



MARSS 212 Voluntary Prekindergarten (VPK)

Marilynn Loehr | State MARSS Coordinator

Kelly Wosika | Student Accounting

April 24, 2019

- Overview
- Site numbers
- General reporting procedures
- Special education reporting
- Attendance and membership
- Transportation
- Edits

Voluntary Prekindergarten

- Voluntary prekindergarten (pre-K or VPK) took effect in Fiscal Year (FY) 2017 per statute and a \$25 million appropriation passed during the 2016 legislative session. Effective FY 2018 the approval is based on a capped number of students rather than a capped appropriation.
- The funding allows state-approved districts and charter schools with recognized early learning programs to offer a voluntary pre-K program and generate state aid and levy funding.
- The current legislation applies to only 4-year-olds. However, all students ages 3-5 participating in the voluntary pre-K classroom in an eligible district or charter school, are reported on the Minnesota Automated Reporting Student System (MARSS).

Voluntary Prekindergarten FY 2020

- Without legislation, the statewide cap on enrollment reverts to the 2017 cap.
- There would be no new sites approved for FY 2020.
- The sites that were approved and participated in FY 2017 will be able to continue at their FY 2017 student counts.

VPK Student Eligibility

- Districts and charter schools must be approved by the Minnesota Department of Education (MDE) to report a pre-K program and students on MARSS.
- Must be a resident of Minnesota to generate funding.
- Must be age 4 as of September 1 to be eligible to generate voluntary pre-K (VPK) funding.
- Prekindergarten students who have an individualized education program (IEP) are eligible to participate in the VPK program but are reported in grade Early Childhood (EC).

Student Eligibility

- VPK program may serve more prekindergarten children than the number of 4-year-olds that are eligible to generate funding.
- The ineligible 3-5 year-old participants must be reported on MARSS but distinguished from the eligible students based on the State Aid Category (SAC) reported.
- Any 3-5 year-old student enrolled in a classroom with at least one VPK student, who is eligible to generate funding, is reported on MARSS.
 - A classroom with only 3-year-olds would not be reported on MARSS because no student would be eligible for VPK funding.

A student in grade PK may fall into one of these categories:

- ***Eligible VPK:***

- Four-year-old students as of September 1 who are eligible to generate general education and related funding.
- Grade level of PA-PJ on MARSS.
- Use SAC 00, 01, 08 or 11.

- ***Ineligible VPK:***

- Students age 3 or 5 as of September 1 without an IEP are eligible to participate in the VPK program but are ineligible to generate funding.
- Includes additional 4-year-olds who are served but not eligible for funding, i.e., more students are being served than were approved.
- Report SAC 20, 21 or 29.
- Grade level of PA-PJ.

VPK Attending a Charter School

- Charter schools with an approved VPK program are responsible for child find and the special education evaluations for students enrolled in their VPK program.
- If the child 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.
- The charter school would report the evaluations and IEP services on MARSS. The VPK students who have an IEP would be reported in grade EC and the Average Daily Membership (ADM) they generate would not count against their approved student count, just like independent school districts.

- Approved programs that exist in elementary schools report under that elementary school's site number.
- Each approved VPK site in a separate facility must be assigned its own site number for state reporting purposes.
 - 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.

General Reporting Procedures

The same data elements and general reporting guidelines used to report older students are also used for reporting VPK students.

- A full student record is required including State Student Identification (SSID) number, Attendance and Membership Days, etc.
- Only one school may report students during a given time period. There should be no date overlaps. With only two exceptions: VPK participants who receive a special education evaluation or receive health and developmental screening.
- 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 SSID number. The same procedures for assigning a SSID in the Student ID Validation System apply for VPK students.
- Students who receive services from more than one district or school at a time must be reported by only one district or school.

General Reporting Procedures (2)

- The enrollment record for students whose Resident District, SAC, Student Grade Level, etc., change during the year must be ended and a new enrollment record added.
- If a VPK student is evaluated and found to be eligible for special education services, the student's grade level will change to EC and a new record will be required due to the grade level change on the date of the first special education services.
- Use Last Location of Attendance (LLA) 05 for VPK students who are entering public school for the first time.

General Reporting Procedures (3)

- Status End Code (SE):
 - SE of 40 if enrolled until the end of the school year.
 - Use appropriate SE for those withdrawing mid-year.
- Birthdate:
 - Use the same documentation to verify the VPK student's age as the district does for verifying a kindergarten student's age.
 - Schools would have policies as to what they accept as proof of age/birthdate.

VPK Program Schedule

- Unique sections of VPK (e.g., PA, PB, etc.) are required only when the sections have a different number of Instructional Days or Length of School Day in Minutes.
 - Example: a.m. VPK and p.m. VPK.
- If VPK sections are distinguished, assure that both the school and student files use all VPK sections.
 - Example: When students are reported in grades PA, PB and PC, ensure that the school file has Instructional Days and Length of School Day in Minutes reported for all three sections.

Program Calendar

- The VPK program must have an established calendar that includes both required Instructional Days and Length of School Day in Minutes. Instructional Days and Length of School Day in Minutes are reported on the MARSS A School file.
- The combination of Instructional Days and Length of School Day in Minutes is used to verify compliance with the minimum annual instructional hours of 350.
- The Length of School Day in Minutes is used in conjunction with each student's Membership Days to calculate each student's membership hours.
- Students' ADM is computed by dividing each student's membership hours by 850, with a maximum ADM of 0.60.
- Membership and attendance of a VPK participant with an IEP (grade EC) are reported in hours. Please see *MARSS Procedure 06–EC* for additional information on reporting prekindergarten students with disabilities.

Program Calendar (2)

- Programs within a single school may offer more than one calendar option for families.
- 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.

MARSS A-File Instructional Days

- Instructional Days are the number of days that students are required to attend the VPK program. This is reported on the MARSS A School file.
- Days that are shortened for other than emergency circumstances are included in the number of Instructional Days. However, scheduled shorter or longer days impact the Length of School Day in Minutes to report. Refer to the *Length of School Day in Minutes*.
- Exclude days on which the VPK program is not scheduled for instruction or days that are canceled.

MARSS A-File Length of School Day

- Length of School Day in Minutes is reported on the MARSS A School file in terms of minutes.
- 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.
- Exclude time funded by other sources, e.g., School Readiness, Head Start, scholarships.

Lunch Time and Length of Day

- Lunch is a different experience for preschool children and their teachers compared to K-12 in terms of level of independence of the children, and the unique opportunity for language and social exchange. The lunch period can be included in the Length of School Day in Minutes as long as the classroom teacher is present and providing instruction during lunch and class size is maintained at the prescribed level during the meal.
- When lunch is supported by other than the regular classroom teacher, it would not be considered instructional time and would not be eligible to include in the length of school day.

MARSS A-File Varying Length of Day

- When the length of day 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 Report (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 as the length that was originally scheduled.

MARSS B-File Percent Enrolled

- Students enrolled in VPK without an IEP and who are reported as eligible for funding must be enrolled full-time, i.e., 100 Percent Enrolled.
- Students enrolled in VPK for less than the full instructional day as indicated by the Percent Enrolled are not eligible for VPK funding. Report them as non-qualifying with SAC 20, 21 or 29, depending on the student's resident district and tuition status.

MARSS B-File Percent Enrolled for Early Childhood Special Education (ECSE)

- Students enrolled in VPK who have an IEP, i.e., grade EC, have Percent Enrolled 999 with attendance and membership reported in terms of hours, just like they would in the absence of VPK.

MARSS B-File Grade Level

- Use PA, PB, PC, PD, PE, PF, PG, PH, PI and PJ for students enrolled in state-approved VPK programs only. Example: grade PA for a.m. VPK and PB for p.m. VPK.
- Students without IEPs.
- If program has more than one calendar for VPK, program needs to have different grade level per calendar.

Student Grade Level

- A VPK student who has an IEP is reported in grade EC (early childhood special education).
- Student Grade Level is used:
 - To link school file records with student file records.
 - To calculate ADM.
 - To assign pupil unit weighting to the students' ADM.
 - In state and federal statistical reports.

VPK Valid State Aid Category Eligible for Funding

- Each enrollment record needs to have a valid 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 VPK program are:
 - 00 – Residents of the enrolling district who are eligible to generate state aid and are in any of grades EC, PA-PJ.
 - Enrolled in independent or special school district.
 - Students in grades PA-PJ must be age 4 as of September 1.
 - Students in grades EC enrolled in a VPK program can be any of ages 3-5.

VPK Valid State Aid Category Eligible for Funding (2)

- 01 – Students who have open enrolled into the enrolling district and are eligible to generate state aid.
 - Must be enrolled in an independent or special district.
 - Open enrollment paperwork must be on file.
 - Must be age 4 as of September 1.
 - Grade EC enrolled in a voluntary pre-K program can be any of ages 3-5.
- 08 – Students enrolled in a charter school who are eligible to generate state aid.
 - Must be age 4 as of September 1.
- 11 – Students enrolled in the enrolling district through an agreement between school boards.
 - Must be enrolled in an independent or special district.
 - Agreement between districts must be on file.
 - Must be age 4 as of September 1.
 - Grade EC enrolled in a voluntary pre-K program can be any of ages 3-5.

VPK Valid State Aid Category Ineligible for Funding

- 20 – Nonresident students, ineligible to generate state aid and tuition is charged to the family.
 - Any of ages 3-5 as of September 1.
 - Can be used by both school districts and charter schools.
 - The student cannot have an IEP.
- 21 – Nonresident students, ineligible to generate state aid and no tuition is charged to the family.
 - Any of ages 3-5 as of September 1.
 - Can be used by both school districts and charter schools.
 - Could be scholarship students.
- 29 – Residents of the enrolling district who are ineligible to generate state aid.
 - Any of ages 3-5 as of September 1.
 - Can be used only by independent and special school districts.

Eligible for VPK Funding: Enrolled in Independent/Special District

Grade = PA – PJ

SAC = 00, 01 or 11

SEES = 1

SE = 40 for end of year or normal coding

09/08/2017 – 06/08/2018

Eligible for VPK Funding: Enrolled in Independent/Special District with Health and Developmental Screening

Grade = PA – PJ

SAC = 00, 01 or 11

SEES = 1

SE = 40 for end of year or normal coding

09/08/17 – 06/07/18

Grade = PS

SAC = 41 – 45

SEES = 1

SE = 60 – 66

10/03/2017 – 10/03/2017

Eligible for VPK Funding: Enrolled in Charter School

Grade = PA – PJ

SAC = 08

SEES = 1

SE = 40 for end of year or normal coding

Enrolled in VPK Evaluated and Does not Qualify for Special Education

Grade = PA – PJ

SEES = 2 to end of year or withdrawal date

SE = 40 for end of year or normal withdrawal coding

09/08/2017 – 06/08/2018

Grade = EC

SEES = 2

SE = 25 Not Eligible

10/3/2017 – 11/10/2017

Enrolled in VPK, Evaluated and Qualifies for Special Education

Grade = PA – PJ
SEES = 2 until IEP is signed
and Special Education Services started
SE = 50
09/08/2017 – 10/31/2017

Grade = EC
SEES = 2
SE = 50
10/03/2017- 10/12/2017

Grade = EC
SEES = 4 or 6
Instructional Setting = 30
SE = 40 for end of year or normal coding
11/01/2017 – 06/08/2018

EC Student Enrolled in VPK, IEP is Terminated, Student Stays in VPK

Grade = EC

SEES = 4

Instructional Setting = 30

SE = 21

09/08/2017 – 10/19/2017

Grade = PA – PJ

SEES = 7

SAC = Dependent on Eligible or
Not Eligible for Funding

00, 01, 08, 11, 20, 21 or 29

10/20/2017 – 06/08/2018

EC Student in VPK, Withdraws from VPK and EC without Completing IEP

Grade = EC

SEES = 4

SE = 26

09/08/2017 – 12/16/2017

- **Special Education Evaluation Status (SEES)**

- 1 – Not evaluated, nondisabled.
- 2 – Evaluated for special education services. (Would include VPK students who were evaluated whether or not they qualify for funding, if the evaluation is either done, in part, outside the VPK class time or the student is not eligible for VPK funding.)
- 4 – Evaluated receiving services. (Grade EC record only.)
- 6 – Evaluated receiving services and service through a public agency. (Grade EC record only.)

- **Instructional Setting**

- 30 – All children who participate in voluntary pre-K and who have the majority of their special education and related services in that setting. (Grade level equals EC only.)

- The VPK program must maintain and report attendance days for each student age 3-5 enrolled in a prekindergarten classroom in which at least one student who is eligible for funding is enrolled.

15 Day Withdrawal

- Students absent for 15 consecutive school days during the regular school year must be withdrawn and no further membership claimed until the student returns to class.
- VPK students on full day/alternate day schedules are considered absent 15 days when three weeks have elapsed.
- Use Status End code 14.

- An eligible VPK student receiving homebound instruction will need to be reported as homebound just like an older student.
 - Flag student as homebound.
 - Each hour of eligible homebound instruction generates one day of 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.

Membership

- The district or charter school that was approved for the VPK program must report the participating students.
- The data for students eligible to generate funding will be included for calculating revenues and aids.
- Students eligible for funding will be included in the district/charter school's October 1 enrollment, ADM and pupil units.
- The pupil unit for a VPK student, except a pupil with an IEP, equals the lesser of 0.6 ADM or the ratio of the membership hours of 850.
 - The membership hours are calculated based on the Length of School Day in Minutes reported on the School file in conjunction with the student's Membership Days.
- Only actual instructional time with a VPK teacher generates student membership for MARSS reporting.

Transportation Responsibilities

- School districts are required to provide transportation to students enrolled in the VPK program for whom they receive general education aid 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 VPK students also attend a scholarship/fee-based/Early Childhood Family Education (ECFE) program outside the VPK class time and the district runs an extra bus to accommodate those students, the scholarship dollars can be used to cover transportation costs for the added transportation. Do not use scholarship dollars for basic to and from transportation provided to all students in VPK program.

Transportation Categories To and From

- Eligible for VPK Funding
 - Report with the appropriate Transportation Category based on eligibility and distances.
 - The eligible VPK students may fall under any category, except for 03 – Disabled. VPK students would not have IEPs.
- Ineligible for VPK Funding
 - Districts are not required to provide transportation for non-qualifying VPK students but may do so.
 - Use Transportation Category 05 – Ineligible, if the district is providing transportation.
 - Use 00 – Walker, if the district is not providing transportation for students who do not qualify for the VPK funding.

VPK Special Education Evaluation

- Special education evaluation time is not considered to and from transportation and would not impact the Transportation Category reported for the child.
- Report Transportation Category 00 – Walker or transportation does not apply.
- Transportation to an evaluation would not be eligible for special education funding.

- Error 395 – Grade Invalid at School Type
 - Grades PA-PJ Invalid at a school classified as 41, 42, 43, 45, 50 and 51
- Error 396 – Grade Invalid for Special Education Status
 - Special Education Evaluation Status 3, 4, 5, 6 or 8 are invalid with grade levels PA-PJ.
- Error 397 – Grade Invalid at School
 - Only authorized schools may report grades PA-PJ.

Edits and Warnings (2)

- Error 399 – Grade Invalid for State Aid Category
 - SAC 29 can only be reported for grade levels PA-PJ.
- Error 400 – Percent Enrolled Invalid for Grade and SAC.
 - Percent enrolled must be 100 percent for grades PA-PJ. Students reported as eligible for funding under voluntary pre-K must be enrolled full time.

Edits and Warnings (3)

- Error 402 – Invalid State Aid Category (SAC) for grade
 - Only valid SAC at VPK are 00, 01, 08, 11, 20, 21, 29 or 98.
- Error 403 – Invalid district type for grade
 - Grads PA-PJ. Only valid district types that can report voluntary pre-K are 01, 03 and 07.
- Error 404 – Invalid SAC for Age and Grade
 - Students age 3 or 5 as of September 1 and 4-year-olds who are not eligible for funding, can only be reported with SAC 20, 21 or 29.

Edits and Warnings (4)

- Error 405 – Start Date must be > Prior End Date.
 - Grades PA-PJ cannot have an overlapping record except with grade level PS (pre-school screening) or grade level EC and SEES equal to 2.
- Error 407 – Invalid Instructional Setting.
 - Instructional Setting 30 can only be used for grade EC students enrolled in an approved VPK program and who receive the special education services at the VPK site.

Edits and Warnings (5)

- **Error 419 – Exceeds Daily Enrollment Cap for Grade**
 - VPK is limited to a specific number of student enrollments based on the application that was submitted. The enrollment cap has been exceeded, on the date(s) listed. The students listed or others that were enrolled over the same day need to have their State Aid Category adjusted.
 - The edit will identify a date range during which eligible enrollment exceeds the approved number of students.
 - It will suggest a candidate who has contributed to the excessive enrollment:
 - Student was reported as enrolled and eligible during part of or all of the date range.
 - Student has the latest enrollment date of students enrolled during date range, or “won” a tiebreaker if more than one student had the same enrollment date.
 - Select a student to either change the SAC to an ineligible SAC or split the enrollment record between eligible and ineligible SACs to eliminate the excessive enrollment during the identified date range.
 - Fixing one student may correct multiple instances of the same error.

MARSS Amended Errors/Warnings

- Error #6 – Invalid Value
 - Updated to include grades PA-PJ.
- Error #12 – Membership days must be \leq Instructional Days.
 - Updated to include grades PA-PJ.
- Warning #84 – *W* No Students found with 1.00 ADM
 - Updated to exclude grades PA-PJ.
 - VPK students cannot generate more than .6 ADM.

MARSS Amended Errors/Warnings (2)

- Error #153 – Instructional Days must be greater than 0.
 - Updated to include grades PA-PJ.
- Error #154 – Length of Day must be greater than 0.
 - Updated to include grades PA-PJ.
- Warning #171 – No students reported in special education.
 - Updated to exclude grades PA-PJ.
 - Students in VPK with grades of PA-PJ, cannot be special education.

MARSS Amended Errors/Warnings (3)

- Error #241 – *W* ADM Total Adjusted
 - Updated to include VPK records.
- Error #264 – Invalid grade for State Aid Category
 - Updated to include grades PA-PJ.
- Error #307 – Grades PK-4 invalid at ALC or ALP program.
 - Updated to include grades PA-PJ. (ALC is area learning center; ALP is alternative learning program)
- Error #315 – SAC 51/52 invalid for grade EC/PK
 - Updated to include grades PA-PJ.

MARSS Amended Errors/Warnings (4)

- Warning #358 – *W* Instructional Hours too Few
 - Updated to include grades PA-PJ.
- Error #375 – Tran Code 3 without SEES 4 or 6
 - Updated to include grades PA-PJ.

- District/site was approved for a specific number of students that are eligible for funding.
- Enrollment will be capped at what the application was approved for each site.
- General education and levy revenue based on ADM/pupil units.
- Pupil unit weighting is 1.0.
- VPK students are ineligible for extended time revenue.

Average Daily Membership

- $ADM = \frac{((Membership\ Days \times Length\ of\ School\ Day\ in\ Minutes)/60)}{850}$
 - Maximum ADM is 0.60 per student
- If a VPK student is evaluated and found to be eligible for special education services, the student's grade level will change to early childhood special education (EC). A new record is required and the funding generated by the student would no longer be counted against the VPK funding cap.

October 1 Counts

- VPK students are considered enrolled in the public school system.
- Each site was approved for a specific number of students.
- Students eligible for funding and enrolled over October 1 will be counted on the school's October 1 enrollment.
- Students eligible for funding and reported as eligible for free or reduced-price meals (Economic Indicator 1 or 2) will generate compensatory revenue.
- The same documentation for free/reduced-price meals for grades K-12 must be on file for VPK students.

MARSS

(marss@state.mn.us)

Marilynn Loehr – MARSS

651-582-8456

(marilynn.loehr@state.mn.us)

Kelly Garvey – Transportation

651-582-8265

(kelly.garvey@state.mn.us)

Kelly Wosika – ADM

651-582-8855

(kelly.wosika@state.mn.us)

Questions?



Thank you!

Marilynn Loehr and Kelly Wosika

marss@state.mn.us