Preschool Enrollment Count and QA Preschool Report

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Kentucky Department of Education

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Preschool Reports

Agenda

- Eligibility
- Funding
- Data Sources
- Preschool Enrollment Count Detail Report
- QA Preschool Error Report
- Defining the QA Preschool Report Errors

State-Funded Preschool Eligibility

Who qualifies?

The State-Funded Preschool Program is funded for children who are:

- 4 years of age on or by August 1st and considered "At Risk" based on a family income that is at or below 160% of the Federal Poverty Line

- 4 years of age on or by August 1st and currently placed in Foster Care or considered homeless by the McKinney-Vento Homeless Assistance Act

- 4 years of age with a disability and an active IEP

- 3 years of age with a disability and an active IEP.

Preschool Enrollment Funding

How are preschool students funded?

- The revised Kentucky Statute ([KRS 157.3175](#)), determines district preschool program funding based on the average number of preschool children served on December 1 and March 1 of the **prior** academic year.

- The sum of the December 1 and March 1 average is multiplied by per-child rates. The per-child rates are approved by the Kentucky Board of Education.

- The funding enrollment numbers are pulled from the Infinite Campus report **Preschool Enrollment Count.**

- Therefore, it is essential that districts make sure that all eligible preschool children are enrolled accurately on or before each of the determining dates.

Data Sources

How do students pull into the preschool enrollment count?

For preschool children to pull into the funding count they must have accurate

- **Enrollment Tabs**
  - P: Primary Enrollments -
  - State Grade Levels

*Service Type

P: Primary ▼

On August 1	State Grade
2 years old	97
3 years old	98
4 years old	99

- **Preschool Service Tabs**

Preschool Type
- ☐ State Funded with Disabilities
- ☐ Head Start
- ☐ State Funded At Risk
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify

Other

- **IEP** - Students with disabilities have an <u>active locked IEP</u>.

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Preschool Enrollment Count Detail Report

The Infinite Campus, Preschool Enrollment Count (Detail), can be utilized to confirm that Infinite Campus records reflect district documentation. The excel report will list enrolled students' names, school, birth date, state grade levels, funding categories, and the specifics of the "other" category.

Detail Report Confirming Count Data

- Make sure all state-funded preschool students have a record in the report.

- Then for each student record, check to see that there is a 1 in the appropriate funding column.

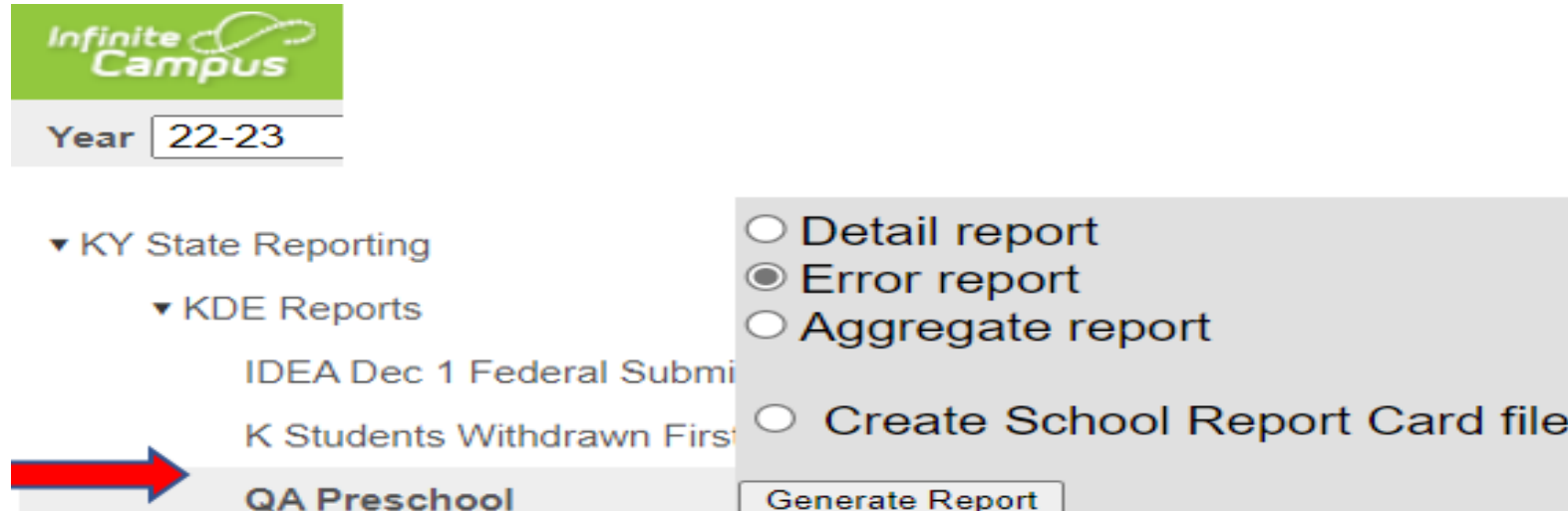| Y4atRisk	Y2WDisabilitySL	Y3WDisabilitySL	Y4WDisabilitySL	Total SL	Y2WDisabilityMMD	Y3WDisabilityMMD	Y4WDisabilityMMD	Total MMD
0	0	0	0	0	1	0	0	1
0	0	0	1	1	0	0	0	0
0	0	1	0	1	0	0	0	0

Detail Report Missing Count Data

- Next check each row to see if any records have "0"s listed all the way across the row.

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Y4atRisk	Y2WDisabi	Y3WDisabi	Y4WDisabi	Total SL	Y2WDisabi	Y3WDisabi	Y4WDisabi	Total MMI	Y2WDisabi	Y3WDisabi	Y4WDisabi	Total SEV
	0	0	0	0	0	0	0	0	0	0	0	0

- A "0" row indicates that the record is not pulling into a funding category.
- If student records are not pulling into the preschool enrollment count, run the **QA Preschool Error** report to determine the error.

QA Preschool Error Report

- The Infinite Campus QA Preschool Error report can be utilized to resolve errors that might remove a student record from the preschool enrollment count.

QA Preschool Error Report Errors

Below is a list of errors and warnings that the report highlights.

- Primary Disability is blank
- Special Ed Status is blank
- Special Ed Setting is blank
- IEP is unlocked
- State Funded with Disabilities checked IEP is Null
- No Income Level checked for Grade 99 student with disability
- Student is not in the correct grade level
- State Excluded Preschool Records (preschool records should not be marked state exclude)
- Preschool Service Record is missing (Warning Only)
- Duplicate Preschool Service Records
- Start Date is prior to Enrollment
- Age Restriction, not valid selection "State Funded at Risk"
- Age Restriction, not valid selection "Over Income Preschool"
- Age Restriction, not valid selection "Head Start Enhanced"

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QA Preschool Error Report Filters

When pulling the error report to support the current preschool enrollment count, users will need to filter two columns.

- Remove students no longer enrolled.
- Remove students enrolled in Head Start.

Enrollment End Date

Head Start

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QA Preschool Error Report Confirming Data

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- The excel spreadsheet will list the error on the left and highlight the column that contains the data error.

- When the error is resolved in IC, if there are no other errors, the student record will be removed from the error report.

Error/Warning Message	Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	MI	Date Of Birth	Age (as of August 1)	Grade Level
Primary Disability is blank	20212022	001	Test County	001	Test Preschool	111111111	Student1	Test	A	8/1/2017	4	99
Special Ed Status is blank	20212022	001	Test County	001	Test Preschool	222222222	Student2	Test	B	8/1/2017	4	99
Special Ed Setting is blank	20212022	001	Test County	001	Test Preschool	333333333	Student3	Test	C	8/1/2017	4	99
IEP is unlocked	20212022	001	Test County	001	Test Preschool	444444444	Student4	Test	D	8/1/2017	4	99
State Excluded Preschool Records	20212022	001	Test County	001	Test Preschool	666666666	Student6	Test	F	8/1/2017	4	99
Warning: Preschool Service Record is missing	20212022	001	Test County	001	Test Preschool	777777777	Student7	Test	G	8/1/2017	4	99

IEP Start Date	IEP End Date	Locked IEP	Primary Disability	Status	Least Restrictive Environment	Enrollment Start Date	Enrollment End Date	Enrollment End Status	Enrollment Type	State Exclude
1/1/2020		Y		A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
1/1/2020		Y	Severe		6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
1/1/2020		Y	Severe	A - Active		8/15/2021			P	N
1/1/2020		N	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N
11/17/2020	10/1/2021	Y	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	Y
10/2/2020	10/1/2021	Y	Severe	A - Active	6A - (K-14) >80% of day in general ed programs	8/15/2021			P	N

QA Preschool Error Report
Defining the Errors – State Grade Level

- **Student is not in the correct grade level**
  - Check the state grade level and birthdate using the August 1st benchmark. In this example, the student was 4 years of age on August 1st and therefore should be coded as a Grade 99.

Error/Warning Message	Date Of Birth	Age (as of August	Grade Level
Student is not in the correct grade level	5/4/2017	4	98

On August 1	State Grade
2 years old	97
3 years old	98
4 years old	99

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QA Preschool Error Report
Defining the Errors – State Exclude

- State Excluded Preschool Records
  - On the enrollment tab, districts should not check State Exclude on any student qualifying for preschool funding. This box removes the student from all state-funded resources including funding.

Error/Warning Message	Enrollment Type	State Exclude
State Exclude Preschool Records	P	Y

State Reporting Fields

State Exclude
☐

QA Preschool Error Report
Defining the Errors – Duplicate Preschool Records

- **Duplicate Preschool Records**
  - Check the Preschool Service Tab. There should be only one Preschool Service record. In this example, one record will need to be deleted.

Error/Warning Message	Age (as of August 1)	Grade Level	Duplicated Preschool Service Records
Duplicate Preschool Records	4	99	Y

Pre-School Services
- 99 15-16   08/26/2015 (2 Services)
  - StartDate: 08/26/2015 Setting:01 Public School
  - StartDate: 08/26/2015 Setting:01 Public School

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QA Preschool Error Report
Defining the Errors – IEP is Null

- State Funded with Disabilities checked IEP is Null
  - Check the Preschool Type. State Funded with Disabilities should only be checked if there is an active IEP.

Error/Warning Message	State Funded With Disabilities
State Funded with Disabilities IEP is Null	Y

Preschool Type
- ☑ State Funded with Disabilities
- ☐ Head Start
- ☐ State Funded At Risk
- ☐ Head Start Enhanced
- ☐ Over Income Preschool
- ☐ Other, Specify
- [_____] Other

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QA Preschool Error Report
Defining the Errors – Start Date Prior to Enrollment

- **Start Date is prior to Enrollment**
    - Check the Preschool Service Tab. The Start Date cannot be before the Enrollment Date.

Error/Warning Message	Enrollment Start Date	Preschool Services Start Date
Start Date is prior to Enrollment	9/8/2021	9/7/2021

PreSchool

*Enrollment

Grade:98 CalendarName:21-22 PRESCHOOL StartDate:09/08/2021

*Start Date	End Date
09/07/2021	05/11/2022

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Contact info

For additional information, please contact

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