

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
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 – use 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
 - Program Participation Prior to Kindergarten – use 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)
 - Entry (Re-Entry) Code, PK-12 – use code E05 if the student is participating in VPK for the first time; upon entry into kindergarten use codes E01, E02, or E03 as applicable. Use code E09 if the student is participating in VPK for the first time and is from a country other than the US or a US Commonwealth/Territory; upon entry into kindergarten use codes E01, E02, or E03 as applicable.

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 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 for Survey 5.

3. A student entered the US on June 5, and enrolled in VPK June 15. An Entry Code of E09 is assigned. Upon entry into kindergarten, will the student again receive an Entry Code of E09 since the country in which the student was in residence on June 1 was not the US?

No. A student may only be coded E09 once. Use codes E01, E02, or E03 as applicable.

4. 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

Questions and Answers (cont)

5. 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> to request a school number specifically for reporting district VPK students being served in contracted sites.

6. What **Prior School Status code** is appropriate to report entering kindergarten students who were served in VPK in the previous year?

A kindergarten student who was enrolled in a district VPK program the previous school year should be coded E01; a student who was enrolled in a non-public VPK program the previous school year should be coded E03. A Kindergarten student who was previously in day care or has never attended school should be coded E05.