



Pre-K Program Data Verification Guidance and Definitions
Early Learning Reporting System: Pre-K (ELRS: Pre-K)
<https://webtop.k12.wv.us/0/apps/elrs/>

The following guidance and definition provide clarification and instructions for county pre-k coordinators to complete pre-k program data verification, as required in WVBE Policy 2525. Each year, WV Universal Pre-K program data verification must be completed to report classroom and county composition. This data collection is shared statewide and nationally to illustrate the complexion of West Virginia's pre-k program by county and state. This includes access, enrollment, and collaboration information. This information is published each year in the **West Virginia Early Learning Annual Report** and **Find My WV Pre-K**.

To complete Universal Pre-K Program Data Verification Process:

1. Log into the ELRS.
2. Hover over the "District" dropdown menu tab in the upper left section of the index (home) page.
3. Click on the "verification" tab in the dropdown menu.
4. Click on the "View Pre-K Site Report" link to download the Universal Pre-K Sites Certification Reports.
5. Review all information for each school/classroom to ensure that all data is correct.
6. Correct any errors through the "manage sites" tab under the "site" dropdown menu tab. **Please refer to the guidance and definitions below to assist in correcting/updating incorrect or missing information.**
7. Once all inaccurate or missing data has been updated, return to the "verification" tab under the "district" dropdown menu tab. If changes were made to site or classroom data, review the Universal Pre-K Site Report to ensure all updates were saved. (Refer to Step #4 for viewing the report)
8. On the district verification page, select the curriculum from the dropdown menu to indicate the adopted curriculum for the county.
9. Enter county collaborative **core** team member information in appropriate section for each representative. If a core team member has more than one role on the core team, enter all information in each area represented. Ensure that all information is reported, including Name, telephone number, e-mail address, and website.
10. Once all information has been reviewed and verified, click the submit button at the bottom of the page. You will receive notification that data verification has been submitted. The data verification includes the time and date of submission.

****If corrections need made to program data after submission or county collaborative core team members have changed and need updated, please contact the ELRS helpdesk by e-mailing elrs@help.k12.wv.us.**

Please refer to the guidance and definitions below to assist in verifying county pre-k information housed in the ELRS: Pre-K. The guidance and definitions include three sections:

Pre-K Sites Report/Data Verification Element:

The Pre-K Sites Report/Data Verification Element lists each section title of the Pre-K Sites Report. The section titles are included at the top of each page.

Information Source for Sites or Classroom Information:

The Information Source for Sites or Classroom Information links data in the Pre-K Sites Report to information entered in the ELRS: Pre-K. This section illustrates where source information is entered into the system. This section provides direction to make edits or corrections for accurate reporting.

Definitions/explanations for data entry:

The Definitions/Explanations for Data Entry provide specific clarification of required information for program data verification.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
The following site information is populated on the Pre-K Sites Report from the “edit classroom” page of the WV ELRS: Pre-K. Hover over the “District” tab and click on “Manage Sites” tab in the drop down menu to access the “edit site” page.		
WV Universal Pre-K Site Name	Field information prepopulated on pre-k sites report- information based on original pre-k plan or addendum.	Name of site where classroom is housed.
WV Universal Pre-K Site Physical Address	Field information prepopulated on pre-k sites report information based on original pre-k plan or addendum.	Building number Street Name (NO P.O. Box)
Physical address Line 2	Field information prepopulated on pre-k sites report information based on original pre-k plan or addendum.	Additional Address information
Physical address - city	Field information prepopulated on pre-k sites report information based on original pre-k plan or addendum.	City where the site is located.
Physical address - zip	Field information prepopulated on pre-k sites report information based on original pre-k plan or addendum.	Zip Code where the site is located.
The following classroom information is populated on the Pre-K Sites Report from the “edit classroom page” of the WV ELRS: Pre-K. Hover over the “District” page and click on “Manage Sites” tab in the drop down menu to access the “edit site” page.		
WV Universal Pre-K Classroom Name	Field information prepopulated- information based on original pre-k plan or addendum.	Update if incorrect information is included.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Type	<u>Classroom Type:</u> Universal Pre-K Pre-K Special Needs Non-Collaborative Itinerant Service	<u>Universal Pre-K-</u> Classroom with up to 20 children enrolled and less than half have IEPs <u>Pre-K Special Needs-</u> Classroom limited to 8 or 10 children with appropriate additional staff as required in WVBE Policy 2419 OR classroom where more than half of enrolled children have IEPs. <u>Non-Collaborative-</u> Three-Year-Old classrooms that are not provided for designated as Universal Pre-K classrooms. <u>Itinerant Services-</u> Programs or service lists of children who are enrolled for special education services only and not pre-k classrooms.
Partners	<u>Partner:</u> Head Start Local Education Agency Child Care Head Start Grantee	(Check all that apply) <u>Head Start-</u> Classroom with a current contract in place between the LEA and Head Start grantee. <u>Local Education Agency-</u> LEA only- no current contract is in place with a licensed child care center or Head Start. <u>Child Care-</u> Classroom with a current contract in place between the LEA and licensed Child Care Center. <u>County Head Start Grantee-</u> Universal Pre-K classroom where the LEA is also the Head Start Grantee.
Location	<u>Location:</u> On-Site Off-Site	<u>On-Site:</u> In LEA- the classroom is located on county school system property, regardless of who operates the program. <u>Off-Site:</u> Out of LEA- classroom is located on property owned or operated by someone other than the county school system property.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Home School (if off-site was selected in location)	Home School: (List of LEA Classrooms)	Select the LEA School that is designated as the home school for each classroom. Note: All classrooms in each site should have the same designated Home School.
Days	Monday Tuesday Wednesday Thursday Friday	Days of the week that the classroom is regularly scheduled for operation- check all days that the classroom is in regular session.
Time	Time of Day	All Day Morning Afternoon
	Start Time	Start Time- Time that the instructional day begins.
	End Time	End Time- Time that the instructional day ends.
	Number of Hours per Day are calculated based on the start and end time on the county program report located on the "Manage Sites" webpage of the ELRS: Pre-K.	
	Hours per Week are calculated based on the start, end time, and days per week.	
Total Annual Days	Open Field	Enter the number of school days that pre-k will be in session.
Capacity	Open Field	Enter the maximum number of potential enrollees. The maximum number of potential enrollees is determined by square footage of children's usable space. The maximum is 20, but may be lower based on size of the classroom.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Care	<u>Care Available:</u> No Before After Before/After	<u>No-</u> No before or after school care is provided onsite as an extension of the pre-k program. <u>Before-</u> Onsite before school care is available and as an extension pre-k program. <u>After-</u> Onsite after school care is available and as an extension pre-k program. <u>Before/After-</u> Onsite before AND after school care is available and as an extension pre-k program.
Meal	<u>Meals:</u> Breakfast Lunch	(Check all that apply) <u>Breakfast-</u> Check if breakfast is served. <u>Lunch –</u> Check if lunch is served.
Trans Avail	<u>Transportation Available:</u> None All Some	<u>None-</u> No bussing is provided for this classroom. <u>All –</u> Bussing is provided for all children, excluding those attending who are out of the enrollment area. <u>Some-</u> Bussing is provided for specific populations of children.
Trans By	<u>Transportation provided by:</u> Head Start Local Education Agency Child Care	(Check all that apply) <u>Head Start –</u> Transportation is provided by Head Start for this classroom. <u>Local Education Agency-</u> Transportation is provided by the county school system on county buses for this classroom. <u>Child Care-</u> Transportation is provided by the child care program for this classroom.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Tch Emp By	<u>Lead Teacher Employed by:</u> Head Start Local Education Agency Child Care	<u>Head Start (HS) –</u> Lead Teacher is employed by the collaborating Head Start agency, regardless of where the classroom is placed. <u>Local Education Agency (LEA) –</u> Lead Teacher employed by the county school system, regardless of where the classroom is placed. <u>Child Care (CC) –</u> Lead Teacher is employed by the collaborating Child Care Center, regardless of where the classroom is placed.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Tch Qual	<u>Teacher Qualifications:</u> Temporary Authorization Permanent Authorization Certified Permit	<u>Temporary Authorization-</u> The teacher holds a current Temporary Authorization for Community Programs issued by the WV Department of Education. <u>Permanent Authorization-</u> The teacher holds a current Temporary Authorization for Community Programs issued by the WV Department of Education. <u>Permit-</u> The teacher holds a current permit in Preschool Education, Early Education, or Preschool Special Needs issued by the WV Department of Education. <u>Certified-</u> The teacher holds a current teaching certificate in Preschool Education, Early Education, or Preschool Special Needs issued by the WV Department of Education.
	Teacher Copy on File (In "Edit Classroom Information Only)	<u>Yes-</u> A copy of the teacher's current credential on file at the LEA. A copy of the current credential must be on file with the county school system for each teacher, including collaborative teachers. <u>No-</u> A copy of the teacher's current credential is not on file at the LEA. Documentation must be present to show that credentialing is "in process". Follow-up is required.

Pre-K Sites Report/Data Verification Element	Information Source For Site or Classroom Information	Definitions/explanations for data entry
Asst Emp by	<u>Assistant Employed By:</u> Head Start Local Education Agency Child Care	<u>Head Start-</u> Assistant Teacher is employed by the collaborating Head Start agency, regardless of where the classroom is placed. <u>Local Education Agency-</u> Assistant Teacher is employed by the county school system, regardless of where the classroom is placed. <u>Child Care-</u> Assistant Teacher is employed by the collaborating Child Care Center, regardless of where the classroom is placed. Follow-up is required.
Asst Qual	<u>Assistant Qualifications:</u> Temporary Authorization Permanent Authorization	<u>Temporary Authorization-</u> The Assistant Teacher holds a current Early Childhood Classroom Assistant Teacher- Temporary Authorization issued by the WV Department of Education. <u>Permanent Authorization-</u> The Assistant Teacher holds a current Early Childhood Classroom Assistant Teacher- Permanent Authorization issued by the WV Department of Education.
	Assistant Copy on File (In "Edit Classroom Information Only)	<u>Yes-</u> A copy of the Assistant Teacher's current credential on file at the LEA. A copy of the current credential must be on file with the county school system for each Assistant Teacher, including collaborative Assistant Teachers. <u>No-</u> A copy of the Assistant Teacher's current credential is not on file at the LEA. Documentation must be present to show that credentialing is "in process" for all Assistant Teachers, including collaborative Assistant Teachers.

The following program information is updated in the verification page. The verification page can be accessed by hovering over the district and clicking "verification" in the dropdown menu.

Approved Curricular Framework	Creative Curriculum- Teaching Strategies High Scope Educational Research Foundation High Reach Learning	The approved curricular framework adopted by the county collaborative early childhood team.
Pre-K Special Needs Representative	Open field	Name of the individual designated by the LEA as the county pre-k Special Education Representative on the pre-k team.
Pre-K Special Needs Representative Email	Open field	E-mail address of the individual designated by the LEA as the county pre-k Special Education Representative on the pre-k team.
Pre-K Special Needs Representative Contact Number	Open field	Telephone number of the individual designated by the LEA as the county pre-k Special Education Representative on the pre-k team.
Pre-K Special Needs website	Open field	Website address for the county preschool special education program.
Elected Child Care Representative	Open field	Name of the individual elected as the child care representative on the county pre-k team.
Child Care Representative email	Open field	E-mail address of the individual elected as the child care representative on the county pre-k team.
Child Care Representative contact number	Open field	Telephone number of the individual elected as the child care representative on the county pre-k team.
Head Start Representative	Open field	Name of the individual designated as the Head Start Representative on the county pre-k team.
Head Start Representative Email	Open field	E-mail address of the individual designated as the Head Start Representative on the county pre-k team.
Head Start Representative contact number	Open field	Telephone number of the individual designated as the Head Start Representative on the county pre-k team.
Head Start website	Open field	Website address for the collaborating Head Start program.

Submit	Completed by the County Pre-K Coordinator once all data in the pre-k sites report and district verification page have been reviewed and updated, as necessary.	Once all classroom information has been reviewed for accuracy, the county pre-k coordinator will verify all program data by clicking submit at the bottom of the page.
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