

Note: A = All PK Students; S = Select PK Students; Blank = Not applicable	School-Year VPK			Summer VPK		End-of Year	N & D* Students
	S.6 Sep	S. 2 Oct	S. 3 Feb	S. 4 Jun	S. 1 Jul	S. 5 Aug	S.9 Dec
Student Discipline/Referral Action		S	S			S	
Student End of Year Status						A	
Student Transportation		S	S	S	S		
Teacher Course		A	A	A	A		
Title I Supplemental Educational Services		S	S			S	S

*Neglected and Delinquent

Please note the following special reporting instructions for VPK students:

School-Year (540-hour) VPK Program

- Student Course Schedule format (Surveys 2, 3)
 - Course number - 5100580
 - FEFP Program Number – 999
 - FTE Earned, Course – 0000
 - Days Per Week - the number of days per week the student is scheduled to attend VPK
 - Class Minutes Weekly - the actual number of instructional membership minutes during the week for which the student is enrolled in VPK
- Federal/State Indicator Status format (Surveys 2, 3, 5)
 - Prekindergarten / VPK Students
 - Prekindergarten Program Participation - Code V unless the student participates in more than one program, in which case the program which is the primary funding source should be recorded
 - Kindergarten Students
 - Program Participation Prior to Kindergarten – Code V unless the student participates in more than one program, in which case the program which is the primary funding source should be recorded
- Prior School Status/Student Attendance format (Surveys 2, 3, 5)
 - Prekindergarten / VPK Students
 - Entry (Re-Entry) Code, PK-12:
 - Code E05 if the student is participating in VPK (i.e. enrolled in PK, not Teenage Parent Program) for the first time
 - Code E09 if the student is participating in VPK and enters from a country other than the US or a US Commonwealth/Territory
 - Kindergarten Students (formerly in a district / public school VPK program)
 - Entry (Re-Entry) Code, PK-12:
 - E01 if enrolled in same district for kindergarten as attended for VPK
 - E02 if enrolled in a different district for KG than attended for VPK
 - Kindergarten Students (formerly in a non-district / non-public school VPK program)
 - Entry (Re-Entry) Code, PK-12:
 - E03 if previously in a private school / VPK program
 - E05 if previously in a private child care center or family child care home / VPK program or has never attended public or private school

Note: For more information regarding the reporting of Entry/Re-Entry codes for PK-12 students, please refer to the Technical Assistance Paper, *Tracking the In- and Out-Migration of Florida's PK-12 Students* at: <http://www.fldoe.org/eias/dataweb/tech/psstap.pdf>.

Summer (300-hour) VPK Program

- Student Course Schedule format (Surveys 4, 1)
 - Course number – 5100590
 - FEFP Program Number – 999
 - FTE Earned, Course – 0000
 - Days Per Week - the number of days per week the student is scheduled to attend VPK
 - Class Minutes Weekly - the actual number of instructional membership minutes during the week for which the student is enrolled in VPK

Students Enrolled in Multiple Prekindergarten Programs

- VPK/Other District Prekindergarten Program – In addition to 5100580 (School-Year VPK) or 5100590 (Summer VPK), report prekindergarten courses, such as 5100520 (District Head Start), 5100530 (Title I Prekindergarten), 5100560 (Prekindergarten Other), or 5100570 (School Readiness), in which the student is enrolled.
- VPK/ Exceptional Student Education (ESE) – In addition to 5100580 or 5100590, report ESE courses in which the student is enrolled.
- Private VPK provider contracted by district/ESE or Other District Prekindergarten Program – In addition to 5100580 or 5100590, report appropriate ESE or prekindergarten course number(s).

Note: A prekindergarten student's schedule may be reported with multiple FEFP codes, such as VPK (FEFP number 999) for 900 minutes a week and ESE programs that are funded through the FEFP (such as a student who is 111 for 90 minutes a week).

Questions and Answers

1. If a district contracts with a private provider for the VPK program, does the district have to transmit records for those VPK students?

Yes. If a district receives funding for VPK from a local coalition, the district is required to report that student, and all appropriate records, to the DOE regardless of any outside contractual arrangement for services.

2. Are VPK students required to be reported in Survey 5?

Yes. All PK-12 students who were in membership in the district at any time during either the regular school year or its associated summer session must be reported to the DOE for Survey 5.

3. Are VPK students required to be reported in Survey 6?

No. Only PK-12 students identified as in membership on the survey date and funded through the FEFP must be reported in Survey 6. VPK students in blended programs (i.e. who are also enrolled in an ESE or other PK course), which are funded, should be reported.

Questions and Answers (cont)

4. **A prekindergarten student enters the U.S. and enrolls in a VPK program during the summer. Upon entry into kindergarten in the district in the Fall, will the student receive an Entry Code of E09?**

No. If the student received an educational experience in the U.S. in the prior school year (i.e. the 180-day school year or subsequent summer sessions), codes E01, E02, E03, or E05 should be used, as applicable. Please see questions number 8 and 9 below.

5. **A prekindergarten student enters the U.S. from Germany and enrolls in a VPK program in September of the year prior to the student's eligibility for kindergarten. The family moves back to Germany during the same year, but returns to the U.S. the following August. Upon entry into kindergarten in the Fall, what entry code will the student receive?**

The student will receive an Entry Code of E09 if the student is entering from a country outside of the U.S. If the student received educational services prior to kindergarten in the U.S. before returning to the district, the applicable entry codes would be E01, E02, or E03.

6. **Is a VPK student eligible for state transportation funding?**

No. VPK students are not eligible for student transportation funding.

However, if the student, as a result of being eligible for funding through the FEFP, meets the conditions below, that student may be reported as transportation eligible if the student meets the requirements as stated below.

- Code C: Individuals with Disabilities Education Act - PK, Weighted
- Code E: Individuals with Disabilities Education Act - PK, Unweighted
- Code F: Teenage Parents and Infants, Unweighted

7. **What School Number, Current Enrollment or School Number, Current Instruction/Service should be used to report district VPK students being served in contracted sites?**

Districts may use School Number 9001 (Superintendent's Office) to report these students or they may use a school number specifically designated for these contracted services. If the district does not have an appropriate school number to use for this reporting purpose, the district may request such a number by completing and submitting the Master School Identification (MSID) application at: <http://www.fldoe.org/eias/dataweb/tech/msid0708.pdf> (Appendix B) to request a school number specifically for reporting district VPK students being served in contracted sites.

8. **What Prior School Status attendance code is appropriate to report entering kindergarten students who were served in a district VPK program in the previous year?**

A kindergarten student who was enrolled in a district VPK program the previous school year should be coded E01 if the student is enrolling in the same district for kindergarten as he/she attended for VPK. E02 should be used if the student is enrolling in a different district for kindergarten than attended for VPK.

Questions and Answers (cont)**9. What Prior School Status attendance code is appropriate to report entering kindergarten students who attended a non-district VPK program the previous year?**

A student who was enrolled in a private school / VPK program the previous school year should be coded E03. A Kindergarten student who previously attended a private child care center or family child care home / VPK program or has never attended public or private school should be coded E05.

10. What are the applicable withdrawal codes that should be used for VPK students?

Applicable withdrawal codes for VPK students are W01, W02, W3A, W3B, W04, W12, and W25.

11. What withdrawal code should be used for a student who attends VPK in a public school and who withdraws before completing the program?

Any student under the age of six who withdraws from a public school VPK program (and is not enrolled in a PK or ESE course) should be assigned a withdrawal code of W25 if the student withdraws before completing the program and does not go on to attend another VPK program in the district or in any other district or state. If the student withdraws and attends VPK elsewhere, codes W02, W3A, W3B, or W04 should be used, as applicable.