

Guidance for PK Funding and PK Experience Codes

PK Students Included in the SRC

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

Timeline

During the 2016-2017 and 2017-2018 school years, school divisions will be required to reconcile the data submitted in the Fall VPI Verification application in SSWS and the Fall Student Record Collection application in SSWS. Reports and edit checks will be available in both applications to assist with this new step in data verification. Beginning in the 2018-2019 school year the Department of Education will fund VPI programs based on VPI preschool data collected on the Fall Student Record Collection.

Beyond 2018, the SRC data for VPI student count will automatically populate in the VPI Fall Verification report in SSWS.

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).

	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

*if PK experience provided by parent conflicts with division records, default to division records.

PK Funding Codes

Each public preschool child served by the school division (directly or through private 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. If a school division braids funding to support a blended classroom, choose the greater funding source that supports the slot. 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.

Student Record Collection (SRC) PK Funding Codes and Definitions

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.
2	Early Head Start	Retired
3	Virginia Preschool Initiative (VPI)	Select VPI as the funding source code if the student slot is fully funded by the state Virginia Preschool Initiative.
4	VPI Plus (VPI+)	Select VPI+ as the funding source code if the student slot is fully funded by the federal Preschool Development Grant.
5	Special Education Preschool (Part B, 619)	Select Special Education Preschool as the funding source code if the student slot is fully funded with federal Special Education Preschool funds. This code typically applies to students with disabilities who are served in a self-contained early childhood classroom and not to students with disabilities who are served in an inclusive setting in a regular preschool setting or who may receive additional special education services for a period of the day outside of the inclusive setting.
6	Early Intervention Services Part C	Retired
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 VPI local match is used. 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>
9	Local Funding for VPI+	Retired
10	Local Funding for Other Public Preschool Program	Select local funding that supports any other public preschool program not identified in this list.
11	Title III	Retired

PK Experience Codes

Each public preschool child served by the school division (directly or through private providers) should also receive a PK experience code as part of the SRC from the school division. As part of Kindergarten enrollment, parents will provide PK experience for their child, and school divisions should align their registration forms with those provided in the table to determine which code is the most appropriate. Again, if a parent reports PK experience that conflicts with information from the SRC in previous years, the school division should default to what was captured in the SRC (i.e. parent reports no PK, but division knows student was in VPI. Go with division records for experience and funding codes). Refer to the definitions provided in the table below to determine which code is the most appropriate.

PK Experience Codes and Definitions

May 19, 2016

Code	Description	Definition
1	Head Start	The preschool classroom for at-risk four-year-olds is funded by the federal Head Start grant in a community-based organization.
2	Public Preschool	A preschool program operated in the public school. This would include VPI, VPI+, Title I, ECSE, and Head Start programs – both in the public school and if the public school is the fiscal agent; and locally funded public preschool program.
3	Private Preschool/Day Care	The student is served by a preschool, child daycare, or other program provided by a private provider. This includes programs for-profit and non-profit providers, including faith-based programs and commercial daycare centers.
4	Department of Defense Child Development Program	A preschool program operated by the Department of Defense on a military installation.
5	Family Home Daycare Provider	The student is served by a preschool or child daycare provided in a home.
6	No Preschool Experience	The student has not had a formal classroom preschool experience. The student was at home with a parent, family member, caregiver, nanny, etc.