

July 11, 2018

To Superintendents, Principals, PreK Coordinators and Technology Leads:

The purpose of this memo is to clarify expectations for public school systems related to collecting information on prekindergarten students as the State Longitudinal Data System (SLDS) goes live. Please share this memo to others as is appropriate.

Background

As AOE and Vermont public schools transition to vertical reporting (VR) to automate the reporting of data, questions have arisen about how PreK students should be included given that many students are enrolled at public schools but receive services from private providers. What follows are clarifications regarding which student-level data must be reported to AOE by school systems in 2018-19. Our goal has been to keep reporting requirements as simple as possible.

Supervisory Union/District Data Submission Requirements

1. **Enrollment:** All PreK students must be included in the register (0_student_identity, 4_PS_Enroll, 5_PS_GradeProg, and 6_PS_ADM datasets) for the purpose of calculating ADM regardless of where they receive services.
 - a. ***Public Providers: Required:*** Students attending PreK at the public school should use the same admission status as would be used for “regular” K-12 students.
 - b. ***Private Providers: Required:*** Students attending PreK private providers should use admission status = 08.
2. **Attendance:**
 - a. ***Public Providers: Optional:*** If you choose to collect, report the same way you report for K-12. The AOE does not require this data.
 - b. ***Private Providers: Optional:*** Reporting attendance is up to the discretion of school systems. If you would like to report attendance, you may, but you are not required to provide it to AOE. There is no requirement to report attendance for private provider programs. The AOE does not require this data.
3. **Exclusionary Discipline:**
 - a. ***Public Providers: Required:*** Report in the same way that you report for K-12.
 - b. ***Private Providers: Required:*** School systems must report suspensions (all forms) and expulsions to AOE on behalf of the private providers.

