

Procedure 6 – SRP

Reporting School Readiness Plus (SRP) Students

Data Elements:	Membership Days	Percent Enrolled
	State Aid Category	Grade Level
	Special Education Status	Resident District Number
	Transportation Category	Economic Indicator

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School readiness plus is effective Fiscal Year (FY) 2018 and FY 2019 per statute passed during the 2017 special session. The legislation allows eligible districts and charter schools with recognized early learning programs to request approval for a school readiness plus program and generate state aid and levy funding. Funding is available for only 4-year-olds who meet specific at-risk criteria. However, all students ages 3 through 5 participating in a state-approved voluntary prekindergarten (pre-K) or school readiness plus classroom in an eligible district or charter school are reported on the Minnesota Automated Reporting Student System (MARSS). Only state-approved programs are eligible to report pre-K students, other than those eligible for and receiving early childhood special education, on MARSS.

School readiness plus is considered a grade under the 2017 legislation. The participants are eligible to generate general education revenue only in state-approved programs. To be eligible for approval, charter schools needed to have a state-approved/recognized early learning program.

Effective FY 2017, charter schools with an approved voluntary pre-K or FY 2018 for school readiness plus program are responsible for child find and the special education evaluations for students enrolled in their voluntary pre-K or school readiness plus program. If the child qualifies, the charter school is responsible to provide the required Individualized Education Program (IEP) services. The evaluations and services must be provided by appropriately licensed staff. The charter school could provide the services directly or purchase the services from a school district or cooperative.

The charter school reports the evaluations and IEP services on MARSS. The school readiness plus students who have an IEP are reported in grade Early Childhood (EC) and their enrollment does not count against their approved number of slots, just like independent school districts. This will impact where the student is counted for December 1 child count and tuition billing.

Terms and Definitions

If the school readiness plus program is serving more students than are eligible to generate funding, the program must identify which students are ineligible for funding. This is indicated by the State Aid Category (SAC) reported for the student. In this document the program and participants are referred to as school readiness plus, whether or not they are eligible for funding. The school readiness plus students who are eligible to generate funding are referred to as eligible school readiness plus students in this document. Within an approved school readiness plus program, the classroom(s) in which at least one student who is eligible for funding is enrolled is considered a

school readiness plus classroom and all students age 3 through 5 who are enrolled in that classroom are reported on MARSS. The State Aid Category designates funding eligibility.

Grade Level

A school readiness plus student who is enrolled in an approved school readiness plus classroom, is reported in one of grades RA through RJ. For purposes of this document, grade SRP is used to indicate any of grades RA through RJ. See school readiness plus Program Schedule section below.

Types of Students

A student in grade SRP may fall in one of the categories described below. See the State Aid Category and Reporting Examples sections for more information. There are eight categories for reporting students enrolled in a state-approved school readiness plus classroom:

Eligible school readiness plus: Students who are eligible to generate general education and related funding are referred to as eligible SRP students. These students would not have IEPs but they must be age 4 as of September 1, and meet at least one of the qualifying at-risk criteria.

The student:

- Qualifies for free or reduced-price meals.
- Is an English language learner.
- Is homeless.
- Is identified through health and developmental screening with a potential risk factor that may influence learning.
- Is in foster care.

Students with IEPs are also eligible; however, students with IEPs are not counted against the program's approved enrollment. Documentation of each student's qualifying criteria must be kept on file in case of a student audit.

Ineligible school readiness plus: Students age 5 or older as of September 1, or age 3 as of September 1, are eligible to participate in the school readiness plus program, but are ineligible to generate general education revenue. This category also includes students age 4 as of September 1, who are not eligible for general education revenue, e.g., the student did not meet any of the qualifying criteria or more students are being served than were approved. These students are referred to as non-eligible or ineligible students. These students would not have IEPs.

Eligible and ineligible school readiness plus students who receive a Health and Developmental Screening:

Students enrolled in a school readiness plus program must receive Health and Developmental Screening within 90 days.

Eligible school readiness plus student who receives an evaluation and does not qualify for special education services:

This is an eligible school readiness plus student, without an IEP, who receives a special education evaluation either during or outside the school readiness plus program classroom time.

Eligible school readiness plus student who receives an evaluation and qualifies for special education: This is a school readiness plus student, without an IEP, who is eligible to generate general education revenue and who receives a special education evaluation either during or outside the school readiness plus program classroom time.

Ineligible school readiness plus student who receives an evaluation and does not qualify for special education services: This is a student who participates in a school readiness plus program but is ineligible to generate general education revenue and receives a special education evaluation but does not qualify for special education services.

Ineligible school readiness plus student who receives an evaluation and qualifies for special education: This is a student, without an IEP, who participates in a school readiness plus program but is ineligible to generate general education revenue and who receives a special education evaluation and qualifies for special education services.

Student starts as EC then becomes school readiness plus: An EC student who starts the year with an IEP is reported in grade EC until the IEP is terminated.

Site Number

Each approved school readiness plus site must be assigned a site number for state reporting purposes. Approved programs that exist in elementary schools report using the elementary school's site number. Approved programs that exist in early learning or other public facilities will need to have a new site number assigned with a classification of 10 – elementary.

Student Eligibility

Students must be residents of Minnesota, age 4 as of September 1, and meet at least one of the qualifying criteria to be eligible to generate school readiness plus funding. Students age 5 or older as of September 1, age 3 as of September 1, and/or who don't meet any of the qualifying criteria are eligible to participate in the school readiness plus program but are ineligible to generate funding.

Students age 3 through 5 who have an IEP are eligible to participate in the school readiness plus program. However, their participation does not count against the site's enrollment cap. They continue to be reported in grade EC per the reporting instructions for the EC grade level.

The school readiness plus program may serve more prekindergarten children than are eligible to generate funding. The ineligible 3-through 5-year-old participants must be reported on MARSS but are distinguished from the eligible students based on the State Aid Category reported. Refer to the State Aid Category discussion below.

General Reporting Procedures

The same data elements and general reporting guidelines used to report older students are also used for reporting school readiness plus students. For example:

- A full student record is required including State Student Identification (SSID) number, Attendance and Membership Days, Economic Indicator, etc.

- With only two exceptions, only one school may report students during a given time period. There should be no date overlaps. Students who receive services from more than one district or school at a time must be reported by only one district or school. The services received at both districts/schools must be included. Refer to *Procedure 5* in the [MARSS Manual](#). The two exceptions are for eligible school readiness plus participants who receive (1) a special education evaluation outside the school readiness plus class time, and (2) Health and Developmental Screening. Refer below for more information.
- When students are enrolled in more than one school or district over the course of the school year, both schools/districts must use the same State Student Identification (SSID) number. The same procedures for assigning an SSID in the Student ID Validation System apply for school readiness plus students.
- The enrollment status record for students whose Resident District, State Aid Category (SAC), Student Grade Level, Special Education Evaluation Status (SEES), etc., change during the year must be ended and a new enrollment record started.
- If a school readiness plus student is evaluated and found to be eligible for special education services, the student's grade level will change to grade EC. The participation as an EC student does not count against the school readiness plus enrollment cap.
- Use Last Location of Attendance (LLA) 05 for school readiness plus students who are entering public school for the first time.
- For school readiness plus students who are eligible for school readiness plus or Early Childhood Special Education (ECSE) funding, independent and special school districts report State Aid Category (SAC) 00 for residents of the reporting district, SAC 01 for students who open-enrolled to the reporting district or SAC 11 for nonresidents enrolled under an agreements between boards. For non-eligible school readiness plus students report, SAC 20, 21 or 29, depending on residency. Open enrollment paperwork must be on file for any student reported as open-enrolled; documentation must be on file for any student reported as enrolled under an agreements between boards.
- Charter schools report SAC 08 for school readiness plus students who are eligible for school readiness plus funding. For non-eligible school readiness plus students, report SAC 20 or 21.
- Charter schools with an approved school readiness plus program are responsible for child find and the special education evaluation for students enrolled in their school readiness plus program. If the student qualifies, the charter school is responsible to provide the required IEP services. The evaluations and services must be provided by appropriately licensed staff. The charter school could provide the services directly or purchase the services from a school district or cooperative.
- Eligible school readiness plus students generate state aid just as other students; their State Aid Category (SAC) and Student Resident District Number determine which district receives the state aid. Refer to the State Aid Category definition for more information.
- Students enrolled until the end of the school year should be assigned a Status End code of 40.
- School readiness plus students who are eligible to generate state aid are considered enrolled. If they are enrolled on October 1, they will be included in the school's October 1 enrollment. If they are reported as eligible for free or reduced-price meals (Economic Indicator 1 or 2), they will generate compensatory revenue. The same eligibility criteria for school-age students applies to readiness plus students, i.e., the student must be directly certified through either Food and Nutrition Services (FNS) or the MARSS edit process or the student must be included on a household income statement. Certifications must be done by December 15 to report the student as eligible for the free or reduced-price meal program on the Fall MARSS files.
- Districts should use the same documentation to verify a school readiness plus student's age as they do for verifying a kindergarten student's age. Schools have policies as to what they accept as proof of age or birth date.

- All school readiness plus students need to receive Health and Developmental Screening within 90 days of starting school readiness plus. Participants who were screened as a 3-year-old do not need to receive another screening.

School Readiness Plus Program Schedule

Unique sections of school readiness plus (e.g., RA, RB, etc.) are required only when the sections have a different number of Instructional Days or Length of School Day in Minutes. If school readiness plus sections are distinguished, assure that both the school and student files use all school readiness plus sections.

Example: When students are reported in grades RA, RB and RC, ensure that the school file has Instructional Days and Length of School Day in Minutes reported for all three sections.

Student Grade Level

Students enrolled in the school readiness plus program, other than students with disabilities, should be reported in any of grades RA, RB, RC, RD, RE, RF, RG, RH, RI or RJ. Student Grade Level is used to link school file records with student file records. It is used in calculating average daily membership (ADM) and assigning a pupil unit weighting to the students' ADM. This information is also used in state and federal statistical reports.

Student Grade Level is the most appropriate categorization of the students based on the primary level of instruction. A school readiness plus student who has an IEP is reported in grade EC (early childhood special education).

Program Calendar

The school readiness plus program must have an established calendar that includes both required Instructional Days and Length of Instructional Day. The calendar information was submitted as part of the program application and approval; it established the maximum ADM and funding for the site. The Instructional Days and Length of Day that are reported on the MARSS A School file for the appropriate grade level should not exceed the approved calendar.

The combination of Instructional Days and Length of Day is used to verify compliance with the minimum annual instructional hours of 350. The number of Instructional Days and Length of Day are used in conjunction with each student's Membership Days to calculate each student's membership hours. Students' average daily membership (ADM) is computed by dividing each student's membership hours by 850, with a maximum ADM of 0.60. Membership and attendance of a school readiness plus participant with an IEP (grade EC) are reported in hours. Please see *MARSS Procedure 6-EC* for additional information on reporting the enrollment of children with disabilities.

Programs within a single school may offer more than one calendar option for families. That is, the number of Instructional Days and/or the Length of the School Day may be different for the options offered. In this case, the students must be reported with a different Grade Level to distinguish their calendar. The student's Grade Level as reported on the MARSS B Student file must correspond to the same Grade Level reported on the MARSS A School file with the correct calendar information to assure that students' ADM can be calculated accurately.

Instructional Day

Instructional Days are the number of days that students are required to attend the school readiness plus program. This is reported on the MARSS A School file. This should not exceed the number of instructional days that were approved in the program application.

Days that are shortened for other than emergency circumstances are included in the number of Instructional Days reported. However, scheduled shorter or longer days impact the Length of Instructional Day to report. Refer to *Length of School Day in Minutes* below.

Exclude days on which the school readiness plus program is not scheduled for instruction or days that are canceled.

Length of School Day in Minutes

Length of School Day in Minutes is reported on the MARSS A school file in terms of minutes. This should not exceed the Length of School Day in Minutes that was approved in the program application. The Length of School Day in Minutes is calculated based on the number of minutes between when instruction begins at the beginning of the day until the first group of students is dismissed at the end of the day and generally excludes meals. Refer below for a description of when meal times can be included in the Length of School Day in Minutes.

Students in all-day programs must be provided a lunchtime. As such, their lunchtime is ineligible to claim as membership. This applies even when licensed staff directly supervises the lunch period.

However, lunchtime for students in part-time or half-day programs who are provided a lunch and during which time the school readiness plus teacher is present and providing instruction may be claimed for membership. Snacks are not considered lunch. Time during which students are provided a snack may be included as membership.

When the Length of School Day in Minutes varies, the average length of day needs to be calculated and reported. This would be the case when one or more days are scheduled to be shortened for any reason, e.g., parent-teacher conferences or in-service training. It would also apply when one or more days are scheduled to be longer than other days. Use the [Flexible Scheduling Worksheet](#) to calculate the average length of day to report on the MARSS A school file.

When a day is shortened for an emergency circumstance, e.g., early release due to extreme weather, the day can be considered to be the length that is was originally scheduled.

State Aid Category

Each enrollment record needs to have a valid State Aid Category (SAC) reported. This determines whether or not the student is eligible to generate state aid and for which district aid is generated. The most common SACs for students enrolled in a School readiness plus program are:

00 – Use SAC 00 to report residents of the enrolling district who are eligible to generate state aid and are in any of grades EC or RA through RJ. This is valid only for students enrolled in independent and special school

districts. Students in grades RA through RJ reported with SAC 00 must be age 4 as of September 1, and must be enrolled full-time in the program – Percent Enrolled 100. The students must also meet at least one of the qualifying criteria on Page 3. If the student in grades RA through RJ is not enrolled full-time, is not age 4 as of September 1, or does not meet at least one of the qualifying criteria, report the student with SAC 29. Students in grade EC enrolled in a school readiness plus program can be any of ages 3 through 5.

01 – Use SAC 01 to report students who have open enrolled into the enrolling district and are eligible to generate state aid. The students must be enrolled in an independent or special district. Open enrollment paperwork must be on file. Students in grades RA through RJ with SAC 01 must be age 4 as of September 1 and must be enrolled full-time in the program – Percent Enrolled 100. The students must also meet at least one of the qualifying criteria on Page 3. If the student in grades RA through RJ is not enrolled full-time, is not age 4 as of September 1, or does not meet at least one of the qualifying criteria, report the student with SAC 20 or 21. Students in grade EC enrolled in a school readiness plus program can be any of ages 3 through 5.

08 – Use SAC 08 to report students enrolled in a charter school who are eligible to generate state aid. Students in grades RA through RJ reported with SAC 08 must be age 4 as of September 1 and must be enrolled full-time in the program – Percent Enrolled 100. The students must also meet at least one of the qualifying criteria on page 3. If the student in grades RA through RJ is not enrolled full-time, is not age 4 as of September 1, or does not meet at least one of the qualifying criteria, report the student with SAC 20 or 21.

Charter schools can also use SAC 08 to report students enrolled in the school readiness plus program in grade EC who are either receiving an evaluation for special education or receiving services under an IEP. Students in grades EC enrolled in a school readiness plus program can be any of ages 3 through 5.

15 – Use SAC 15 to report non-Minnesota students who are ineligible to generate state aid and for whom tuition is charged the family or resident district or for whom no tuition is charged. They may be any of ages 3 through 5 as of September 1. This SAC can be used by both school districts and charter schools.

20 – Use SAC 20 to report nonresident students who are ineligible to generate state aid and for whom tuition is charged the family. They may be any of ages 3 through 5 as of September 1. This SAC can be used by both school districts and charter schools.

21 – Use SAC 21 to report nonresident students who are ineligible to generate state aid and for whom no tuition is charged. They may be any of ages 3 through 5 as of September 1. This SAC can be used by both school districts and charter schools. This SAC could be used to identify scholarship students that are nonresidents.

29 – Use SAC 29 to report residents of the enrolling district who are ineligible to generate state aid. They may be any of ages 3 through 5 as of September 1. This SAC should be used only by independent and special school districts. This SAC could be used to identify scholarship students who are residents or who do not meet any of the qualifying criteria.

Student Membership

The district or charter school that was approved for the school readiness plus program must report the participating students. The enrollment and membership data for students eligible to generate funding will be included for calculating revenues. These students will be included in the counts for compensatory revenue.

Students eligible for school readiness plus funding will be included in the district/charter school's October 1 enrollment, Average Daily Membership (ADM) and pupil units. The pupil unit for a school readiness plus student, except a pupil with an IEP, equals the lesser of 0.6 or the ratio of the membership hours to 850. The membership hours are calculated based on the Length of Day reported on the School file in conjunction with the student's Membership Days.

Only actual instructional time with a school readiness plus teacher generates student membership for MARSS reporting. This is reflected in the Length of Day reported in the corresponding MARSS A School file.

Special Education Evaluation Time

Students without an IEP who receive an evaluation for special education while enrolled in school readiness plus can generate membership hours for the evaluation time that is not already generating student membership for general education revenue.

- SRP students who are eligible for general education revenue can generate EC membership hours for special education evaluation that is conducted outside the SRP classroom time. The school is already generating membership for the SRP classroom time so only the evaluation time outside the SRP classroom time can generate membership in the EC evaluation record. This would be for students whose overlapping enrollment record is reported with SAC 00, 01, 08 or 11.
- SRP students who are not eligible for general education revenue can generate EC membership hours for all of the special education evaluation because the SRP classroom time is not generating general education revenue. This would be for students whose overlapping enrollment record is reported with SAC 20, 21 or 29.

Percent Enrolled

Students enrolled in school readiness plus without an IEP and who are reported as eligible for funding must be enrolled full time, i.e., 100 Percent Enrolled. Students enrolled in school readiness plus who have an IEP, i.e., grade EC, are reported with Percent Enrolled 999 and attendance and membership reported in terms of hours, just like they would in the absence of school readiness plus.

Students enrolled in school readiness plus for less than the full instructional day as indicated by the Percent Enrolled, are not eligible for school readiness plus funding. Report them as non-qualifying with State Aid Category 20, 21 or 29, depending on the student's resident and tuition status.

15-Day Withdrawal for SRP

School readiness plus students who are absent for 15 consecutive school days during the regular school year must be withdrawn from the attendance rolls and no further membership claimed until the student returns to class. School readiness plus program students are considered absent 15 school days when three weeks have elapsed. Use Status End code 14.

However, an eligible school Readiness Plus student absent for 15 or more consecutive school days and receiving homebound education services will need to have a new record created for homebound. Refer to Homebound Service Indicator data element for criteria on homebound instruction. Each hour of eligible homebound instruction generates one day of school readiness plus membership. Use the same State Aid Category as was used to report membership at the school site. The homebound hours cannot cause the student to generate more membership days than the number of Instructional Days provided during the homebound enrollment period.

School Readiness Plus Students Experiencing Homelessness

Eligible school readiness plus and non-eligible school readiness plus students can be determined to be homeless. Students determined to be homeless by the homeless liaison have a right to transportation back to the school of origin by the enrolling school.

School Readiness Plus Participants who Receive Services at a Cooperative

When a school readiness plus student has an IEP and receives special education services from a cooperative, the student can be reported in only one grade and by one district at any given time. The fact that the student has an IEP takes precedence but does not preclude the student from participating in the school readiness plus program. The IEP should reference participation in the school readiness plus program and that time can generate student membership hours. The instructional setting to report on MARSS would be 39 – ECSE student in a school readiness plus program.

The student should be reported by the district that is providing the school readiness plus program. This is similar to when an older student is enrolled in an elementary school and receives special education services from a special education cooperative. This also allows MDE to generate complete counts of school readiness plus students.

- If the IEP services are provided outside the school readiness plus program time, the school readiness plus program time and the special education services would both generate membership hours.
- If the IEP services are provided during the school readiness plus program time, then just the school readiness plus program hours would generate membership. In either case, the special education services would generate Special Education Service Hours.

The cooperative has two options for special education reporting.

1. The cooperative can contract with the resident district to have staff (teachers/paras/services) on site at the district to provide service to the program/students. In this case, the cooperative would sell the staff salaries and benefits to the resident district and the district would report the costs on the Special Education Data Reporting Application (SEDRA) for reimbursement.

or

2. The district contracts with the cooperative and places students in the cooperative part time. These examples have to be treated as a contracted placement with the cooperative billing the district an hourly rate for services. The district would enter the costs on SEDRA as a contracted placement. Depending on the program and how the services were provided at, the cooperative would determine if general education revenue was to be deducted before pulling the cost into the funding formula. The cooperative would need to adjust the service provider's salary/costs to reduce the amount they charged to state special education so as to not double dip.

Under no circumstances could the cooperative code only the staff's salary to state special education and report it on SEDRA and then bill the unreimbursed cost. Since the students are being reported by the resident district, those unreimbursed costs would be billed to other districts unfairly.

Examples

Eligible School Readiness Plus: Students without an IEP who are eligible to generate general education funding and who do not receive a special education evaluation while in enrolled in SRP, are reported with a grade level of RA through RJ on MARSS. Use SAC 00, 01, 08 or 11. The student must be Percent Enrolled 100 and will have only one record unless residency changes.

- Grade = RA-RJ
- SAC = 00, 01, 08, or 11
- SEES = 1
- LLA = 05
- Status End (SE) = 40 or normal withdrawal coding

Ineligible School Readiness Plus: Students age 5 or older as of September 1, or age 3 as of September 1, are eligible to participate in the school readiness plus program but are ineligible to generate funding. This category also includes students age 4 as of September 1 who are not eligible for funding, e.g., more students are being served than were approved, and student does not meet any of the qualifying criteria. These students are reported on MARSS with SAC 20, 21 or 29. Report with a grade level of RA through RJ. The student will have one enrollment record. If an eligible pre-K student withdraws, an ineligible student can be withdrawn and re-enrolled on the next school day as an eligible student so that the program does not lose funding.

- Grade = RA-RJ
- SAC = 20, 21 or 29
- SEES = 1
- LLA = 05
- SE = 40 or normal withdrawal coding

Eligible or ineligible School Readiness Plus student who receives Health and Developmental Screening: All school readiness plus students need to receive Health and Developmental Screening within 90 days of starting SRP. Participants who were screened as a 3-years-old do not need to receive another screening. The student will have two overlapping enrollment records if the screening is conducted after the student enrolls in SRP. If the screening is conducted prior to enrollment in SRP, the dates of the screening will precede the SRP enrollment date.

School Readiness Plus Record

- Grade = RA-RJ
- SAC = 00, 01, 08, 11, 20, 21 or 29
- SEES = 1
- LLA = 05
- SE = 40 or normal withdrawal coding

Health and Developmental Screening Record

- Grade = PS
- SEES = 1
- SAC = 41-45
- SE = 60-65

Eligible School Readiness Plus student who receives an evaluation and does not qualify for special education services: An eligible school readiness plus student who receives a special education evaluation either during or outside the school readiness plus program classroom time will have two separate, overlapping records.

Note: A school readiness plus student who is eligible for funding and who receives an evaluation for special education completely during the school readiness plus class time, i.e., no evaluation hours are generated outside the pre-K class time, does not have a second enrollment record generated. This will be rare since part of the evaluation time for students who qualify includes the writing of the IEP which would be done outside regularly scheduled class time.

- The first record will be reported with a grade level of RA through RJ. Use SAC 00, 01, 08 or 11. Report SEES 02. The charter school is responsible for the evaluation of students enrolled in the charter school.
- Report the special education evaluation time under grade level Early Childhood (EC). Use SAC 00, 01, 08 or 11 and SEES 02. The EC evaluation record can exist in the school readiness plus school or at another school in the district. Membership hours would include only evaluation hours provided outside the school readiness plus class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.

School Readiness Plus Record

- Grade = RA-RJ
- SAC = 00, 01, 08, or 11
- SEES = 2 to end-of-year or withdrawal date
- LLA = 05
- SE = 40 or normal withdrawal coding

Special Education Evaluation Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 25

Eligible School Readiness Plus student who receives an evaluation and qualifies for special education: An eligible school readiness plus student that receives a special education evaluation either during or outside the school readiness plus program classroom time will have three enrollment records. Two records will be overlapping; one record will be a single record.

- Report the school readiness plus classroom time with a grade level of RA through RJ. Use SAC 00, 01, 08 or 11. Use SEES 2 during the evaluation period.
- Report the special education evaluation time under grade level Early Childhood (EC). Use SAC 00, 01, 08 or 11 and SEES 02. The charter school is responsible for evaluating a SRP student enrolled in a charter school's school readiness plus program. The EC evaluation record can exist in the school readiness plus school or at another school in the district. Membership hours would include only evaluation hours provided outside the school readiness plus class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.
- Once the student has a signed IEP and services have started, withdraw the student from grade SRP and enroll the student in grade EC with SEES **Change** 4 or 6. A school readiness plus student who has an IEP is reported in grade EC with SEES **Change** 4 or 6 and Percent Enrolled 999. The IEP determines the student's required educational services; those services are reported as membership hours. Membership hours include school readiness plus membership if required by the IEP. Student membership is computed no differently than it would have been in the absence of school readiness plus participation.

School Readiness Plus Record
<ul style="list-style-type: none"> • Grade = RA-RJ • SAC = 00, 01, 08 or 11 • SEES = 2, until IEP signed and Sped services started • LLA = 05 • SE = 50

Special Education Evaluation Record
<ul style="list-style-type: none"> • Grade = EC • SAC = 00, 01, 08 or 11 • SEES = 2 • LLA = 22 • SE = 50

EC Special Education Services Record
<ul style="list-style-type: none"> • Grade = EC • SAC = 00, 01, 08 or 11 • SEES = 4 or 6 Change • Setting = 39 • LLA = 24 • SE = 40 or normal withdrawal coding

Ineligible School Readiness Plus student who receives an evaluation and does not qualify for special education services: A student who participates in a school readiness plus program but who is ineligible to generate funding, and receives a special education evaluation but does not qualify for special education services, will have two separate, overlapping enrollment records.

- Report the school readiness plus classroom time with a grade level of RA through RJ and SAC 20, 21 or 29. Report SEES 02. The charter school is responsible for the evaluation of students enrolled in the charter school.
- Create a second, overlapping enrollment record to report the evaluation time only. These evaluation/membership hours may occur during or outside the school readiness plus classroom time. Report the student in Grade EC with SEES 02. The EC evaluation record can exist in the school readiness plus school or at another school in the district. Membership hours would include all evaluation hours provided whether during or outside the school readiness plus class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.

School Readiness Plus Record

- | |
|--|
| <ul style="list-style-type: none"> • Grade = RA-RJ • SAC = 20, 21 or 29 • SEES = 2 to end-of-year or withdrawal date • LLA = 05 • SE = 40 or normal withdrawal coding |
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Special Education Evaluation Record

- | |
|---|
| <ul style="list-style-type: none"> • Grade = EC • SAC = 00, 01, 08 or 11 • LLA = 22 • SE = 25 |
|---|

Ineligible School Readiness Plus student who receives an evaluation and qualifies for special education: A student who participates in a school readiness plus program but is ineligible to generate funding and who receives a special education evaluation and qualifies for special education services will have three enrollment records. Two records will be overlapping; one record will be a single record.

- Report the school readiness plus classroom time with grade level of RA through RJ. Use SAC 20, 21 or 29 and SEES 02. The charter school is responsible for the evaluation of students enrolled in the charter school.
- Create a second, overlapping enrollment record to report the evaluation time only. These evaluation/membership hours may occur during or outside the school readiness plus classroom time. Report the student in Grade EC with SEES 02. The EC evaluation record can exist in the school readiness plus school or at another school in the district. Membership hours would include all evaluation hours provided whether during or outside the school readiness plus class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 50 if the student qualifies.
- Once the student's IEP is signed and services started withdraw the student from grade SRP and enroll the student in grade EC with SEES **Change** 4 or 6. A school readiness plus student who has an IEP is reported in grade EC with SEES **Change** 4 or 6 and Percent Enrolled 999. The IEP determines the student's required educational services. Those services are reported as membership hours. Membership hours include school readiness plus membership if required by the IEP. Student membership is computed no differently than it would have been in the absence of school readiness plus participation.

School Readiness Plus Record

- Grade = RA-RJ
- SAC = 20, 21 or 29
- SEES = 2, until IEP is signed and Sped services start
- LLA = 05
- SE = 50

Special Education Evaluation Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 50

EC Special Education Services Record

- Grade EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6 **Change**
- Setting = 39
- LLA = 24
- SE = 40 or normal withdrawal coding

Student with an IEP starts as EC then becomes School Readiness Plus: An EC student enrolled in a school readiness plus program who starts the year with an IEP is reported in grade EC, SEES **Change** 4 or 6 and Percent Enrolled 999. Student membership is computed no differently than it would have been in the absence of school readiness plus participation. If the IEP is terminated and the student remains enrolled in the school readiness plus classroom, the student is reported in grade SRP with the appropriate SAC with SEES 7.

A school readiness plus student with an IEP is reported in grade EC until the IEP is terminated. On the last day of special education services, close the record with Status End code 21. If the student continues in the school readiness plus program.

Create a new enrollment record on the following school day in one of grades RA through RJ, SEES 7 and the disability and setting that was on the final IEP. Attendance and Membership are reported in terms of days for the school readiness plus enrollment record. The SAC code is used to indicate whether or not the child will generate general education revenue.

EC Special Education Service Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6 **Change**
- Setting = 39
- SE = 21

School Readiness Plus Record

- Grade = RA-RJ
- SAC = 00, 01, 08, 11, 20, 21 or 29
- SEES = 7
- Disability = the disability from the final IEP
- Setting = 39
- LLA = 22
- SE = 40 or normal withdrawal coding

An eligible student who leaves School Readiness Plus, and an ineligible student is identified as eligible School Readiness Plus: An eligible school readiness plus student who leaves the program would leave space for another student to participate as an eligible student. This allows the program to generate maximum revenue.

Student A
<ul style="list-style-type: none"> • Grade = RA-RJ • SAC = 00, 01, 08 or 11 • LLA = 05 • SEES = 1 • SE = appropriate withdrawal coding

Student B Ineligible Record
<ul style="list-style-type: none"> • Grade = RA-RJ • SAC = 20, 21 or 29 • LLA = 05 • SEES = 1 • SE = 99

Student B Eligible Record
<ul style="list-style-type: none"> • Grade RA-RJ • SAC = 00, 01, 08 or 11 • LLA = 24 • SEES = 1 • SE = 40 or normal withdrawal coding

An EC student who leaves School Readiness Plus without completing an IEP: An EC student enrolled in a school readiness plus program who starts the year with an IEP is reported in grade EC and Percent Enrolled 999. Student membership is computed no differently than it would have been in the absence of school readiness plus participation. If the student withdraws without completing the IEP, use SEES 4. Close the record with Status End code 26.

<ul style="list-style-type: none"> • Grade = EC • SEES = 4 • SE = 26 • Setting = 39

A student who leaves School Readiness Plus: An eligible or ineligible student enrolled in a school readiness plus program is reported in grade SRP. If the parent(s) withdraw the student, for example, the parent(s) decided that the student wasn't mature enough to attend, close the record with Status End code 26.

<ul style="list-style-type: none"> • Grade = RA-RJ • SAC 00, 01, 08, 11, 20 21 or 29 • SEES = 1 • SE = 26

Average Daily Membership (ADM) Formulas

School readiness plus students' ADM = ((Membership Days x Length of Day) / 60) / 850.

Maximum ADM is .60 per student. No extended time ADM can be generated. The pupil unit weighting is 1.0 for SRP.

For a student who is reported in grade EC for part of the year and SRP for part of the year, the SRP ADM is first held to 0.6 and then added to the EC ADM. If the total ADM exceeds 1.0, both records are proportionately reduced.

Transportation

School districts are required to provide transportation to students enrolled in the school readiness plus program for whom they receive general education revenue if the student resides two miles or more from school; the same as for K-12 students. 4.66 percent of the basic revenue and transportation sparsity revenue is generated by these students and will cover part of the transportation cost.

If some students attend a scholarship/fee-based program on days not covered by school readiness plus, or before/after the school readiness plus program and the district has to run an extra bus to accommodate those students, scholarship dollars could be used to cover transportation costs for the added transportation, but not for basic to and from transportation provided to all students in the school readiness plus program.

The school readiness plus students who are eligible for funding would be reported with the appropriate Transportation Category based on eligibility and distances. The eligible school readiness plus students may fall under any category except for 03 – Disabled as students reported in grades RA through RJ would not have IEPs.

Districts are not required to provide transportation for non-eligible school readiness plus students but may do so. Use 00 – Walker or transportation does not apply if the district is not providing transportation. Use Transportation Category 05 – Ineligible if the district is providing transportation.

Students evaluated for special education outside the normal school readiness plus class room may need special transportation accommodations to access their evaluation. Use Transportation Category 01 or 02 based on distances. Use 00 – Walker or transportation does not apply if the district is not providing transportation. Transportation for a student to an evaluation would not be eligible for special education funding.

Achievement and Integration

School sites approved for the school readiness plus program (SRP) located in member districts of North West Suburban Integration School District (NWSISD) that have an approved Achievement Integration (AI) plan for FY 2018, are:

- Birch Grove Elementary – Osseo
- Earl Brown Elementary – Brooklyn Center
- Stevenson Elementary - Fridley

State-approved school readiness plus programs are eligible to generate state aid on behalf of a capped number of 4-year-old students and adjusted average daily membership (ADM). Sites may choose to enroll additional 4-year-old students and/or students 3 through 5 years old, who are not eligible to generate ADM or state aid. Students who are ineligible to generate state aid are ineligible to claim for any type of transportation reimbursement; report Transportation Category 05 – Ineligible in this situation.

Open enrollment and agreements between boards are the two ways residents of NWSISD districts are to enroll from one NWSISD district into a NWSISD magnet school.

Transportation expenses can be reported under Uniform Financial Accounting and Reporting Standards (UFARS) Finance Code 714 – Transportation Integration/Desegregation and reimbursed through desegregation transportation aid for school readiness plus students who meet each of the following criteria.

1. The students are residents of a NWSISD integration district and enroll in one of the three state-funded SRP programs located at a NWSISD magnet school, and
2. The SRP students are eligible for state aid as school readiness plus students, i.e., they are age four as of September 1, and meet at least one of the qualifying eligibility criteria, and
3. The SRP students are eligible for transportation based on the district's transportation policies with respect to distances and grades.

SRP students ineligible to report under UFARS Finance Code 714 – Transportation Integration/Desegregation reimbursement are those who meet any of the following criteria.

1. The students are not residents of a NWSISD member district. To generate desegregation transportation reimbursement, students must be residents of a district that is a member of the enrolling district's integration collaborative.
2. Students who have an IEP listing special education transportation related requirements. Transportation for these students is reported under UFARS Finance Code – 723.
3. The students are ineligible to generate general education revenue as school readiness plus students. For example, a 3-year-old child enrolled in a school readiness plus program is ineligible to generate general education revenue.

EE Student and Early Learning Scholarship Administration (ELSA) System

An eligible SRP student may need to be reported in both MARSS and the Early Education (EE) Student system if the student is participating in the School readiness plus classroom for part of the day and also participates in School Readiness or Early Childhood Family Education (ECFE) for a different part of the day.

All students who are enrolled in an SRP classroom – eligible or ineligible for general education revenue and with or without an IEP need to be reported in MARSS for the time they are in the SRP classroom. If any of these students, eligible or ineligible for funding, are also participating in additional early childhood programming, outside the SRP classroom time, they need to be reported in the EE Student system for the additional school readiness or ECFE time.

Any child who receives a scholarship must be reported in the Early Learning Scholarships Administrative (ELSA) system in order to receive financial reimbursements for the child. These children must also be reported in the appropriate student systems, MARSS and/or EE Student, based on their program enrollment.

Please note: Students who are reported as eligible for general education revenue in MARSS for SRP may not receive an Early Learning Scholarship for the same time they are enrolled in SRP. The child may use the scholarship for any additional time reported in EE Student. SRP students who are reported as ineligible for general education revenue in MARSS may use the scholarship for the time they are in the SRP program.