



Preschool Spring Enrollment Count 2016

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Preschool Eligibility

Remember:

- ▶ Use August 1st as the criteria date for eligibility (Grades 99, 98 and 97).
- ▶ State funded preschool programs may not have a waiting list.
- ▶ Districts may accept over income or other children at their discretion if space is available.



Preschool Eligibility

- ▶ If an at risk child turns 4 after August 1, do not accept the child during this school year; they are eligible as an at risk in 2016–17.

Grade 99 At Risk

- ▶ The preschool income eligibility is now 160% of the Federal Poverty Rate:

Preschool Type

Disabled State Fund

Head Start

State Funded At Risk

Head Start Enhanced

Over Income Preschool

Other, Specify

Other

KSI/RTI

- ▶ No preschool tab is necessary during interventions until the child is eligible for special education; unless the child is in grade 99 and is at risk.
- ▶ The district may choose to use the Start Comment box on the enrollment to document RTI placement.

The screenshot shows a web-based enrollment form with two tabs: 'Summary' and 'Enrollments'. The 'Enrollments' tab is active. The form contains the following fields:

- *Start Date:** A text input field containing '09/09/2015'.
- No Show:** A checkbox that is currently unchecked.
- End Date:** An empty text input field.
- *Start Status:** A dropdown menu with the selected option 'E01: First enrollment of the year'.
- Start Comments:** A large text area for entering comments, currently empty.



KSI/RTI not eligible

- ▶ If a child does not qualify for special education and is not qualified to attend as an income eligible 4-year-old, and the child is leaving the program, use the C01 code to end date the enrollment.
- ▶ Another option (based on district policy) is to enroll the child in the regular program as an over-income or other eligibility (no funding)

News!

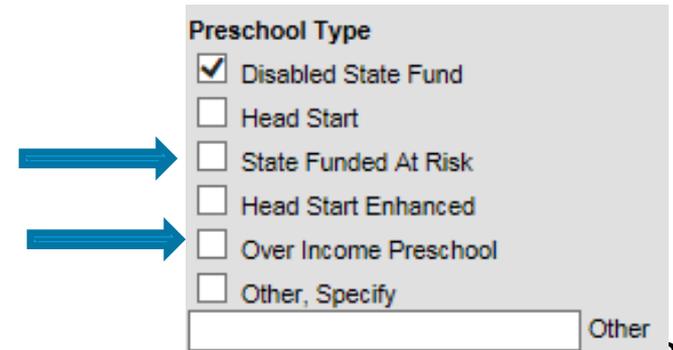
- ▶ According to Infinite Campus, it is no longer necessary to end date the original enrollment once a child becomes eligible for Special Education services and has an IEP in place.

Grade 99 with disability

- ▶ The preschool tab should have “disabled state–fund” tab checked.
- ▶ Also check the income level for 4–year–olds
 - Over income preschool or
 - State funded at risk

You may check more than one box in the preschool type.

**It should be noted that Disabled State Fund trumps all other categories checked.



Preschool Type

- Disabled State Fund
- Head Start
- State Funded At Risk
- Head Start Enhanced
- Over Income Preschool
- Other, Specify

Other

Two blue arrows point from the left towards the 'Disabled State Fund' and 'Over Income Preschool' checkboxes.



Enrollment Type “N”

- ▶ This is a child who is receiving only special ed services, no preschool classroom services.
- ▶ Many districts provide Head Start special education services that would fit in this category.
- ▶ Do not fill out the preschool tab for children in this category.
- ▶ Enrollment type “N” is not counted for preschool state funding (only IDEA).

Head Start served in a school district building

- ▶ A Head Start child may receive preschool services in the school building. Often these are blended programs. A child may also be receiving services such as lunch, transportation and other related services.
- ▶ Mark the preschool type as “Head Start”. Do not mark other items such as at risk status or other. No need to fill out the Family Component or home visit dates.

“Other” children served in grades 99, 98 and 97 (no disabilities)

- ▶ Possible enrollees include over income children, English Learners, universal pre-k (all 4s), tuition, etc.
- ▶ Fill out the preschool tab and check Over Income or Other (Not both)
- ▶ They will show up in the preschool count but they are not counted for funding purposes.

First Steps

- ▶ Enroll First Steps children as Enrollment Service Type “N” Special Ed Services in order to provide interventions during the time of determining eligibility
- ▶ Do not click on “state exclude”

Pulling the Spring Enrollment Count

- ▶ Make sure that all the eligible preschool children are actively enrolled on March 1, 2016.
- ▶ You will have until Friday, March 4th to resolve any issues of children not showing up.
- ▶ Ensure that all IEPs are active and locked on COB March 4. The data pull will occur on Monday March 7.

Spring Enrollment Count

- ▶ The numbers from the Spring Enrollment Count will be averaged with the Fall Enrollment Count (Dec. 1) to determine the funding for the 2016–17 school year.

Troubleshooting Tips

- ▶ When you are working on your Enrollment Counts, you may experience an issue that will adversely affect the number of students pulling on your district “Detail” and “Summary” reports.
- ▶ When these issues arise, here are a few tricks to help you begin the troubleshooting process.
- ▶ If there is an issue you are unable to fix, please do not hesitate to contact either Annie Rooney-French or Andrena Cox for further assistance.

Help!

The total number of students in my Summary report does not match my documentation

- ▶ You will want to make sure that IC's records and your district documentation reflect the same number of students in each category eligible for state preschool funds.
- ▶ You can run a "Detail" report and check each student. For students who are not pulling, check their Enrollment, Preschool, and Special Education tabs. IC uses these tabs to populate the data in the "Detail" spreadsheet.

Look at the detail report



Year

Index

▼ KY State Reporting

▸ KDE Reports

 **Preschool Enrollment Count**

Extract Options

Report Type Summary Detail

Select One ▼

Effective Date 

Format ▼

Detailed Report

| | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | |
|----|-------|----------|-----------|------------|-----------|--------------|------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|---|
| 1 | SSID | LastName | FirstName | DOB | StateGrad | IEPStartDate | IEPEndDate | StartDate | PSEndDate | Y4atRisk | Y2WDisab | Y3WDisab | Y4WDisab | Total SL | Y2WDisab | Y3WDisab | Y4WDisab | Total MMI | Y2WDisab | Y3WDisab | |
| 2 | 33126 | BOWLING | BREANA | 12/22/2009 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 35057 | BRADSHA | ADRIANA | 12/4/2009 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 35534 | BROCK | TRISTON | 1/8/2010 | 99 | 0 | 0 | 2/12/2015 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 33542 | CAIN | ETHAN | 12/21/2009 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 35050 | COX | KINSLEY | 4/20/2010 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 35053 | CRAWFOR | RAY | 10/20/2010 | 98 | 10/2/2015 | 10/1/2016 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 32291 | ENGLE | DONNIE | 12/9/2009 | 98 | 10/2/2015 | 10/1/2016 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 33125 | GAY | EVAN | 12/22/2009 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 35056 | GRUBB | ISABELLA | 1/7/2011 | 99 | 9/15/2015 | 4/12/2016 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 35087 | HOWARD | KARLEE | 6/5/2010 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 35049 | MIDDLETC | JENNA | 11/7/2009 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 35055 | PHILPOT | GABBRYEL | 1/4/2011 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 35436 | SAUNDER | BRYAN | 1/4/2011 | 99 | 2/6/2015 | 2/5/2016 | 1/5/2015 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 35373 | TROXELL | ELLIOTT | 11/20/2009 | 99 | 1/12/2015 | 1/8/2016 | 1/17/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 35051 | WOOLUM | MAHALIE | 8/4/2011 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 32040 | CRAWFOR | AIDYN | 11/16/2009 | 99 | 0 | 0 | 3/13/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 35046 | DAVIDSO | KADEN | 7/20/2010 | 99 | 0 | 0 | 9/2/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 33933 | KINNINGH | KARSON | 3/11/2011 | 99 | 0 | 0 | 3/13/2014 | 6/4/2015 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 33891 | MAY | ARIA | 11/11/2009 | 99 | 0 | 0 | 3/13/2014 | 6/4/2015 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 34425 | MCDANIE | KYLEE | 8/5/2010 | 99 | 0 | 0 | 3/13/2014 | ##### | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Detail report pulled using IC training site. Student names and information are fictitious



Calculations in Detailed Report

- ▶ Use the Sum button to calculate totals at the bottom of each column.



- ▶ Check across the columns to see if any children are listed with “0s” all the way across.

Help!

I have students with IEPs who are showing “0”s across all columns in the “Detail” report.

- ▶ In the Preschool Tab– check to ensure they are coded correctly in the Preschool Type (Disabled State Funded).
- ▶ For students who receive special education, make sure their IEP is locked and active.

If there is information missing from the IEP (Primary Disability, Setting, or Status) IC cannot pull the necessary information for the appropriate columns.

Individual Education Program (IEP)

Special Ed Status: Active

Special Ed Setting: (age 3-5) \geq 10 hrs/wk & Most Spec Ed within EC Prgm

Primary Disability: Developmental Delay

If the student has “Disabled State Fund” checked in their Preschool tab but does not have any documents in the special education tab, the student will not pull correctly.

These fields must be populated for a child to be counted

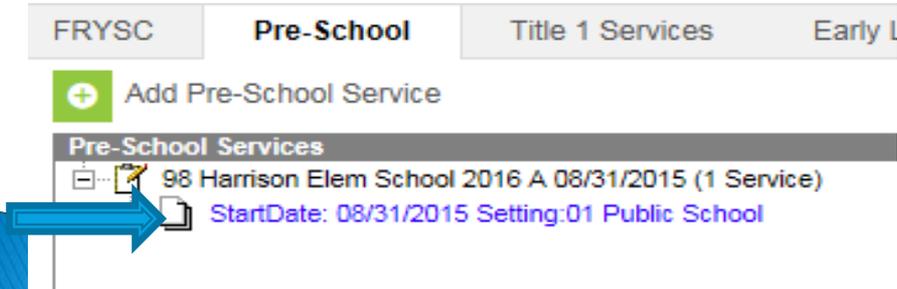
Special Ed Fields

| | |
|---|--------------------------|
| Special Ed Status | Full Funding |
| A: Active | <input type="checkbox"/> |
| Primary Disability | |
| 15: Developmental Delay | |
| Setting | |
| 3A1: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm | |

Help!

I have students who are not pulling when I run a “Detail” or “Summary” report.

- ▶ Look at their Grade and age. Is it coded correctly according to the previous age information?
- ▶ Click on the plus sign, then click on the blue [StartDate](#) link. Look to see if the student’s Preschool Type is coded properly and that their setting is correct.



FRYSC Pre-School Title 1 Services Early L

 Add Pre-School Service

Pre-School Services

| | | |
|---|---|---|
|  |  | 98 Harrison Elem School 2016 A 08/31/2015 (1 Service) |
| |  | StartDate: 08/31/2015 Setting:01 Public School |

Preschool Type

Disabled State Fund

Head Start

State Funded At Risk

Head Start Enhanced

Over Income Preschool

Other, Specify

Other

Oops! Make sure only one service is listed

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 | |

One of the preschool records will need to be deleted.

Contact

- ▶ For additional information please contact:

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