**Instructions**

**Virginia Preschool Initiative (VPI) Data Collection and Application Requirements for 2020--2021**

All eligible divisions must certify electronically participation or nonparticipation in the VPI program for the 2020-2021 school year by May 15, 2020 if possible. Email earlychildhood@doe.virginia.gov if your division will not be able to submit by May 15.

The data and application will be collected through the Virginia Department of Education’s (VDOE) [Single Sign-On for Web Systems portal (SSWS)](https://p1pe.doe.virginia.gov/ssws/login.page.do). Access to the VPI application in SSWS must be requested through the school division’s SSWS account manager.

A division that chooses not to participate in the VPI program for the 2020-2021 school year must certify nonparticipation electronically through SSWS by May 15, 2020.

If your division 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:

* VPI Coordinator contact information
* Lead agency contact information
* Projected number of full-day and/or half-day students to be served in 2020-2021
* Projected number of full-day and/or half-day students to be served in a community-provider setting in 2020-2021
* Projected number of VPI classrooms (any classroom with one or more VPI funded students)
* Number of eligible four-year-olds from the division’s wait list (if projecting to serve 100% of allocated slots) does the division request to serve next school year
* Number of VPI classrooms (any classroom with one or more VPI funded student)
* Number of VPI classrooms projected to operate less than 180 instructional days or 990 hours of instruction in 2020-2021
* Number of 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
* Complete name of the vetted evidenced-based, integrated, and comprehensive curriculum (Foundation Blocks are preschool standards not curriculum)
* Test/assessment (in addition to PALS-PreK)
* Projected percentage of children enrolled in VPI for the school year that meet the criteria for free or reduced price lunch (projected percentage for fall 2020).

VPI Local Plan Questions

1. Describe how teachers and teaching assistants are provided with ongoing training and professional development to implement the vetted curriculum.
2. Describe how students are assessed in literacy, mathematics, science, history and social science, physical and motor development and personal and social development.
3. Provide information on who will serve as certified, local CLASS observers. Describe how teachers and teacher assistants will be supported in improving practice as a result of scores from observations completed.
4. Each VPI program is working in collaboration with UVA/CATL on a VPI Professional Development Plan. Please provide any significant revisions or updates to professional development for VPI teachers and assistants (at least 15 hours in early childhood topics) for the upcoming school year.
5. Describe how the program will facilitate linkages to obtain comprehensive services and resources for children and families (i.e., health physical, hearing and vision screenings, and behavioral and mental health screenings).
6. Describe how often the VPI Steering Committee meets and how community resources and services are coordinated with child care providers, local social services, local health department, Head Start, and other community organizations.
7. List all members of the VPI Steering Committee by their titles and organizations they represent. Describe how members are consulted to ensure federal funds are preserved and maximized for serving preschoolers.
8. Describe the intentional plan for implementing meaningful parental involvement and family engagement strategies throughout the school year.
9. Describe how leaders representing VPI and Early Childhood Special Education programs work together as a team to support inclusive practices of children with special needs in VPI classrooms.
10. What steps are you taking to ensure more children with special needs are served in inclusive classrooms than are served in early childhood special education self-contained classrooms?
11. Describe the transportation plan that is in place to ensure eligible VPI children have access to a safe method of transportation to and from the home setting and the VPI program site. Describe how the program will ensure that transportation does not prevent a barrier for providing full services to eligible children and their families.
12. Upload a copy of the Local VPI Income Eligibility Verification Form (form showing what documents were used for proof of income)

Please complete all data entry in SSWS with the division superintendent’s electronic certification that the data is correct by May 15, 2020, if possible. Email earlychildhood@doe.virginia.gov if your division will not be able to submit by May 15.