least annually. However, updates may be made at any time continuously throughout the year for the reporting year as well as past years.

FIGURE 2. TCLI DIRECTORY HOME SCREEN INFORMATION

## SEARCH CRITERIA

Users are required to enter search criteria by State and Year and may narrow the search further by entering the name of a specific school or Educational Service Agency (ESA) and/or the location. The results of the search will be displayed on the screen

## DOWNLOAD

Another option is to download the data for a specific state and year. The information can be downloaded in a tab-delimited or an Excel spreadsheet format.

The screenshot shows the 'Teacher Cancellation Low Income Directory' web page. At the top left is the 'START HERE GO FURTHER FEDERAL STUDENT AID' logo. The page title is 'Teacher Cancellation Low Income Directory' with an OMB Number of 1845-0077. The main heading is 'Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies:'. Below this is a paragraph explaining the directory's purpose and how to use it. A section titled 'To look up a low-income school or educational service agency:' provides instructions on how to search by state and agency name. A note explains how to use wildcards like 'Red' or '%red' in the search box. At the bottom, there are two sections: 'Search TCLI Directory' and 'Download TCLI Directory'. The search section has dropdowns for 'Choose a State' (ALASKA) and 'Year' (2014-2015), and text input fields for 'School or Educational Service Agency Name' and 'Location'. A 'Search' button is below. The download section has similar dropdowns for state and year, 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 and Educational Service Agencies:**

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. The Teacher Cancellation Low Income Directory also lists educational service agencies authorized by State statute that have been designated as serving a high concentration of 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 or educational service agency:**  
Select a state and the school or educational service agency name. If you are unsure of the school or educational service agency name, just select the state to see the list of all low-income schools and educational service agencies 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 or Educational Service Agency Name search box, and then click the Search button, the results page will list schools and educational service agencies 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 and educational service agencies that contain the text "red" anywhere in their name, enter "%red" into the name field. The results page will list schools and educational service agencies 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 or educational service agency name. [Additional Search Help](#)

**Search TCLI Directory**

Choose a State: ALASKA  
Year: 2014-2015  
School or Educational Service Agency Name:  
Location:

Search

**Download TCLI Directory**  
(Sorted By: Year, State, Location, School or Educational Service Agency Name)

Choose a State: ALASKA  
Year: 2014-2015

Tab-Delimited version Excel version

See text for Additional Search Help in Figure 4. on next page.

FIGURE 3. ENTER SEARCH CRITERIA OR DOWNLOAD A FILE



### **Additional Search Help**

#### **Can't find the school or educational service agency you're looking for?**

The "School or Educational Service Agency Name" data might be abbreviated preventing you from receiving the desired search results. Example: Redbud Elementary might be listed as Redbud El., Redbud Elm. etc. Unless you were searching for the exact way the school or educational service agency was entered you will not receive the desired search result. To receive the intended search results you should use one of the search methods mentioned on the previous page. Example: "red" or "Redbud" would both return the desired search results.

#### **Still can't find the school or educational service agency you're looking for?**

Sometimes less is more. If you have entries in School or Educational Service Agency Name and Location for a particular search and cannot find a school or educational service agency, the information entered may be too specific. Try entering only the School or Educational Service Agency Name field to widen your search result population. If searching for W. T. Bealson High School try using "Bealson" to avoid spacing problems with "W. T." and to ensure the highest probability of obtaining the desired search results.

Close

FIGURE 4. ADDITIONAL SEARCH HELP

**EXAMPLE: SEARCH & RESULTS**

Search State of Wyoming for schools that qualified in the 2013-2014 school year.  
Click the Search button.

**Search TCLI Directory**


Choose a State:

Year:

School or Educational Service Agency Name:

Location:

The report is displayed with up to 50 schools on a page. User can move through the screens by using the links or the next button at the top of the report.



## Teacher Cancellation Low Income Directory

Record(s) 1 to 50 of 233 Schools and Educational Service Agencies:

[1](#) [51](#) [101](#) [151](#) [201](#)

No.	School or Educational Service Agency	Grades	Location	Year
1	<a href="#">Afflerbach Elementary</a>	K-6	Laramie/1	2013-2014
2	<a href="#">Afton Elementary</a>	K-3	Lincoln/2	2013-2014
3	<a href="#">Albin Elementary</a>	K-6	Laramie/2	2013-2014
4	<a href="#">Alta Vista Elementary</a>	K-6	Laramie/1	2013-2014
5	<a href="#">Arapaho Charter High School</a>	9-12	FREMONT/38	2013-2014
6	<a href="#">ARAPAHOE ELEMENTARY</a>	P-8	FREMONT/38	2013-2014
7	<a href="#">Arp Elementary</a>	K-6	Laramie/1	2013-2014
8	<a href="#">Arvada Elementary</a>	K-6	Sheridan/3	2013-2014
9	<a href="#">Arvada-Clearmont High School</a>	9-12	Sheridan/3	2013-2014
	<a href="#">ASHCROVE</a>			





At the bottom of the report, the user can click to the next screen or go back to the Search Screen. A link is provided in the footnote for the contact at the state agency responsible for the information reported by the state. The TCLI Directory holds the information that is reported by states. The data is not edited by Federal Student Aid (FSA).

45	<a href="#">Cottonwood Elementary</a>	P-5	Natrona/1	2013-2014
46	<a href="#">Crowheart Elementary</a>	P-3	Fremont/6	2013-2014
47	<a href="#">Davis Middle School</a>	6-8	Uinta/1	2013-2014
48	<a href="#">Dean Morgan Junior High School</a>	6-9	Natrona/1	2013-2014
49	<a href="#">Desert Elementary</a>	K-3	Laramie/1	2013-2014
50	<a href="#">Desert Elementary</a>	K-6	Sweetwater/1	2013-2014

\* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the [state education agency contact](#) in the state where the school or educational service agency is located, not to the U.S. Department of Education.

Each school listed is a link to the information about that school. Additionally, links are provided to FSAs StudentAid.ed.gov web site.

Teacher Cancellation Low Income - Search Directory - Windows Internet Explorer

File Edit View Favorites Tools X Convert Select

**START HERE**  
**GO FURTHER**  
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According to the U.S. Department of Education, the school or educational service agency listed below is officially classified as a low-income school for the 2013-2014 school year.

**School or educational service agency:** Desert Elementary  
**Location:** Sweetwater/1  
**State:** WY  
**Grade:** K-6

If you have a Federal Family Education Loan (FFEL), Federal Direct Loan, or Federal Perkins Loan/NDL, and you are teaching at this school or educational service agency which serves low-income families, you may be eligible to have your loan payments postponed or canceled.

For information on how to apply for Teacher Loan Forgiveness or Teacher Loan Cancellation, please review the [Forgiveness, Cancellation, and Discharge](#) link on the [Federal Student Aid Website](#).

# TCLI DIRECTORY – STATE DATA PROVIDER ACCESS

## LOGIN-REGISTRATION

The designated contacts at the states are required to register and follow the process for obtaining a User ID and Password in order to provide to or update data in the TCLI Directory database. They start the process by clicking the Login button on the home screen.

The screenshot shows the top of the website with a teal header. On the left is the Federal Student Aid logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right of the logo, the title "Teacher Cancellation Low Income Directory" is displayed in yellow. Below the header, there is a white content area with several paragraphs of text. At the bottom of the content area, there are two buttons: "Login" and "Search". The "Login" button is circled in red. A "Paperwork Burden Statement" box is also visible in the content area.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

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

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**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 120 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. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Grants & Campus-Based Division, Federal Student Aid, Union Center Plaza, 830 First Street, NE, Washington, D.C. 20202.*

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 and educational service agencies 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

FIGURE 5. TCLI DIRECTORY STATE ACCESS – LOGIN

The login screen is displayed. To register, the new user clicks the "Register" button.

The New User Registration Form is displayed. All fields with a red asterisk (\*) must be completed.

### New User Registration

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

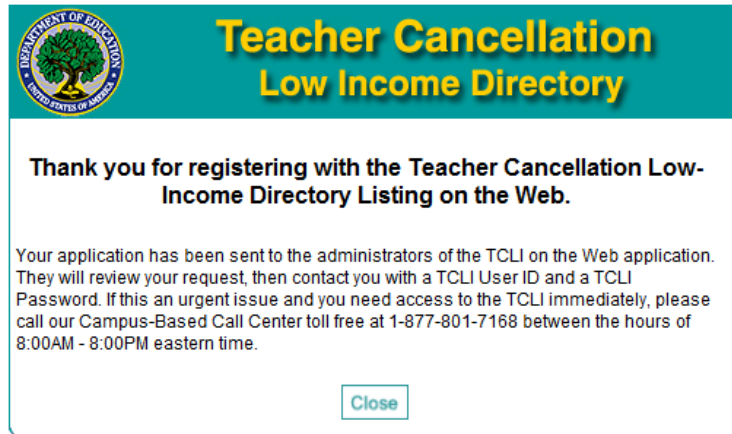
**Who needs to register?**  
Only those representatives designated by their state to update the Teacher Cancellation Low Income directory are permitted access to maintain state data.

**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 TCLI 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 TCLI 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:

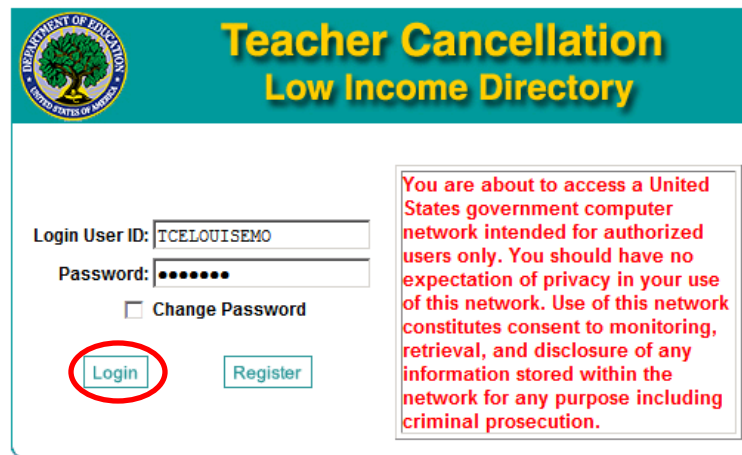
Teacher Cancellation Low Income Directory  
Grants and Campus Based Division  
U.S. Department of Education  
Union Center Plaza, Room ~~6006~~ 64F2  
830 First Street, NE  
Washington, DC 20202-5453

\* 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:   
\* E-mail:   
\* Confirm E-mail:

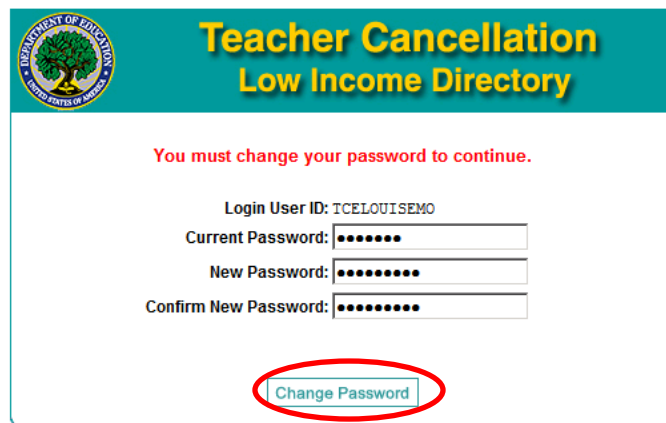
A confirmation is displayed that explains that they will be contacted with their User ID and Password.



FSA's TCLI Coordinator contacts the requestor to provide the User ID and temporary password. The user then logs in with that information.



The user is immediately prompted to change the password.



## TCLI STATE USER HOME PAGE

The home page for the state user provides a menu on the left side of the screen that provides access to the various functions. The user must choose the school year they are reviewing or updating information for from this screen.

**START HERE**  
**GO FURTHER**  
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# Teacher Cancellation Low Income Directory

- Home/Setup
- State Contact Info
- TCLI Directory
- Upload/Download
- Update Profile
- Reports
- Users Guide
- Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page **TCLI**

State: MISSOURI - Year: 2014-2015

Welcome to the Teacher Cancellation Low-Income Directory website. This site is designed to help State TCLI representatives to maintain an up-to-date listing of low-income schools and educational service agencies.

Use the "Change Year" option to select the desired TCLI directory year that you would like to update.

Year: 2014-2015

Change Year

FIGURE 6. STATE USER HOME PAGE

## STATE CONTACT INFO

A new state user, once registered may need to update the information. States are encouraged to include a secondary state contact. Only authorized (registered) users for a state may update the state contact information.

The screenshot displays the 'Teacher Cancellation Low Income Directory' web interface. On the left is a navigation menu with links: Home/Setup, State Contact Info (circled in red), TCLI Directory, Upload/Download, Update Profile, Reports, Users Guide, and Logout. The main content area is titled 'Welcome to Teacher Cancellation Low-Income (TCLI) Web Page' and includes the state 'MISSOURI - Year: 2014-2015' and OMB Number '1845-0077'. A paragraph explains that the provided information will be published as the primary contact for borrowers. Below this is the 'Primary State Contact Information' form, which is pre-filled with the following data: State: MISSOURI; Agency Name: Missouri Department of Elementary and Secondary Education; Agency Address: 123 Temp Address1; Agency Address #2: Temp Apt 456; City: Jefferson City; ZIP Code: 65102 0480; Contact Name: test Name; Job Title: Director, School Core Data; Phone: (123) 456-7890; E-mail: eCBTest1@collabralink.com. Below the primary form is the 'Secondary State Contact Information' form, also pre-filled with: Contact Name: test1 Name; Job Title: Assistant Director, ODSM; Phone: (123) 456-7890; E-mail: eCBTest1@collabralink.com. A 'Save' button is located at the bottom of the form area.

**Primary State Contact Information**

State: MISSOURI

\* Agency Name: Missouri Department of Elementary and Secondary Education

\* Agency Address: 123 Temp Address1

Agency Address #2: Temp Apt 456

\* City: Jefferson City

\* ZIP Code: 65102 0480

\* Contact Name: test Name

Job Title: Director, School Core Data

\* Phone: (123) 456-7890

\* E-mail: eCBTest1@collabralink.com

**Secondary State Contact Information**

Contact Name: test1 Name

Job Title: Assistant Director, ODSM

Phone: (123) 456-7890

E-mail: eCBTest1@collabralink.com

Save

FIGURE 7. STATE CONTACT INFORMATION SCREEN

## SEARCH TCLI DIRECTORY

From this screen state users may search for schools they have entered previously in order to review or update them, or they may add an individual school through this screen.

Note: For the purpose of efficiency, States are encouraged to use the Upload/Download functionality when performing annual updates.

**START HERE GO FURTHER FEDERAL STUDENT AID**

### Teacher Cancellation Low Income Directory

Home/Setup | State Contact Info | **TCLI Directory** | Upload/Download | Update Profile | Reports | Users Guide | Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013

This screen allows a user to search the TCLI directory based on the currently selected State and Year, plus any additional criteria available below.

#### Search TCLI Directory

School or Educational Service Agency Name:

Location:

% Less Than:

% Greater Than:

## EXAMPLE: STATE USER – TCLI DIRECTORY SEARCH

The user may narrow the search by entering specific criteria.

**START HERE GO FURTHER FEDERAL STUDENT AID**

### Teacher Cancellation Low Income Directory

Home/Setup | State Contact Info | **TCLI Directory** | Upload/Download | Update Profile | Reports | Users Guide | Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013

This screen allows a user to search the TCLI directory based on the currently selected State and Year, plus any additional criteria available below.

#### Search TCLI Directory

School or Educational Service Agency Name:

Location:

% Less Than:

% Greater Than:



A list that meets the criteria is displayed. The user may select a school from the list or use the buttons at the bottom of the screen to either add a new school or go back to the previous screen

**START HERE GO FURTHER FEDERAL STUDENT AID**

## Teacher Cancellation Low Income Directory

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013

**Search Results:** Below is a list of TCLI eligible schools and educational service agencies that met the search criteria provided. Click the Select button to select one of the school or educational service agency to view/update.

School or Educational Service Agency Information	Grade(s)	Percent	Select
BELTON HIGH BELTON 124, MISSOURI	10-12	43.5	Select
BELTON HIGH - FRESHMAN CTR. BELTON 124, MISSOURI	09-09	56.7	Select
CAMBRIDGE ELEM. BELTON 124, MISSOURI	K-04	54.6	Select
GLADDEN ELEM. BELTON 124, MISSOURI	K-04	54.6	Select
HILLCREST ELEM. BELTON 124, MISSOURI	K-04	66.0	Select
KENTUCKY TRAIL ELEM. BELTON 124, MISSOURI	K-04	51.7	Select
MILL CREEK UPPER ELEM. BELTON 124, MISSOURI	05-06	54.8	Select
SCOTT ELEM. BELTON 124, MISSOURI	K-04	66.5	Select
YEOKUM MIDDLE BELTON 124, MISSOURI	07-08	52.4	Select

The user may modify the information displayed for that school, or save or delete the record. Or, they may return to the previous screen.

**START HERE GO FURTHER FEDERAL STUDENT AID**

## Teacher Cancellation Low Income Directory

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013 OMB Number: 1845-0077

This page allows you to Add/Update TCLI information for a particular school or educational service agency listed in the directory.

**School or Educational Service Agency Information**

\* School or Educational Service Agency Name:

\* Location:

State: MISSOURI

\* Grade(s):

\* Percent:  (Must be greater than 30%)



EXAMPLE: STATE USER – TCLI DIRECTORY ADD NEW

To add a single new school, the user clicks the “Add New” button.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## Teacher Cancellation Low Income Directory

Home/Setup  
State Contact Info  
**TCLI Directory**  
Upload/Download  
Update Profile  
Reports  
Users Guide  
Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013

This screen allows a user to search the TCLI directory based on the currently selected State and Year, plus any additional criteria available below.

### Search TCLI Directory

School or Educational Service Agency Name:

Location:

% Less Than:

% Greater Than:

The screen to add a new school is displayed. All data items must be completed. The user may save the data and return to the previous screen.

## UPLOAD/DOWNLOAD

As a matter of efficiency States are encouraged to download their current data, update it, then upload the updated file.

### UPLOAD

Data uploads must be in a tab-delimited file format. Information and a sample are provided through the “click here” link. After the user creates the file to be uploaded. They use the “Browse” button to locate the file. Then, they click the “Upload File” button to complete the process.

**START HERE  
GO FURTHER**  
FEDERAL STUDENT AID

## Teacher Cancellation Low Income Directory

Home/Setup  
State Contact Info  
**TCLI Directory**  
Upload/Download  
Update Profile  
Reports  
Users Guide  
Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page TCLI

State: MISSOURI - Year: 2012-2013

This page allows you to upload and download your entire state TCLI directory for the selected year. To view the allowable format for uploading, [click here](#).

**Reminder:** The list from the prior year does **not** rollover into the new year. State and Territories must provide a complete list for new year.

**Suggestion:** If a State/Territory entity does not have an automated process in place, FSA suggests first downloading the state's TCLI directory, update it offline, then upload the new version into the new year. Remember to choose the applicable year when logging back in to upload the file. If you are developing an automated format see the allowable format/field definitions below.

**Upload**

Select "Browse" to choose a file to upload, then click "Upload File" to send the file. The uploaded file will replace all records posted for your state for the selected year. Please do not submit partial file uploads. Depending on the size of your file, it may take a few minutes to process your upload.

Select a file to upload:  Browse...

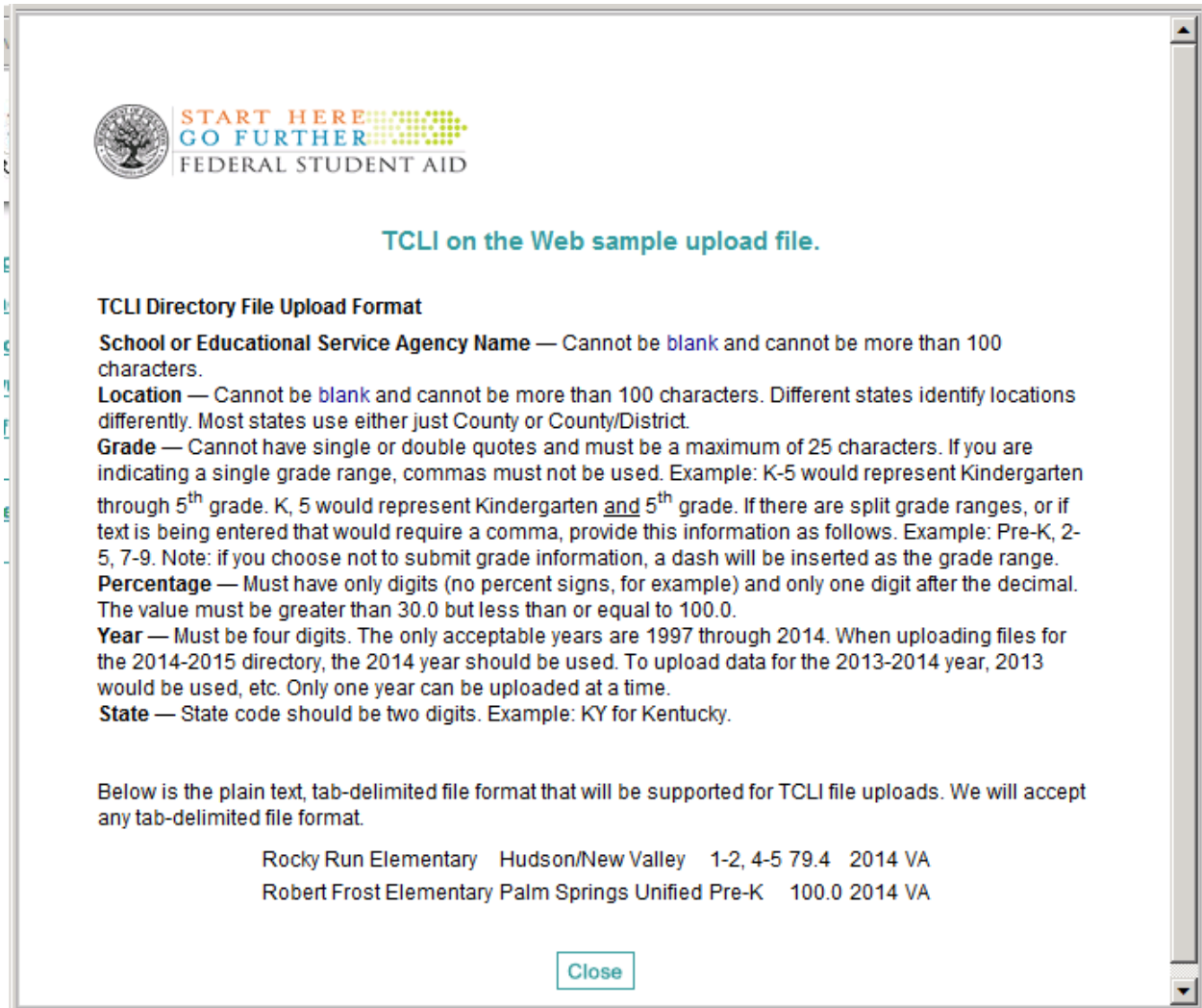
Upload File


**Download**

Click on "Download File" to download tab-delimited format of the TCLI Directories for your state.

Download File

Information and a sample are provided through the “click here” link.



 **START HERE**  
**GO FURTHER**  
FEDERAL STUDENT AID

### TCLI on the Web sample upload file.

#### TCLI Directory File Upload Format

**School or Educational Service Agency 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 2014. When uploading files for the 2014-2015 directory, the 2014 year should be used. To upload data for the 2013-2014 year, 2013 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 2014 VA
Robert Frost Elementary Palm Springs Unified Pre-K 100.0 2014 VA
```

Close

## DOWNLOAD

The state user may download the entire state TCLI directory for the selected year by clicking the “Download File” button. The file is provided in a tab-delimited format.

**START HERE  
GO FURTHER  
FEDERAL STUDENT AID**

# Teacher Cancellation Low Income Directory

**Home/Setup**  
**State Contact Info**  
**TCLI Directory**  
**Upload/Download**  
**Update Profile**  
**Reports**  
**Users Guide**  
**Logout**

**Welcome to Teacher Cancellation Low-Income (TCLI) Web Page** TCLI

**State: MISSOURI - Year: 2012-2013**

This page allows you to upload and download your entire state TCLI directory for the selected year. To view the allowable format for uploading, click [here](#).

**Reminder:** The list from the prior year does **not** rollover into the new year. State and Territories must provide a complete list for new year.

**Suggestion:** If a State/Territory entity does not have an automated process in place, FSA suggests first downloading the state's TCLI directory, update it offline, then upload the new version into the new year. Remember to choose the applicable year when logging back in to upload the file. If you are developing an automated format see the allowable format/field definitions below.

**Upload**

Select "Browse" to choose a file to upload, then click "Upload File" to send the file. The uploaded file will replace all records posted for your state for the selected year. Please do not submit partial file uploads. Depending on the size of your file, it may take a few minutes to process your upload.

Select a file to upload:

**Download**

Click on "Download File" to download tab-delimited format of the TCLI Directories for your state.

## UPDATE PROFILE

The state user may update his/her own information through this screen.

**START HERE**  
**GO FURTHER**  
FEDERAL STUDENT AID

### Teacher Cancellation Low Income Directory

Home/Setup  
State Contact Info  
TCLI Directory  
Upload/Download  
**Update Profile**  
Reports  
Users Guide  
Logout

Welcome to Teacher Cancellation Low-Income (TCLI) Web Page **TCLI**

State: MISSOURI - Year: 2012-2013

This page allows you to update your user profile. The information provided on this page will only be used for official Department of Education correspondence.

#### TCLI Update Profile

\* First Name: EMILY

\* Last Name: LOUISE

State Representing: MISSOURI

\* Agency Address: 123 Missouri Ave.

Agency Address #2:

\* City: Missouri City

\* State: MISSOURI

\* ZIP Code: 64567 1234

\* Phone: (816) 555-1234

\* E-mail: emily.louise@mo.ed

Save

## REPORTS

The reports functions provides a link that will display all of the TCLI schools and ESAs currently listed for the school year selected.

School or Educational Service Agency Name	Location	Grade(s)	Percent
"Christ, Light Of The Nation S"	HAZELWOOD	-	33.0
"EARL NANCE, SR. ELEM."	ST. LOUIS CITY	PK-06	93.7
5TH AND 6TH GRADE CTR.	SIKESTON R-6	05-06	65.5
7TH AND 8TH GRADE CTR.	SIKESTON R-6	07-08	58.5
A. D. STOWELL ELEM.	HANNIBAL 60	PK-05	74.3
▼			
WYLAND ELEM.	RITENOUR	K-05	75.6
YEATMAN-LIDDELL MIDDLE SCHOOL	ST. LOUIS CITY	06-08	93.1
YEOKUM MIDDLE	BELTON 124	07-08	52.4
YORK ELEM.	SPRINGFIELD R-XII	PK-05	93.3
ZALMA ELEM.	ZALMA R-V	K-06	68.6
ZALMA HIGH	ZALMA R-V	07-12	64.7
ZITZMAN ELEM.	MERAMEC VALLEY R-III	K-05	50.3

**Total number of schools and educational service agencies: 1971**

## USERS GUIDE

The menu link to the Users Guide displays a PDF version of the Users Guide for state users.

Note: Users Guide provided as separate document for review.

The screenshot shows the 'Teacher Cancellation Low Income Directory' website. At the top left is the logo for 'START HERE GO FURTHER FEDERAL STUDENT AID'. The main header is a teal banner with the title 'Teacher Cancellation Low Income Directory' in yellow. On the left is a vertical navigation menu with links: Home/Setup, State Contact Info, TCLI Directory, Upload/Download, Update Profile, Reports, Users Guide (circled in red), and Logout. The main content area has a teal header 'Welcome to Teacher Cancellation Low-Income (TCLI) Web Page' with a 'TCLI' button. Below this, it displays 'State: MISSOURI - Year: 2012-2013'. A welcome message follows: 'Welcome to the Teacher Cancellation Low-Income Directory website. This site is designed to help State TCLI representatives to maintain an up-to-date listing of low-income schools and educational service agencies. Use the "Change Year" option to select the desired TCLI directory year that you would like to update.' There is a 'Year:' dropdown menu currently set to '2012-2013' and a 'Change Year' button below it.

## LOGOUT

The menu link for Logout displays a screen where the user may continue to logout or cancel and return to the TCLI screen last displayed.

The screenshot shows the top navigation bar with the logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID" and "Teacher Cancellation Low Income Directory". The main content area is titled "Welcome to Teacher Cancellation Low-Income (TCLI) Web Page" and includes the state "MISSOURI" and year "2012-2013". A dropdown menu for "Year" is set to "2012-2013" with a "Change Year" button below it. The left sidebar menu has "Logout" circled in red.

The screenshot shows the same website after the user has selected the "Logout" option. The main content area displays the message: "You have selected to logout of the TCLI Web site. To logout of the system, select the 'Logout' button." Below the message are two buttons: "Logout" and "Cancel". The left sidebar menu has "Logout" circled in red.