

# Virginia Preschool Initiative State Funding Based on Student Enrollment

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Fall Student Record Collection



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## **PURPOSE**

This document is intended to assist Virginia Preschool Initiative (VPI) coordinators with the process required for reporting all VPI students through the Student Record Collection (SRC). This guidance document provides information on how participating VPI school divisions/localities must submit accurate VPI student enrollment numbers through the annual fall SRC. Additionally, best practices for submitting accurate VPI enrollments successfully are provided for VPI coordinators and school division staff responsible for submission of the SRC data to the Virginia Department of Education (VDOE).

This resource should be used in conjunction with existing state regulations and federal laws and are not intended to replace any existing regulation or policy.

## **VPI FUNDING AND PRESCHOOL STUDENT ENROLLMENT**

### **State Funding for VPI Students**

The VDOE distributes state funds (using state funding formula) to VPI fiscal agents for enrolled VPI students based on VPI student data collected on the fall SRC each school year. The total number of eligible, preschool students with a VPI funding code, enrolled on October 1, and reported in each school division's fall SRC will serve as the total number of VPI slots filled by the division, therefore, funded by the state. Prorated funding for empty slots filled between October 1 and December 31 may be requested by the school division through the VPI Late Enrollment application, subject to available funding. Additional information will be provided to VPI Coordinators.

### **Student Testing Identifier (STI) Required for Publicly Funded Preschool Students**

All public preschool students, where the school division is the fiscal agent, grantee, or sub-grantee, must be reported on the SRC with a funding code and be assigned an STI. The school division must seek out and secure STIs for the students in VPI (regardless of public or community-provider setting), Title I preschool, special education placements, and Head Start programs (only when school division is the Head Start grantee), and where the funding is supported by state or federal grants or programs.

## **STUDENT RECORD COLLECTION**

The Student Record Collection (SRC) is an important data collection system that compiles data from various programs found throughout the state into one consolidated data system. This data collection system allows for the Virginia Department of Education to comply with requirements of the Elementary and Secondary Education Act (ESEA).

Every eligible student enrolled and funded by the VPI program in a public or community-provider setting must have a State Testing Identification (STI) number and be reported in the three SRC reporting cycles.

These reporting cycles are:

- **Fall:** The Fall SRC submission should include student records from the first day of school up through October 1. VPI students enrolled as of October 1 of the school year must be reported using a VPI funding code. All other enrolled preschoolers who are publicly funded, where the school division is the fiscal agent must be reported via SRC with the appropriate funding code associated with public funds. The number of VPI enrolled students reported by SRC in the fall, with a VPI funding code, determines the funding the VPI program will receive for the school year (except for opportunities for late enrollments). Thus it is important to accurately report enrollment numbers to avoid funding complications.
- **Spring:** The Spring SRC submission should include VPI student records and other publicly funded preschoolers up through March 31st. This data collection is primarily used to determine how well the school division/locality is ensuring that all VPI slots are filled if a student leaves the program, leaving a vacant slot, between fall and spring SRC reporting periods.
- **EOY:** The End-of-Year submission should include student records up through the last day of school. Note: The last day of school is a “logical” date and not a calendar date because of the variation in school calendars. This data collection is primarily used to determine how well the school division/locality is ensuring that all VPI slots are filled if a student leaves the program, leaving a vacant slot, during the school year.

## STATE TESTING IDENTIFIER (STI) CODES

Every child in the SRC has a unique 10-digit number that stays with the student throughout his or her K-12 career. This number is referred to as the State Testing Identification (STI) number. Please remember that all publicly-funded PreK students enrolled with your school division, or participating in VECF Mixed Delivery Grant programs, regardless of setting, must be assigned a State Testing Identifier (STI), a PK experience code, and a PK funding code.

To successfully assign STIs to PreK students please follow the protocol below:

- 1) Each school division in the state has an official STI Contact Person that works with assigning STIs and answering questions for school division stakeholders. If you as the VPI Coordinator have not contacted this individual within your school division, please do so first. The list of contacts is available in the [SSWS](#) for authorized school division staff. In SSWS there is a link for “Division Contact List”. Once you click on that, you will see a list of Subject Areas. From there, you will choose STI Contact Person. This will give you a list of each STI contact person in each school division.
- 2) If you are the STI contact for your division and have questions about assigning an STI to a preschool student (slot is funded with public funds such as VPI, Head Start, Title I, Early Childhood Special Education, VECF Mixed Delivery), please contact Pearson directly by sending an e-mail to [vastisupport@pearson.com](mailto:vastisupport@pearson.com).

If the STI contact still has questions, please contact Brittney Kanard, VDOE data specialist, at 804-225-3909 or [Brittney.Kanard@doe.virginia.gov](mailto:Brittney.Kanard@doe.virginia.gov).

**TIP:** Be watchful of current VPI students who may already have an STI in the division's student data system due to receiving special education services (including speech and language) or enrollment in other early childhood programs. This can cause confusion and overlap resulting in a student being assigned multiple STIs. Students should only be assigned one STI.

## PK FUNDING CODES

### PK Students Included in the SRC

All public PK students, where the school division is the fiscal agent, grantee, or sub-grantee, or participating in VECF Mixed Delivery Grant programs, must be reported on the SRC. The school division must seek out and secure STIs for the students in VPI, Title I preschool, special education placements, Head Start programs, and VECF Mixed Delivery Grant programs, where the funding is coming from state or federal supported grants or programs.

### Timeline

The SRC data for VPI student count will automatically populate in the VPI Fall Verification report in SSWS. VPI Coordinators will no longer enter student/slot numbers in the Fall VPI Application.

### Unique Required Fields for PK

All public PK students will have both a PK funding code AND a PK experience code. School divisions will assign the experience and funding codes for public preschoolers via SRC in the PK year. Non-public preschoolers will not be captured in the SRC, so their parents will report their PK experience at kindergarten registration, and no funding code will apply (nor should it be asked). If a parent reports PK experience at kindergarten registration that conflicts with SRC information obtained on public PK students, default to division records (i.e. parent reports no PK but division knows student was in VPI). Use division records for experience and funding codes.

Student Type	PK experience code assigned by	PK funding code assigned by
Public PK student	Division via SRC in PK year	Division via SRC in PK year
Non-public PK student	Parent at K registration	n/a

### PK Funding Codes

Each public preschool child served by the school division (directly or through community providers) should receive a funding code. The PK funding code is reported by the division and reflects which funds are being used to support the slot a student occupies as of the date of the data collection. There is one funding code per student. Refer to the definitions provided in the table below to determine which code is the most appropriate.

When approaching SRC to report the number of preschool students served by the school division, **it is recommended that the school division start with ensuring the actual number of state funded VPI slots being filled for the school year is coded first.** After confirming the

accuracy of the match between state-funded VPI slots and state-funded VPI enrollment, then determine the funding codes for all other preschool students served by the school divisions with public funds.

Code	Description	Definition
1	Head Start	Select Head Start as the funding source code if the student slot is fully funded with federal Head Start funds administered by the school division as the Head Start grantee.
3	Virginia Preschool Initiative (VPI) <b>Four-Year-Old Student</b>	Select <b>VPI 4 year old program</b> as the funding source code if the student turns 4 by September 30 and the slot is fully funded by the state Virginia Preschool Initiative (state/local match).
5	Special Education Preschool (Part B, 619)	This funding code is not to be used if the student slot is funded by VPI, Head Start, or local funds. Select Special Education Preschool as the funding source code if the student slot is fully funded with federal Special Education funds (618 or 619). This code may apply to students with Individualized Education Programs who receive special education and related services in a public special education early childhood classroom, regular early childhood program, excluding VPI; or in a service-provider location (e.g., therapist's office). This code may also apply to students in a private community-based program if services are funded with federal Special Education funds.
7	Title I Preschool	Select Title I Preschool as the funding source code if the student slot is fully funded with federal Title I, Part A funds, not mixed with state or other funding sources. <i>Ex. A student slot funded with VPI state funds in a classroom where the teaching assistant's salary is paid out of Title I funds would NOT be labeled with this funding code because the student slot is not fully funded by Title I. Instead, the slot would receive a #3 funding code as a VPI state funded slot.</i>
8	Local Funding for VPI Placement	Select local funding for VPI student placement if a student is in a VPI classroom but is funded locally. This funding code is typically used when a school division has been allocated state VPI funds for less than a full classroom of 18 students. <i>Ex. The division may be allocated 11 VPI funded slots. In order to maximize services for students, the school divisions places 7 more students in the room and provides local funds to account for the additional student slots. Seven students would be coded #8 in this scenario.</i>
10	Local Funding for Other Public Preschool Program	Select local funding that supports any other public preschool program not identified in this list.

<b>12</b>	Virginia Preschool Initiative (VPI) <b>Pilot for Three-Year-Old Students</b>	Select <b>VPI 3 year old program</b> as the funding source code if the student is a part of the VPI Pilot for 3s and is not 4 but turns 3 by September 30 and the slot is fully funded by the state Virginia Preschool Initiative (state/local match).
<b>14</b>	Special Education Funding for VPI Placement	Select special education funding if a student with an IEP is placed in a VPI classroom but is funded through special education funds (618 or 619) and is not reported as one of the division's state allocated VPI slots (Funding Code #3) or allocated VPI Pilot for Three-Year-Olds slots (Funding Code #12). This funding code is typically used when a school division places a child with an IEP in a VPI classroom and the child is not funded by an allocated VPI slot, Head Start, or local funds. This funding code is not to be used if the student slot is funded by VPI or Head Start.

\*Definitions for PK Experience Codes can be found on the [VDOE Data Collections](#) page. Funding Code definitions are also posted in the same location.

## BEST PRACTICES FOR ACCURATE VPI STATE FUNDING

### VPI Student Enrollment in Fall SRC

It is important that the number of students enrolled in VPI and given a VPI funding code matches the number of slots the school division/locality has budgeted for and is serving for the school year. Also, keep in mind that the maximum number of students identified in Funding Code #3 (VPI 4-year-olds) cannot exceed the maximum number of VPI 4-year-old slots available to the school division under the state VPI funding formula and after redistribution of slots each summer (e.g., division funded for 15 slots no more than 15 students tagged with Funding Code #3 in fall SRC). The maximum number of students identified with Funding Code #12 (VPI 3-year-olds) cannot exceed the number of slots awarded by the VDOE for VPI three-year-olds.

After confirming the accuracy of the match between state-funded VPI slots and actual VPI enrollment, then determine the funding codes for all other preschool students served by the school divisions with public funds.

- Head Start
- Special Education Preschool
- Title I Preschool
- Local Funding for VPI Placement
- Local Funding for Other Public Preschool Program

### Helpful Tips

- Start recruitment of eligible VPI students early and maintain contact with families (e.g., check in dates for completion of documents, orientation meetings).
- Provide all registration materials in the home language of the families.

- Provide translators during registration events.
- Keep recruitment efforts ongoing and maintain an updated waitlist of eligible students to fill empty slots that may occur in August/September.
- Local VPI program staff and SRC data collection staff must work together to ensure accuracy of data (e.g., meet frequently and plan for challenges).
- Provide training and guidance to staff inputting VPI student enrollment information into school division student data systems (e.g., funding codes).
- VPI student enrollment data entered at the school/site need to be double checked to ensure the correct funding codes were given to each student.
- Quickly fill “no shows.” Establish effective school division policies and procedures (e.g., timeline) for filling VPI slots when a student does not show up for school in August/September.
- Establish effective school division policies and procedures (e.g., timeline) for quickly filling VPI slots when a student leaves the program prior to October 1.

## Frequently Asked Questions

### 1. How can we ensure that we will receive all state VPI funds we are claiming (not exceeding state allotment) and have budgeted for filling?

Be sure that all VPI seats are filled with eligible 3- and 4-year olds by October 1 of the school year.

Continuously recruit eligible families, keep an updated wait list of eligible students with completed registration and income verification forms, and follow the “helpful tips” listed in this document.

When approaching fall SRC to report the number of preschool students served by the school division, it is recommended that the school division start with ensuring the actual number of state funded VPI slots being claimed and filled with eligible VPI students for the school year are provided funding codes first. After coding the appropriate number of eligible VPI funded students, move onto providing your other students with the correct funding code.

### 2. May a student be given more than one funding code?

No, there is one funding code per student. If a school division braids funding to support a blended classroom, choose the greater funding source that supports the slot. Refer to the funding code definitions provided in the table in this document or on the VDOE’s [VDOE’s Data Collection webpage](#) to determine which code is the most appropriate.

### 3. Do the funding codes #8 (local funding) and #10 (local funding for other preschool programs) relate to the required local match for VPI slots?

No, school division’s/localities’ local match is required as a part of funding for VPI slots for students coded as #3 VPI. Code #8 is used when local funds, above and beyond local match funds, are used to pay for a slot in a classroom being implemented as a VPI

classroom. Code #10 is used when a school division is funding and implementing a four-year old preschool program totally separate from VPI.

**4. How can a three- or four-year old identified with a disability be found eligible for filling a state-funded VPI slot in a VPI classroom?**

A student with an IEP is eligible for VPI under the state eligibility criteria regardless of income.

**5. What is the deadline for submitting the actual October 1 VPI student enrollment data through the Fall Student Record Collection?**

A successful Fall SRC submission is due by mid-October. The Fall SRC submission window opens early October. Early submission is encouraged. More specific deadlines will be posted at a later date.

**6. May a school division make a change in VPI student enrollment data once SRC has been locked in by the VDOE in fall? If so, what is the process that must be followed?**

Corrections to VPI student enrollment data must be made prior to SRC verification reports being submitted. Once the Fall SRC window has been locked, corrections will no longer be allowed.