**Custom Report:  Preschool Quality Assurance** – The purpose of this report is to allow school and district personnel to generate a report to verify preschool counts. **This report is intended for internal use only, these reports contain sensitive data and must be handled appropriately.**

**Selection Criteria**: Use the Campus toolbar to select the school/academic/calendar year you would like to use for the report. If you are looking for multiple schools or calendars, choose "Select All". Selecting "All Years" will not work. Choose Detail Report or Aggregate Report.  Select the Individual Aggregates checkbox for aggregates by school.  If not selected, the aggregate will be district-wide. The reports will show students currently enrolled or enrolled on the last day of school of the reported year.

**KDE Contact**:  Taysha Oglesby, Office of Special Education and Early Learning, Division of IDEA Implementation and Preschool

**Tool Search**: QA Preschool
*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Report Sample**: The Detail report will generate in Excel format. Each row provides data for a single student. The fields provided are: Academic Year, District Number, District Name, School Number, School Name, SSID, Last Name, First Name, MI, Birth Date, Age as of August 1$^{st}$, Grade Level, Grade Description*, Enrollment Start Date, Preschool Start Date, Gender, Race Ethnicity, IEP Start Date, IEP End Date, IEP End Date, IEP Status, Primary Disability, Disabled State Fund, Head Start, State Funded at Risk, Head Start Enhanced, Over Income Preschool, Other*, Home Language*, Enrollment Type, and Report Run Date.

*Field-Level Definitions:
- Grade Description: provides detailed description of the reported State Grade Level (e.g., 99 = preschool 4 yr).
- Other: is a funding source different than one of the default choices as specified by the district (e.g., Preschool Partnership Grant).
- Grade Level: provides detailed description of the reported State Grade Level (i.e., 99 = preschool 4 yr).

- Preschool Start Date: is reported as the day the student starts their preschool classes. This is different from their enrollment date. This is different from their enrollment start date.
- Home Language: is defined as the student's primary language. This could determine if a student is receiving English Language services. A list of the Infinite Campus Home Languages can be found in the Library of Congress Standards.

| Academic Year | District Number | District Name | School Number | School Name | SSID | Last Name | First Name | MI | Birth Date | Age as of August 1st | Grade Level | Grade Description | Enrollment Start Date | Preschool Start Date | Gender |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022 | 001 | Test County | 001 | Test Preschool | 111111111 | Student1 | Test | A | 8/1/2017 | 4 | 99 | preschool 4yr | 8/16/2021 | 8/16/2021 | F |
| 2022 | 001 | Test County | 001 | Test Preschool | 222222222 | Student4 | Test | D | 8/1/2017 | 4 | 99 | preschool 4yr | 8/16/2021 | 8/16/2021 | M |
| 2022 | 001 | Test County | 001 | Test Preschool | 333333333 | Student5 | Test | E | 8/1/2018 | 3 | 98 | preschool 3yr | 1/10/2022 | 1/10/2022 | F |
| 2022 | 001 | Test County | 001 | Test Preschool | 444444444 | Student6 | Test | F | 8/1/2017 | 4 | 99 | preschool 3yr | 8/16/2021 | 8/16/2021 | M |

| Race Ethnicity | IEP Start Date | IEP End Date | IEP Status | Primary Disability | Disabled State Fund | Head Start | State Funded at Risk | Head Start Enhanced | Over Income Preschool | Other | Home Language | Enrollment Type | Report Run Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| White | 1/1/2020 | | A | Developmenta | 1 | 0 | 0 | 0 | 0 | | | P | 8/5/2021 |
| White | 1/1/2020 | | A | Speech or | 1 | 0 | 0 | 0 | 0 | | | P | 8/5/2021 |
| White | 1/1/2020 | | | | 0 | 0 | 0 | 0 | 0 | RTI | | P | 8/5/2021 |
| White | 11/17/2020 | 10/1/2021 | A | Developmenta | 1 | 0 | 0 | 0 | 0 | | | P | 8/5/2021 |

The Aggregate Report will generate in PDF format. The report will group student count by grade level into demographic group and disability category. It will also group student count by preschool type and demographic group into age category. The fields provided are: Student count by grade level and demographic group, student count by grade level and disability category, and student count by preschool type and demographic group.

## Student count by grade level and demographic group

| Primary enrollments only | | | Gender | | Race/Ethnicity | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Grade Level | | Total | Female | Male | African American | Asian | Hispanic | Two or More Races | White | Percent to Total Preschool |
| Preschool | 97 | 12 | 5 | 7 | 0 | 0 | 6 | 0 | 6 | 8.22% |
| | 98 | 34 | 12 | 22 | 0 | 0 | 14 | 2 | 18 | 23.29% |
| | 99 | 100 | 41 | 59 | 3 | 1 | 33 | 9 | 54 | 68.49% |
| Total | | 146 | 58 | 88 | 3 | 1 | 53 | 11 | 78 | |
| % of total | | | 39.73% | 60.27% | 2.05% | 0.68% | 36.30% | 7.53% | 53.42% | |

## Student count by grade level and disability category

| Primary enrollments only | | | Disability | | | |
|---|---|---|---|---|---|---|
| Grade Level | | Total | Speech Language | Mild/Moderate Disability | Severe | Percent to Total with Disability |
| Preschool | 97 | 8 | 5 | 2 | 1 | 11.76% |
| | 98 | 17 | 9 | 5 | 3 | 25.00% |
| | 99 | 43 | 31 | 9 | 3 | 63.24% |
| Total | | 68 | 45 | 16 | 7 | |
| % of total | | | 66.18% | 23.53% | 10.29% | |

| Primary enrollments only | | | |
|---|---|---|---|
| Grade Level | | Total | Percent to Total with Disability |
| Headstart | 97 | 0 | 0.00% |
| | 98 | 0 | 0.00% |
| | 99 | 0 | 0.00% |
| Total | | 0 | |
| % of total | | | |

## Student count by preschool type and demographic group

| Two Year Old Participants | Total | Female | Male | White | Percent to Total Preschool |
|---|---|---|---|---|---|
| State funded with disabilities | 8 | 1 | 7 | 8 | 4.12% |
| Head Start | 0 | 0 | 0 | 0 | 0.00% |
| State Funded at Risk | 0 | 0 | 0 | 0 | 0.00% |
| Head Start Enhanced | 0 | 0 | 0 | 0 | 0.00% |
| Over Income Preschool | 0 | 0 | 0 | 0 | 0.00% |

| Three Year Old Participants | Total | Female | Male | African American | White | Percent to Total Preschool |
|---|---|---|---|---|---|---|
| State funded with disabilities | 23 | 7 | 16 | 2 | 21 | 11.86% |
| Head Start | 0 | 0 | 0 | 0 | 0 | 0.00% |
| State Funded at Risk | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Head Start Enhanced | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Over Income Preschool | 0 | 0 | 0 | 0 | 0 | 0.00% |

| Four Year Old Participants | Total | Female | Male | African American | Asian | Hispanic | Two or More Races | White | Percent to Total Preschool |
|---|---|---|---|---|---|---|---|---|---|
| State funded with disabilities | 61 | 19 | 42 | 1 | 1 | 3 | 3 | 53 | 31.44% |
| Head Start | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| State Funded at Risk | 101 | 48 | 53 | 9 | 0 | 18 | 10 | 64 | 52.06% |
| Head Start Enhanced | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Over Income Preschool | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |

**Report Sample**: The Error report will generate in Excel format. Each row provides data for a single student. The Error Report will assist districts with verifying preschool data is up to date for federal and state reporting. The fields provided are: 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, IEP Start Date, IEP End Date, Locked IEP, Primary Disability, Status, Least Restrictive Environment, Enrollment Start Date, Enrollment End Date, Enrollment End Status, State Exclude, Preschool Service Record, Duplicated Preschool Service Records, State Funded With Disabilities, Head Start, At Risk, State Funded Over, Income, Headstart Enhanced, Other , Other Text, and Report Run Date.

- Below is a list of current errors and warnings used to highlight potential data quality issues.
    - Primary Disability is blank
    - Special Ed Status is blank
    - Special Ed Setting is blank
    - IEP is unlocked
    - Student is not in the correct grade level
    - State Excluded Preschool Records (preschool records should not be marked state exclude)
    - Duplicate Preschool Records
    - Public School Setting must be selected for Preschool Types: State Funded with Disabilities, State Funded at Risk, or Head Start Enhanced.
    - Start Date is prior to Enrollment
    - State Funded with Disabilities IEP is Null
    - No Income Level checked for Grade 99 student with disabilities
    - Age Restriction not valid selection "State Funded at Risk"
    - Age Restriction not valid selection "Head Start Enhanced"
    - State Funded with Disabilities or State Funded At Risk is not checked for Grade 99
    - Other Text is Null
    - Age Restriction not valid selection "Over Income Preschool"
    - Preschool Service Record is missing (Warning: Highlighted in Orange)

| 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 | State Exclude |
|---|---|---|---|---|---|---|---|---|---|
| 1/1/2020 | | Y | | A - Active | 6A - (K-14) >80% of day in general ed programs | 8/15/2021 | | | N |
| 1/1/2020 | | Y | Severe | | 6A - (K-14) >80% of day in general ed programs | 8/15/2021 | | | N |
| 1/1/2020 | | Y | Severe | A - Active | | 8/15/2021 | | | N |
| 1/1/2020 | | N | Severe | A - Active | 6A - (K-14) >80% of day in general ed programs | 8/15/2021 | | | N |
| 11/17/2020 | 10/1/2021 | Y | Severe | A - Active | 6A - (K-14) >80% of day in general ed programs | 8/15/2021 | | | Y |
| 10/2/2020 | 10/1/2021 | Y | Severe | A - Active | 6A - (K-14) >80% of day in general ed programs | 8/15/2021 | | | N |

| Preschool Service Record | Duplicated Preschool Service Records | Preschool Services Start Date | State Funded With Disabilities | Head Start | At Risk | State Funded Over Income | Headstart Enhanced | Other | Other Text | Report Run Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Y | | N | N | N | N | N | N | N | RTI | 8/5/2021 |
| Y | | N | N | N | N | N | N | N | | 8/5/2021 |
| Y | | N | N | N | N | N | N | N | KSI | 8/5/2021 |
| Y | | N | N | N | N | N | N | N | | 8/5/2021 |
| Y | | N | N | N | N | N | N | N | | 8/5/2021 |
| N | | N | N | N | N | N | N | N | | 8/5/2021 |

**Suggested report uses**:

Detail report
- Review preschool counts to ensure accuracy.
- Review student detail to ensure accuracy of gender, race/ethnicity and grade level.  School/district reporting will be disaggregated by grade, gender and race/ethnicity.
- Share aggregated pdf with district/school leadership for awareness and additional quality assurance.
- Resolve errors identified in the error report to maximize quality of data.
- If a student is missing or not reporting correctly, run the Error Report to see a description of items needing correction.

Aggregate Report:
- Share aggregated PDF with school and district leadership for awareness and additional quality assurance.

Error Report
- Items highlighted in yellow indicate an error that should be reviewed.  Resolve errors to ensure preschool records are accurate. Items highlighted in orange indicate a warning and should be reviewed but it may not need a correction.
- Only one error will show per student. Fixing an error might result in additional errors showing on student.
- Verify IEPs have a primary disability, status, and least restrictive environment (setting).
- Ensure the IEP is locked.

- IEPs with start and end dates which overlap another locked IEP should be avoided.
- If the student has an active IEP, check the student's latest enrollment record to ensure the Special Ed Exit Status and Special Ed Exit Date fields are empty.
- Verify students are reporting the correct disability status and grade for their ages.