WV Pre-K Child Assessment System Step 1: Enrollment and Placement in STU.380 2011-2012

Prepared by the WVDE Office of School Readiness

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To assist with data reporting, the West Virginia Education Information System (WVEIS) has worked collaboratively with the WVDE Office of School Readiness, Head Start, WV DHHR, and the WVDE Office of Special Programs to ensure the following groups of children are properly identified in WVEIS:

- Children enrolled in WV Universal Pre-K
- Children enrolled in 3 year old stand alone Head Start classrooms
- Children enrolled in home-based Head Start classrooms

Procedures will provide the WVDE and Head Start with needed data for child enrollment reporting.
Consideration:

County Pre-K coordinators will work with county Special Education Directors and county WVEIS Coordinators to ensure all children are properly enrolled.

When does this happen?

- Upon enrollment
- Prior to the beginning of the school year
Procedures for Enrolling Pre-K Children in WVEIS
Guidance for enrolling Pre-K Children into the West Virginia Education Information System (WVEIS) is provided to assist with the newly-revised process of adding new children into the system.

Features have also been added to the WVEIS enrollment process which will provide additional information regarding:

- The physical location of each child (in or out of a public education site)
- The program timeframe for each child (am/pm/all day)
- The child’s teacher
WV Pre-K CAS Step 1: Enrollment and Placement in STU.380

Log on with your WVEIS User ID and Password, and then click Submit.

WVDE Office of School Readiness, October 2011
Select the *Menus* tab.
Select STU 380: Collaborative Early Childhood Data
Use the drop down arrow to select the school in which you plan to enroll students.
This screen includes the pre-k students enrolled at this school.
Check the boxes beside the names of all children who are enrolled in Head Start.

Tip: If all the children are enrolled in Head Start, you can select the box at the top and all boxes will be auto-filled.
Program type entry: indicate whether each child is enrolled in a half-day program (AM or PM) or full-day program (DAY).

Tips: Place your mouse button over any of the blank boxes to indicate the fields you can enter. Also, you can double click to copy your previous response.
Location entry: If the child attends pre-k in the school building, *[Within school building]* is the defaulted selection.

If the child attends pre-k at a site out of the school building, directions are provided on the next screen.
Location entry: If the child is enrolled at a pre-k setting at an off-site location, click once on the locations button to reveal the off-site facility menu.
Select the off-site location where each child is enrolled by clicking once on the site of each child’s location. This will populate the field for each child’s off-site location.

Tip: You can double click inside a location box to copy your previous response.
Teacher Selection: Click once in the teacher field to place your cursor.

Click on teacher button to display a menu of teachers.
Click once on the name of each child’s teacher to populate the teacher field for each child.

Tip: You can double click inside a location box to copy your previous response.
After all fields are complete for all enrolled children, click *Submit*.
Note: The process outlined in the previous slides must be done on a **continuous basis** to ensure children are properly identified.

Suggested guidance from the WVDE Office of School Readiness: County coordinators update enrollment **monthly**.

If children are not properly identified, educators will not be able to accurately complete the required data reporting required per WVBE Policies 2525 and 2520.15.
Maintaining accurate WVEIS child enrollment is also necessary for WV Pre-K Child Assessment System reporting.

A collaborative effort:

The WV Pre-K Child Assessment System includes, but is not limited to:

- Health Data
- English Language Learner Data
- WV Early Learning Standards Framework Domains
- Early Learning Scale
- OSEP Data
An additional step to ensure class rosters are correct:

By August 15, 2011, online guidance will be provided for all pre-k educators for logging on to a WVEIS-based platform to access and verify their class lists.

- To ensure all children are properly enrolled in each classroom, teachers are asked to log in at the beginning of the year and verify their class rosters with their county pre-k coordinators.

- Pre-k county coordinators should ask for verification of class rosters on an ongoing basis throughout the school year.

- If children are missing from or listed incorrectly on the class roster, it will not be possible for teachers to correctly enter child assessment reporting data mandated by policy.

- If a class roster is incorrect, it is imperative that the classroom teacher contact the county coordinator immediately to inform them of the discrepancy.
A collaborative effort:

Who is responsible for ensuring the infrastructure is completed properly so pre-k educators can enter data?

- County Pre-K Coordinators will work with
  - County Special Education Directors
  - County/RESA WVEIS contacts
  - Collaborative partners
For more information, contact:

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