

Data Standard Preschool

Rev. 4/14/2022

Ownership and History

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Revision history**April 14, 2022**

- The Kentucky Department of Education (KDE) will collect Preschool Enrollment Count data on December 1 and March 1 of each school year.
- Added sections:
 - A: Enrolling a Preschool Student
 - C: Duplicate Preschool Service Records
 - D: Preschool Withdrawal Code

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Overview

Description of Kentucky Preschool Program

The purpose of the Preschool Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in data across schools and districts throughout the state.

Regulation citation(s)

- [Preschool Regulations](#)
- Kentucky Early Childhood Resources:
 - [Early Childhood Resources](#)
 - [Exceptional Programs](#)
 - [The Kentucky Administrative Regulations](#)

Data use

- To determine funding for the state preschool program based on December 1 and March 1 Enrollment Count
- State Performance Plan/Annual Performance (SPP/APR) Reporting
- Grant Management Application and Planning (GMAP)
- Annual Determinations
- State Consolidated Monitoring (SCM)
- Shared with the Governor's Office of Early Childhood (GOEC)
- Shared with the National Institute of Early Education Research (NIEER)

Related reports and ad-hoc filters

- KY State Reporting
 - IDEA December 1 Count Extract
 - Preschool Enrollment Count
- KY State Reporting/KDE Reports
 - QA SPED
 - QA Preschool
 - Preschool Error
- Ad Hoc
 - Student Head Start (HS) &/or Disab State Fund &/or At Risk
 - Student Head Start Enhanced
 - Student Head Start in Preschool Tab
 - Student Head Start Transported
 - Student Head Start with locked IEP
 - Student PreK-Count of Grade 99 At Risk
 - Student PreK- Grade 99 with Disab, Over Income (OI) & At Risk
 - Student PreK- Home Visits
 - Student PreK- Gender Race Ethnicity
 - Student PreK- Grade 97, 98 and 99 w/Disabilities

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Student PreK- Grade 99 with 160% of Poverty and No Disab

- Student PreK- Over Income-No Disab noHS
- Student PreK-Count grade 97,98 and 99 Mild to Moderate (MMD)
- Student PreK-Count grade 97,98 and 99 Severe (SEV)
- Student PreK-Count grade 97,98 and 99 Speech Language (SL)
- Student PreK-Count grade 97,98 and 99 w/Disability

Training

[KSIS Training](#)

Section A – Enrolling a Preschool Student

Enroll the student at the school they will or would attend if they qualify for services:

1. From the Index, click **Student Information > Student Locator**.
2. Enter the appropriate search criteria: at minimum first name, last name and gender.
3. Click **Search**.
4. The student may show up in the locator; if not, click **Create New Student**.
***NOTE:** If matches are found, hover the mouse cursor over each student to view additional details.
5. This process will create a new State ID for the student.

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered i enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Cr SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Name	State ID	Gender	Birth Date	%
DOE, JANE		F		100
DOE, JOHN		F	08/28/1964	67

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Enter the required data elements

- Last Name
- First Name
- Gender
- Birth Date
- Race/Ethnicity

Select the required data elements

- **Calendar:** This will default to the current school calendar.
- **Schedule:** If the school only has one schedule, assign the student to the schedule named “*Main*.” If the school has multiple schedules, the student must be assigned to a schedule designated for preschool students.
- **Grade:** Grade codes 95 for infant and 96 for one-year-old should NOT be used in state-funded preschool programs. These state grade levels will **not** receive any preschool funding. The state grade level should correspond to the student’s age as of August 1st. Grade code 97 for two-year-old, 98 for three-year-old and 99 for four-year-old.

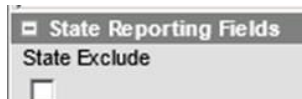
On August 1	State Grade Level
2 years old	97
3 years old	98
4 years old	99

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- **Start Status:** Select “E01: First enrollment of the year.”
- **Service Type:** Select “N: Special Ed Services Only” if the student is receiving special education services and not enrolled in a preschool classroom setting. If the student is enrolled and provided with state-funded preschool classroom services, select “P: Primary.”
- Click **Save**.

Student Information > General > Enrollment Tab > State Reporting Fields

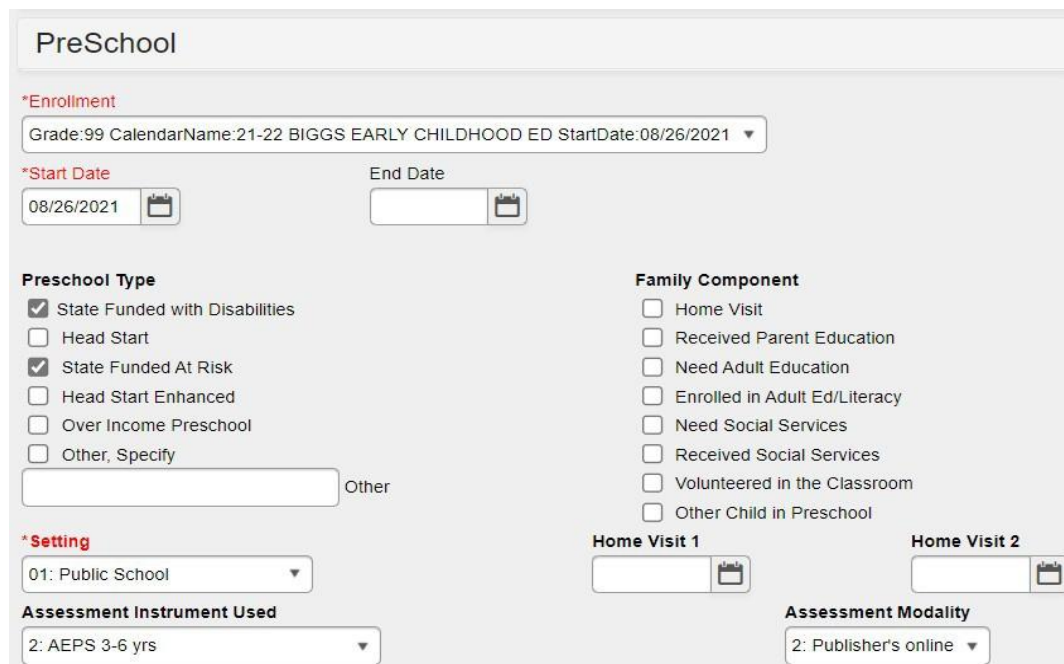


***NOTE:** Do not select the **State Exclude** check box; uncheck if checked. All records with State Exclude checked will be excluded from the state preschool funding calculation.

Section B – Entering a Preschool Services Record

Campus Path: Student / General / Preschool Tab

Districts are required to create a preschool service tab for all state-funded preschool students in grades 97, 98 and 99 served in a classroom setting.



PreSchool

***Enrollment**
Grade:99 CalendarName:21-22 BIGGS EARLY CHILDHOOD ED StartDate:08/26/2021

***Start Date** 08/26/2021 **End Date**

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

Family Component
 Home Visit
 Received Parent Education
 Need Adult Education
 Enrolled in Adult Ed/Literacy
 Need Social Services
 Received Social Services
 Volunteered in the Classroom
 Other Child in Preschool

***Setting** 01: Public School

Home Visit 1 **Home Visit 2**

Assessment Instrument Used 2: AEPS 3-6 yrs **Assessment Modality** 2: Publisher's online

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Enrollment: Select the student's latest enrollment from the dropdown list.

Start Date: Enter date of entry into Preschool Service. The Start Date must be on or after the enrollment date.

Preschool Type: Check all funding categories that apply

- **State Funded with Disabilities** (children with an active IEP served in a classroom)
- **Head Start** (children funded by Head Start not pulled in preschool funding count)
- **State Funded At Risk** (state grade 99 whose guardian's income is 160% of the federal poverty line, foster care, or homeless)
- **Head Start Enhanced** (state grade 99 who qualifies for preschool + receives Head Start Services)
- **Over Income Preschool** (state grade 99 with a disability and guardian income over 160% of the federal poverty line)
- **Other, Specify** (RTI, Universal Preschool, Title I, tuition, district funds)

*NOTE: Text field below Other cannot be blank.

Setting: Select from dropdown menu the appropriate setting where student is receiving services.

- **01: Public School** (receiving preschool classroom services or Head Start located in a public school building)
- **02: Home** (Special Education services only in the home setting)
- **03: Head Start** (Head Start students located in a Head Start Site)
- **04: Contracted, Private Setting** (Services provided in a district contracted or private setting)

Assessment Instrument Used: Select the appropriate assessment from the dropdown list

- AEPS 3-6 years
- Carolina Preschool
- COR Advantage
- Teaching Strategies GOLD™
- Work Sampling Revised
- Work Sampling Head Start Revised

Assessment Modality: Select the appropriate modality from the dropdown list

- Paper protocol
- Publisher's online
- Publisher's disc

Family Component: Check all that apply (Only for children receiving state-funded preschool services)

- Home Visit
- Received Parent Education
- Need Adult Education

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- Enrolled in Adult Ed/Literacy
- Need Social Services
- Received Social Services
- Volunteered in the Classroom
- Other Child in Preschool

Home Visit 1: Enter date of first home visit

Home Visit 2: Enter date of second home visit

***NOTE:** Do not fill out the Preschool Services Tab for children who receive special education only services (service type “N”). These children are not receiving special education services in the preschool classroom. You may fill out this tab for Head Start children served through the school district or in a school building and mark the Preschool Type as “Head Start.” If the Head Start box is chosen in the preschool type, do not mark the boxes labeled Disabled State Fund, State Funded At Risk or the Head Start Enhanced box.

Section C – Duplicate Preschool Service Records

Campus Path: Student / General / Preschool Tab

Students need only one preschool service record. Duplicate or outdated records will need to be deleted or updated for the current year. Please note, duplicate tabs will remove students from the preschool funding count.



To delete a preschool record, select the record and then the delete button. Choose okay in the pop- up box.



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Section D – Preschool Withdrawal Code

Select the “End Status” category of “**CO1: Close of Year**” for all preschool students who withdraw during the year, do not qualify or have completed the current school.

State End Status

***NOTE:** Do not use the withdrawal code W17 for students in state grade level 97, 98, or 99. This code is reserved for students enrolled in kindergarten. Change code to “CO1: Close of Year.”