

**Instructions**  
**Virginia Preschool Initiative (VPI) Data Collection and Fall Verification Reporting**  
**Requirements for 2012-2013**

All eligible divisions or localities, regardless of participation, must fax a certification form that certifies participation or nonparticipation in the VPI program for the 2012-2013 school year in the spring and again in the fall.

The data and application will be collected through the Department of Education's Single Sign-On for Web Systems (SSWS). The Web site is located at: <https://plpe.doe.virginia.gov/ssws/login.page.do>. Access to the application must be requested through the school division's SSWS account manager.

A division or locality that chooses not to participate in the VPI program for the 2012-2013 school year must fax the Certification of Non-Participation form to Cheryl Strobel at (804) 786-1597 by October 1, 2012.

If your division or locality is eligible and chooses to participate, additional information will be collected through SSWS. Please have the following information available before you begin entering the data into the SSWS application.

- Lead agency contact information
- Program contact information
- Number of full-day and/or half-day students to be served in 2012-2013
- Number of VPI classrooms
- Number of participating schools or centers
- Total number of VPI teachers
- Number of VPI teachers who hold a BA degree or higher and a Virginia teaching license with an NK or PK endorsement
- Number of VPI teachers with BA degree or higher
- Number of VPI teachers with Associate degrees
- Number of VPI teachers with Child Development Associate (CDA) credentials
- Total number of paraprofessionals
- Number of paraprofessionals with BA degrees
- Number of paraprofessionals with Associate degrees
- Number of paraprofessionals with Child Development Associate (CDA) credentials
- Number of paraprofessionals with high school diplomas or GED credentials
- Types of schools or centers - check the type of entity that is directly paying the VPI staff. The choices are public, private for profit, and private nonprofit
- Names of private providers and number of children in each location
- Name of curriculum
- Test/assessment (in addition to PALS-PreK)
- Percentage of children enrolled in VPI for the current school year that meet the criteria for Free or Reduced Price Lunch
- Local Plan and Student Eligibility Criteria, and Head Start Memorandum of Understanding (if applicable)

Complete all data entry and print the Certification of Participation form. Obtain the division superintendent's signature and fax the certification to Cheryl Strobel at (804) 786-1597 by October 1, 2012.