



SWWC Business Conference

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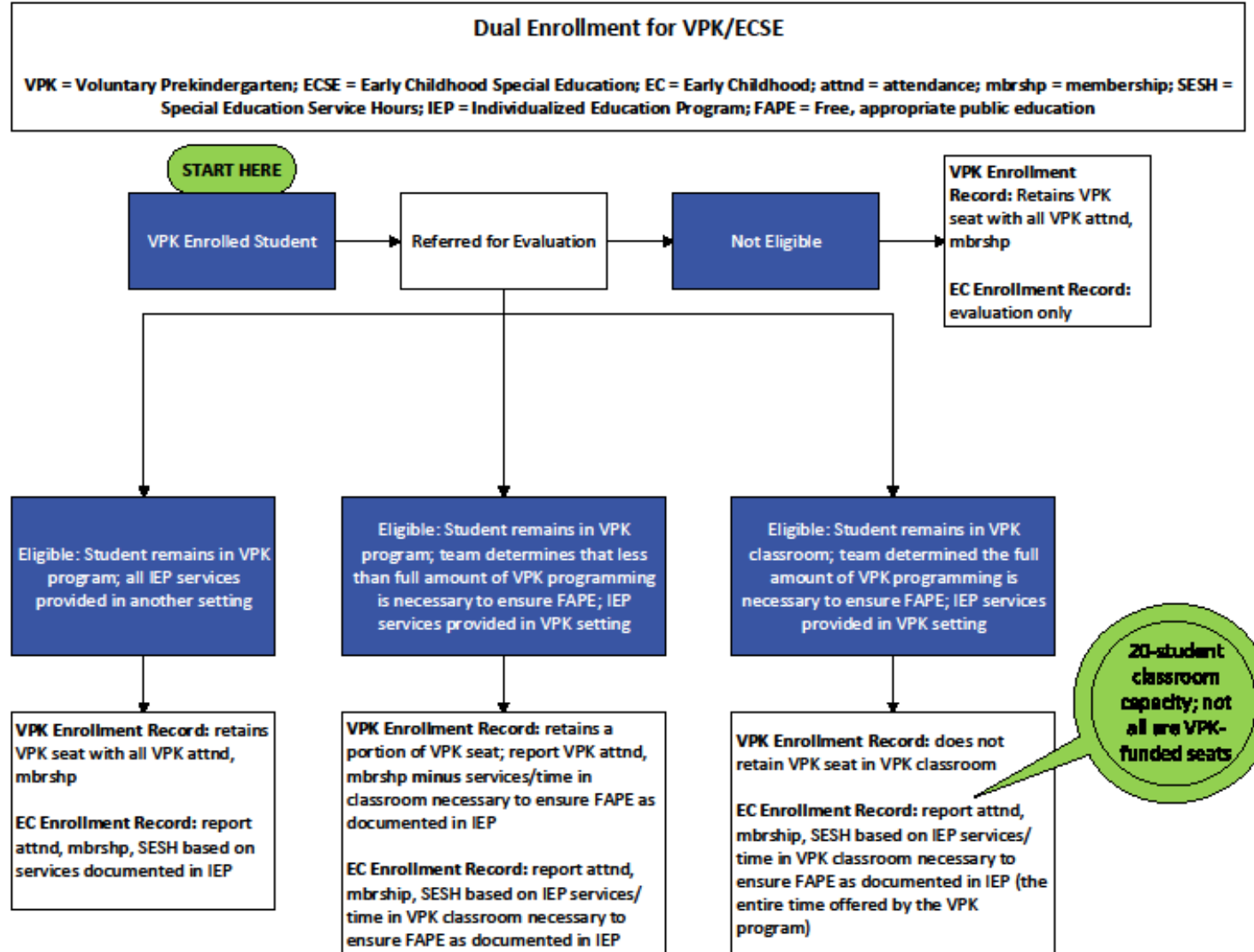
Ten Minnesota Commitments to Equity

1. Prioritize equity.
2. Start from within.
3. Measure what matters.
4. Go local.
5. **Follow the money.**
6. Start early.
7. Monitor implementation of standards.
8. **Value people.**
9. Improve conditions for learning.
10. Give students options.



VPK and EC Reporting

Dual Enrollment for VPK/ECSE Flow Chart



Eligible Voluntary Pre-K (VPK) Student Who Receives an Evaluation and Qualifies for Special Education and Starts Receiving Services. 2

The reporting process has changed only when students are in grade EC and are still receiving services in VPK program.

First VPK record:

- Grade = PA – PJ
- SAC = 00, 01, 08 or 11
- SEES = 2 until IEP is signed and Sped services started
- LLA = 5
- Percent Enrolled = 100
- SE = 99
- Status start date 9/5/24
- Status end date 10/31/24

First EC evaluation record:

- Grade EC
- SAC = 00, 08 or 11
- SEES = 2
- LLA = 24
- Percent Enrolled = 999
- SE = 99
- Status start date 10/16/24
- Status end date 10/31/24

Eligible Voluntary Pre-K (VPK) Student Who Receives an Evaluation and Qualifies for Special Education and Starts Receiving Services

The reporting process has changed only when students are in grade EC and are still receiving services in VPK program.

Second VPK Record Overlap with EC record

- GRADE = PA – PB
- SAC = 00, 01, 08 or 11
- SEES = 1
- LLA = 24
- Percent Enrolled = < 100%. This is the only situation that VPK can be reported < 100% or 999%.
- SE = 40
- Status Start Date 11/1/24
- Status end date 06/05/25

Second EC Record Overlap with VPK record

- GRADE = EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6
- LLA = 24
- Percent Enrolled = 999
- SE = 99
- Status Start Date 11/13/24
- Status end date 06/05/25

Voluntary Pre Kindergarten (VPK) and Early Childhood Reporting

- Records with the same start date, same school number, same district and district type cannot have the same enrollment date (except for State Approved Alternative Program).
- In this situation for the overlapping records of VPK and EC cannot have the same start date.
 - In this situation the VPK record will need to start one school day before the EC record.
 - Example both records start receiving services on 11/13/24
 - Start Date for VPK record would be 11/13/24
 - Start Date for EC record would be 11/14/24 and include the services that were provided on 11/13/24 in the membership, attendance and special education service hours.

Voluntary Pre Kindergarten (VPK) and Early Childhood (EC) Reporting page 2

- When an EC student is receiving both VPK educational services and EC special education services in the VPK program the student must have two separate records in the same school.
 1. One record with the grade level of EC including the special education services provided during the enrollment record.
 2. The second record would be for VPK programming in which the child participates excluding the special education services.
- If the EC student is receiving special education services outside of the VPK and not participating in VPK they would be reported in the EC school only, report the special education services and no VPK record would be created.

Voluntary Pre Kindergarten (VPK) Early Childhood Reporting

Additional Examples

Student Evaluated and Does **NOT** Qualify for Special Education Services

• ***VPK Record***

- Grade = PA – PJ
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 5
- Percent Enrolled = 100
- SE = 40
- Status start date 9/5/24
- Status end date 06/05/25

• ***EC Evaluation Record***

- Grade EC
- SAC = 00, 08 or 11
- SEES = 2
- LLA = 24
- Percent Enrolled = 999
- SE = 99
- Status start date 10/16/24
- Status end date 10/31/24

VPK and EC Students When Student Discontinues VPK Services

- When a student starts the VPK program and shortly after that starts EC services in the VPK program. The student eventually drops the VPK program.
- There would be three enrollment records for this student.
 - Students first VPK record (student full time VPK.)
 - Students second VPK record (student overlapping record with EC.)
 - Students EC record (EC report only not receiving VPK Services.)
- Examples on next slide.

VPK and EC Students When Student Discontinues VPK Services page 2

First VPK Record:

- Grade = PA – PJ
- SAC = 00, 01, 08 or 11
- SEES = 1
- LLA = 5
- Percent Enrolled = 100
- SE = 99
- Status start date 9/5/24
- Status end date 10/15/24

Second VPK Record:

- Grade = PA – PJ
- SAC = 00, 01, 08 or 11
- SEES = 1
- LLA = 24
- Percent Enrolled = < 100%. This is the only situation that VPK can be reported < 100% or 999%
- SE = 99
- Status start date 10/16/24
- Status end date 12/03/24

EC Record:

- Grade EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6
- LLA = 24
- Percent Enrolled = 999
- SE = Would be the appropriate status end code, the reason they are withdrawing from the EC program.
- Status start date 10/17/24
- Status end date 03/18/25

EC Services Only

- *EC Only:*
- Student not in VPK program
 - Enrollment record for grade EC would not be reported in the VPK program. Reported in regular EC program.

EC Record Ends Later Than VPK Record

- ***VPK Record:***

- Grade = PA – PJ
- SAC = 00, 01, 08 or 11
- SEES = 1
- LLA = 5
- Percent Enrolled = < 100%. This is the only situation that VPK can be reported < 100% or 999%
- SE = 99
- Status start date 9/5/24
- Status end date 12/03/24

- ***EC Record:***

- Grade EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6
- LLA = 24
- Percent Enrolled = 999
- SE = 40
- Status start date 09/06/24
- Status end date 06/05/25

What to expect on the MARSS_08 Local Error Report

- If you report a special education evaluation status (SEES) code of 3, 4, 5, 6 or 7 on the VPK records you will receive the following errors:
 - 030 – Must have a valid Special Education Setting
 - Change the SEES to
 - 1 – no special education services or
 - 2 Evaluation record
 - 039 – Must have a valid Special Education Setting
 - Change the SEES to
 - 1 – no special education services or
 - 2 Evaluation record
 - 357 – Invalid Primary Disability or Setting for SEES
 - VPK reported with SEES of 1 setting of 30 and disability 00
 - Change the Instructional Setting to 00.

What to expect on the MARSS_08 Local Error Report page 2

- 407 – Invalid Instructional Setting
 - VPK record reported with the instructional setting 30
 - Change instructional setting to 00
- 396 – Grade Invalid for Special Education Status
 - VPK reported in grades PA – PJ and the SEES is 3, 4, 5, 6 or 7.
 - Change the SEES
 - 1 – no special education services or
 - 2 Evaluation record
- 129 – Spec Education Status 7 requires a prior record
 - VPK cannot be reported with SEES of 7 they have no prior special education record.
 - Change the SEES
 - 1 – no special education services or
 - 2 – Evaluation record

Percent Reporting Examples

- **Valid Percent Enrolled:**

- Percent Enrolled 100, membership and attendance reported in days when VPK is the only record.
- Percent Enrolled 999, membership and attendance reported in hours when student has both an VPK and EC enrollment record (dual enrolled)
- VPK percent enrolled per day, membership and attendance reported in days (dual enrolled). If the percent of the day is used anytime that percent enrolled changes you will need to create a new VPK record.

- **EC percent enrolled:**

- Percent enrolled of 999 membership, attendance and special education service hours reported in hours.

- **Consider your programming in the B file as well as in Ed-Fi.**

Example 1: Services within the VPK classroom or “pull-out” from VPK classroom includes direct services only page 2

- How do you calculate the % enrolled for the VPK record?
- Total Instructional Hours 150 minutes times 65 days = 9750
- Special Education Time (6x20) x 9 = 1080 minutes
- VPK Time is 9750-1080 = 8670 minutes
- Percent enrolled VPK $8670/9750 = 89$ percent enrolled.
- NOTE: If you use the percentage of the day, any time the percent enrolled per day changes you need to create a new enrollment record with the new percent enrolled.
- You could report the percent enrolled of 999 on this record. The membership and attendance would be reported in hours.
- Membership hours $9750 - 1080 / 60 = 145$ this would be the membership hours for this record.
- VPK calendar meets M-F with an average length of day being 150 instructional minutes. There are 65 days in the VPK calendar.
- A student's IEP for EC services includes:- 20 minutes of direct services 6 times per month

Example 2: Services within the VPK classroom or “pull-out” from VPK classroom includes direct and indirect services.

- VPK calendar meets M-F with an average length of day being 150 instructional minutes. There are 65 days in the VPK calendar.
- A student's IEP for EC services includes:
 - - 10 minutes of indirect services 3 times per week
 - - 20 minutes of indirect services 1 times per month
 - - 20 minutes of direct services 6 times per month

Example 2: Services within the VPK classroom or “pull-out” from VPK classroom includes direct and indirect services. Page 2

- How do you calculate the % enrolled for the VPK record
- Special Education Time $(6 \times 20) \times 9 = 1080$ minutes direct services
- Total Instructional Hours 150 minutes times 65 days = 9750
- VPK Time is $9750 - 1080 = 8670$ minutes
- Special Education Indirect Service Monthly Time $(1 \times 20) \times 9 = 180$ minutes
- Special Education Indirect Service Weekly Time $(3 \times 10) \times 27 = 810$ minutes
- Special Education Time $(1080 + 180 + 810) = 2070$ direct and indirect services
- VPK Time is $9750 - 2070 = 7680$ minutes / 60 = 128 membership hours
- Continued on next slide
- ** Indirect service minutes **may** or **may not** need to be subtracted from the VPK time.
- In Early Childhood, indirect time can be counted in the EC record as it seldom happens separate from direct service time. VPK minutes should be reduced if indirect time interferes with the child's participating in VPK time.
- See slide 23 for audit documentation requirements.

Example 2: Services within the VPK classroom or “pull-out” from VPK classroom includes direct and indirect services. Pg 3

- VPK Time is $9750 - 2070 = 7680$ minutes
- Percent enrolled VPK $7680 / 9750 = 79$ percent enrolled or you can report 999 percent enrolled. If you use the percentage of the day any time the percent per day changes you would have to create a new enrollment record.
- You could report the percent enrolled of 999 on this record. The membership and attendance would be reported in hours.
- Membership hours $(9750 - 1080) / 60 = 145$ this would be the membership hours for this record.

Example 3: Services within the VPK classroom or “pull-out” from VPK classroom page 2

- How do you calculate the percent enrolled for the VPK record?
- Total Instructional Hours $323 \text{ minutes} \times 96 \text{ days} = 31,008 \text{ minutes}$
- Special Education Time $(9 \times 30) = 270 \text{ minutes}$
- VPK Time is $(96 \times 323) = 31,008 \text{ minutes}$
- Percent enrolled VPK $(31,008 - 270) / 31,008 = 99 \text{ percent enrolled}$
- Report the percent enrolled of 999, membership hours would be $31,008 - 270 = 30738 / 60 = 512 \text{ hours}$.
- VPK calendar meets MWF with an average length of day being 323 instructional minutes. There are 96 days in the VPK calendar.
- A student's IEP for EC services includes:
 - - 30 minutes of direct services 9 times per year

Audit Documentation Needed

- If the student is receiving indirect services the district/charter school must include documentation on how they are counting the hours of indirect service, if the student is not scheduled or not provided the indirect services, the indirect hours cannot be included in the membership hours.
- Just including indirect services in the IEP does not automatically allow district to include the indirect services for membership purposes. In the field this is something LEAs consistently are lacking, the supporting documentation for indirect services.

Documentation needed for VPK/ECSE Audits

- VPK attendance
- VPK Calendar and daily schedule
- IEP Service page
- IEP service log (record of when services were provided)
- If a student is participating in both VPK and has an IFSP/IEP and the student was pulled out of VPK to receive services, we would need the calculation of VPK hours or % enrolled and the calculation of membership for IEP and how they backed the IEP time out of VPK time.
- If a student is participating in both VPK and has an IFSP/IEP and the student received IEP services outside of the VPK time, this will need to be clearly documented in order to received the full VPK time and IEP service time.

Questions:



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Thank you!

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