

TECHNICAL ASSISTANCE PAPER #06-03

**Reporting Voluntary Prekindergarten (VPK) Education Program Students
on the Automated Student Information System**

Purpose and Background

The purpose of this Technical Assistance Paper is to provide information on the Department of Education’s (DOE) Automated Student Information System reporting requirements for VPK students attending district schools. In 2004, the Florida Legislature enacted legislation to implement the Voluntary Prekindergarten (VPK) Education Program, in accordance with the State Constitution to provide every four-year-old child in Florida, “...a high quality prekindergarten learning opportunity...which shall be voluntary, high quality, free, and delivered according to professionally accepted standards”...and “...shall be implemented no later than the beginning of the 2005 school year...” (section 1(b) and (c), Article IX of the State Constitution.)

Part V of Chapter 1002, Florida Statutes (F.S.) addresses program implementation options: a 540-hour program offered during the school-year for districts who have met class size requirements and a 300-hour program offered during the summer, not to begin earlier than May 1 of the 2005-06 school year.

Student Data Base Requirements

Although the VPK program is not funded through the Florida Educational Finance Program (FEFP), districts are required to submit information to the DOE regarding these students consistent with the DOE’s FTE General Instructions. These instructions may be accessed online at <http://info.fldoe.org/docushare/dsweb/Get/Document-3199/coefo06-05a.pdf>. The table below indicates the formats which must be submitted in each survey for VPK students.

Note: A = All Prek Students; S = Select Prek Students; Blank = Not applicable	School-Year VPK		Summer VPK		End-of-Year
	S. 2 October	S. 3 February	S. 4 June	S. 1 July	S. 5 August
Dropout Prevention and Mentoring Program Data					S
Exceptional Student	S	S	S	S	S
Exceptional Student Program	S	S			S
Federal/State Compensatory Project Evaluation					S

Note: A = All Prek Students; S = Select Prek Students; Blank = Not applicable	School-Year VPK		Summer VPK		End-of Year
	S. 2 October	S. 3 February	S. 4 June	S. 1 July	S. 5 August
Federal/State Indicator Status	S	S			S
Limited English Proficient Student Information	S	S			S
Prior School Status/Student Attendance	A	A			A
Responsible Instructor - Reading, Writing, and Mathematics		S			
School Environmental Safety Incident Report	S	S	S		S
Student Course Schedule	A	A	A	A	
Student Course Transcript Information					
Student Demographic Information	A	A	A	A	A
Student Discipline/Referral Action	S	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

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)
 - 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

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

Summer (300-hour) VPK Program (cont.)

- 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, does the district have to transmit records for those VPK students?

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

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

Yes. All prek-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.