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.

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.

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 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.

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

[Callout: The Burden Statement to be updated to currently approved]

FIGURE 1. PUBLIC ACCESS - SEARCH

Login | 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.

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.
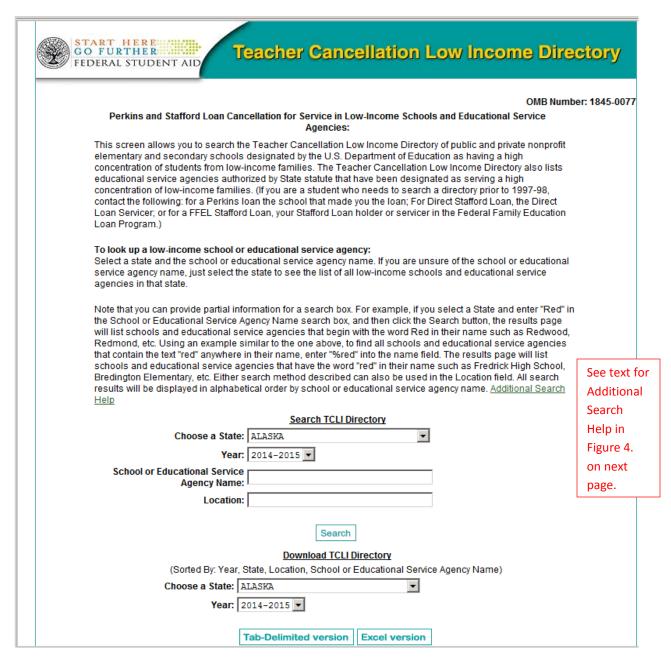

FIGURE 3. ENTER SEARCH CRITERIA OR DOWNLOAD A FILE

Teacher Cancellation Low Income Directory

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.
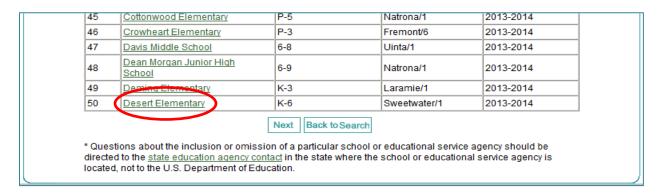Click the Search button.

Search TCLI Directory

Choose a State:	WYOMING
Year:	2013-2014
School or Educational Service Agency Name:	
Location:	

Search

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.
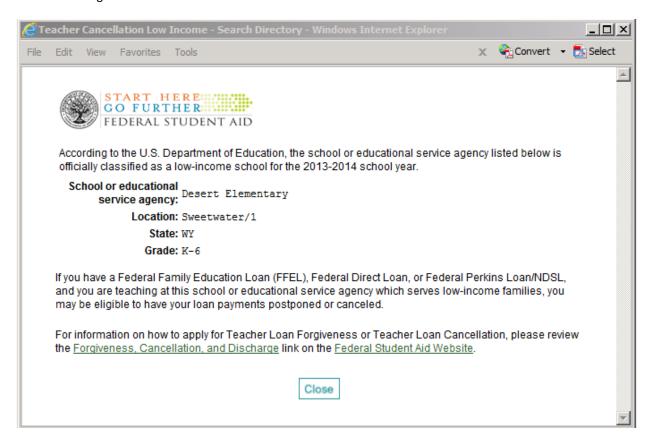
START HERE GO FURTHER FEDERAL STUDENT AID

Teacher Cancellation Low Income Directory

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

1 51 101 151 201

Next

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

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).

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

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.
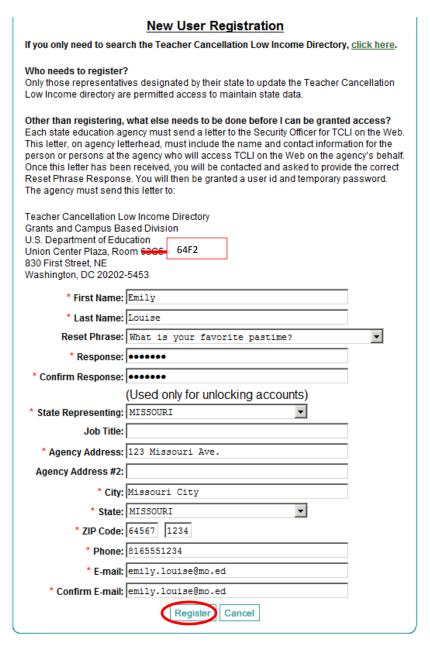

FIGURE 5. TCLI DIRECTORY STATE ACCESS – LOGIN

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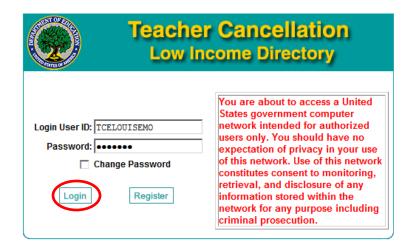

The New User Registration Form is displayed. All fields with a red asterisk (*) must be completed.

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

Teacher Cancellation Low Income Directory

Thank you for registering with the Teacher Cancellation Low-Income Directory Listing on the Web.

Your application has been sent to the administrators of the TCLI on the Web application. They will review your request, then contact you with a TCLI User ID and a TCLI Password. If this an urgent issue and you need access to the TCLI immediately, please call our Campus-Based Call Center toll free at 1-877-801-7168 between the hours of 8:00AM - 8:00PM eastern time.

Close

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

Teacher Cancellation Low Income Directory

Login User ID: TCELOUISEMO
Password: ●●●●●●●
☐ Change Password

Login   Register

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.

The user is immediately prompted to change the password.

Teacher Cancellation Low Income Directory

You must change your password to continue.

Login User ID: TCELOUISEMO
Current Password: ●●●●●●●
New Password: ●●●●●●●●
Confirm New Password: ●●●●●●●●

Change 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.
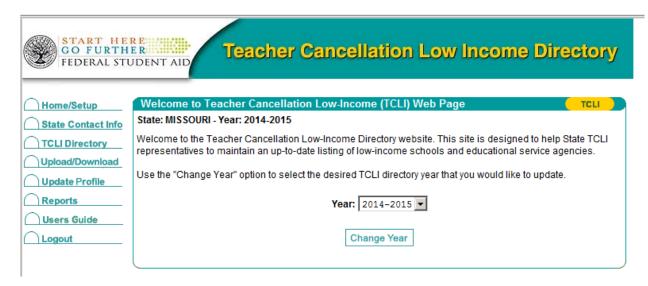

FIGURE 6. STATE USER HOME PAGE

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.
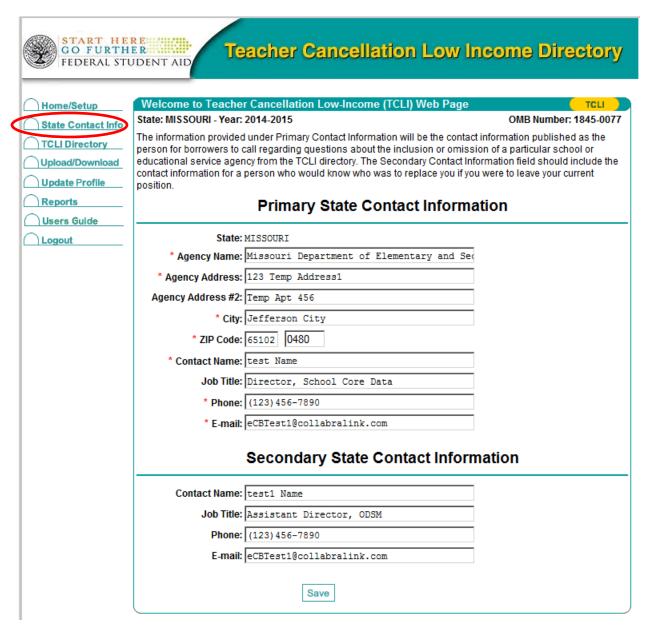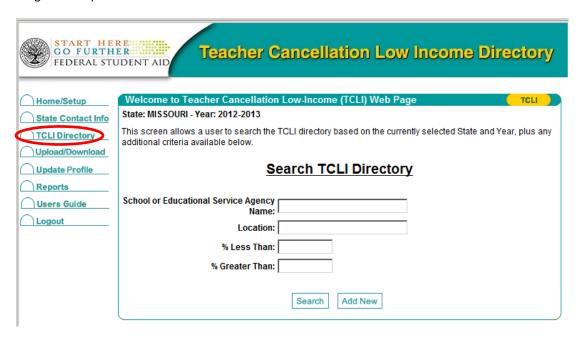

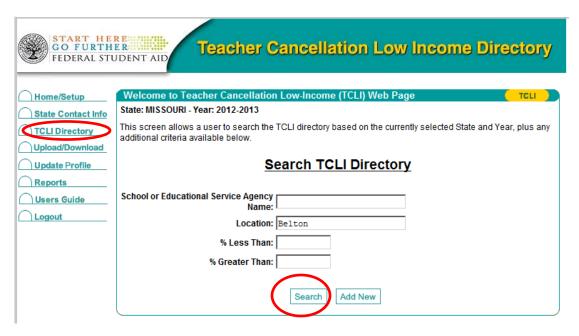FIGURE 7. STATE CONTACT INFORMATION SCREEN

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.
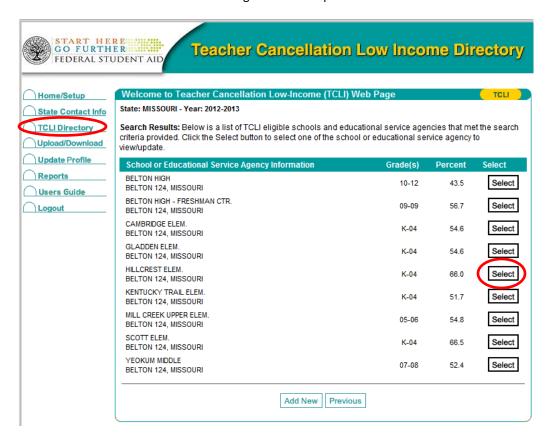

EXAMPLE: STATE USER – TCLI DIRECTORY SEARCH

The user may narrow the search by entering specific criteria.

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
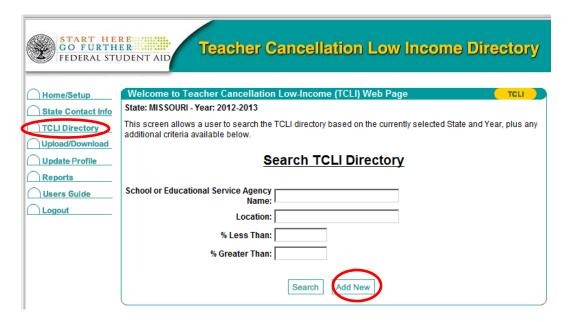

The user may modify the information displayed for that school, or save or delete the record. Or, they may return to the previous screen.

EXAMPLE: STATE USER – TCLI DIRECTORY ADD NEW

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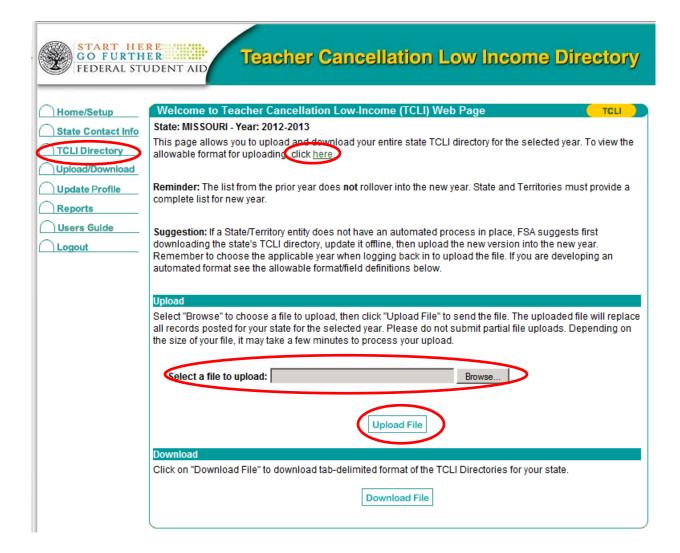

The screen to add a new school is displayed. All data items must be completed. The user may save the data and return to the previous screen.

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.

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 5th grade. K, 5 would represent Kindergarten and 5th 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.

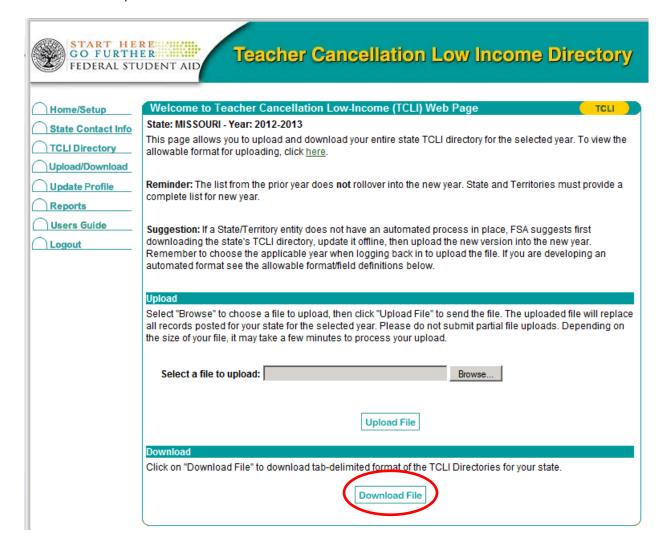**State** — State code should be two digits. Example: KY for Kentucky.

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
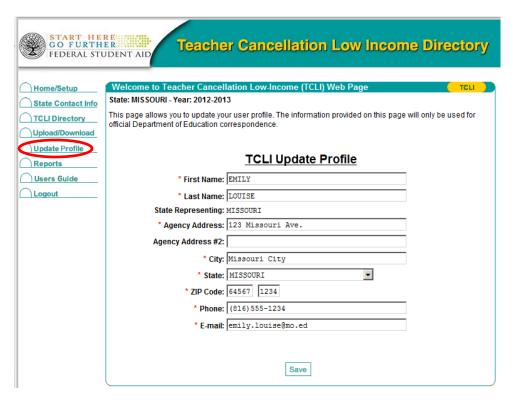Robert Frost Elementary Palm Springs Unified Pre-K   100.0 2014 VA

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.
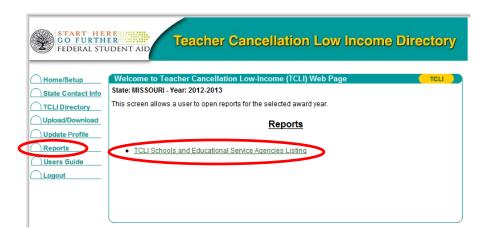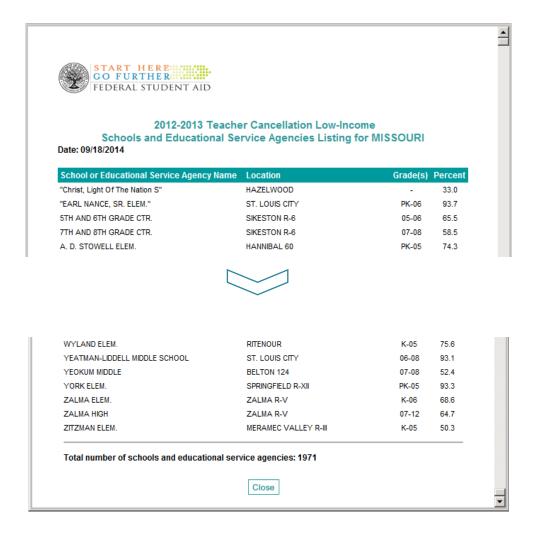
UPDATE PROFILE

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

REPORTS

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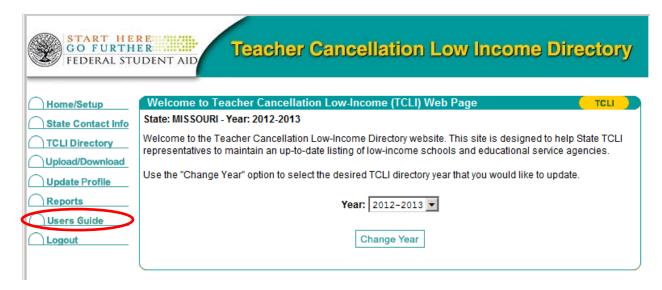
Users Guide

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.

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.