



Fiscal Year 2021 Prekindergarten Site Worksheet Instructions

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Summary

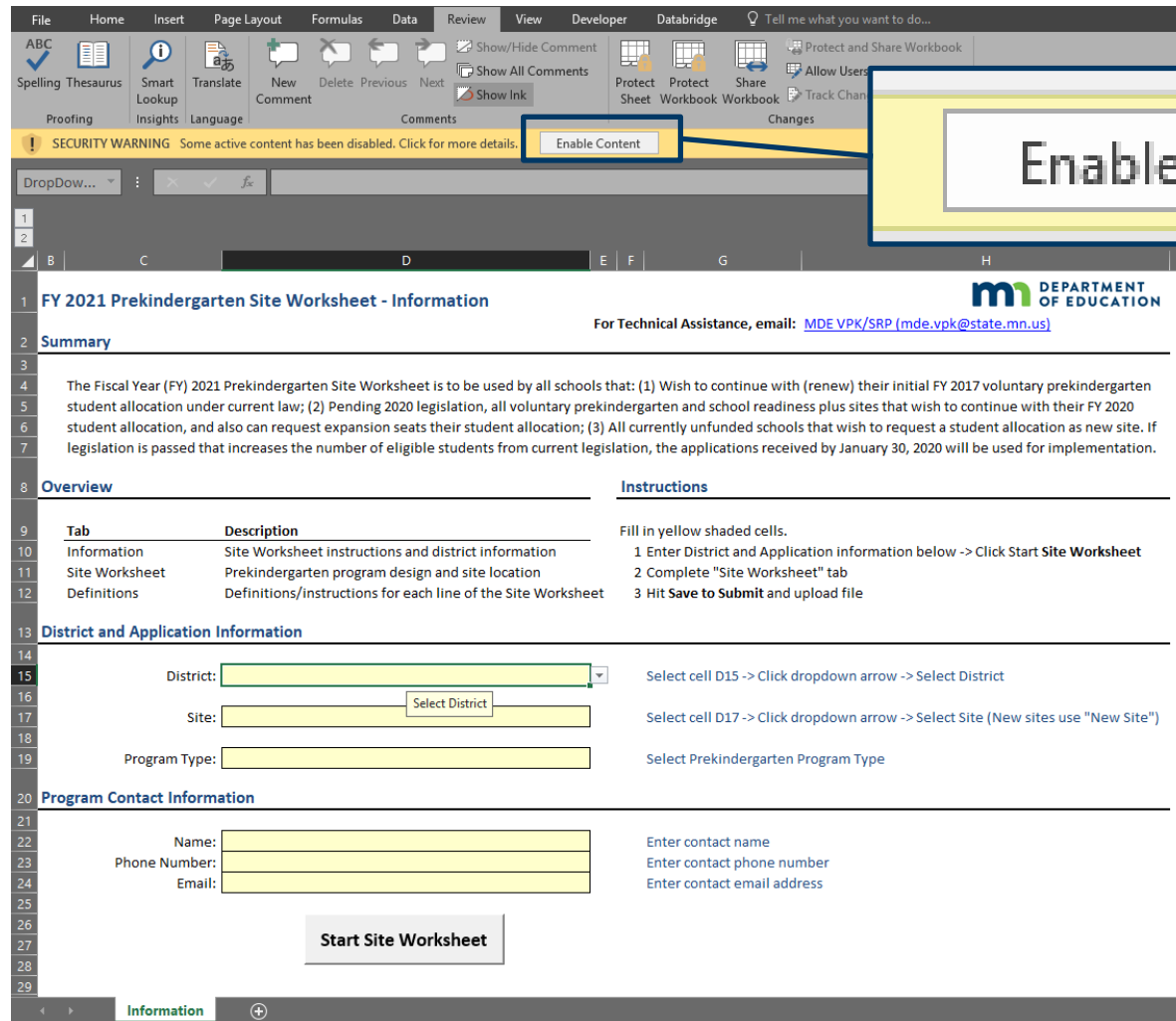
The Fiscal Year (FY) 2021 Prekindergarten Site Worksheet is to be used by all schools that:

- (1) Wish to continue with (renew) their initial FY 2017 voluntary prekindergarten student allocation under current law;
- (2) Pending 2020 legislation, all voluntary prekindergarten and school readiness plus sites that wish to continue with their FY 2020 student allocation, and also can request expansion seats their student allocation;
- (3) All currently unfunded schools that wish to request a student allocation as new site. If legislation is passed that increases the number of eligible students from current legislation, the applications received by January 30, 2020 will be used for implementation.

Contact for Assistance

Prekindergarten Application / General Questions: MDE.VPK@state.mn.us

Enable Worksheet



The screenshot shows the Microsoft Excel interface with a security warning ribbon at the top. The ribbon contains a yellow warning icon and the text "SECURITY WARNING Some active content has been disabled. Click for more details." To the right of this text is a button labeled "Enable Content". A blue callout box points to this button, and a larger yellow callout box contains the text "Enable Content".

The main content of the worksheet is titled "FY 2021 Prekindergarten Site Worksheet - Information" and includes a summary, overview, and program contact information sections. The overview section contains a table with columns for "Tab" and "Description".

Tab	Description
Information	Site Worksheet instructions and district information
Site Worksheet	Prekindergarten program design and site location
Definitions	Definitions/instructions for each line of the Site Worksheet

The "District and Application Information" section includes a form with the following fields:

- District: (with a dropdown arrow)
- Site: (with a dropdown arrow)
- Program Type:

The "Program Contact Information" section includes a form with the following fields:

- Name:
- Phone Number:
- Email:

A "Start Site Worksheet" button is located at the bottom of the form.

Enable Content

If there is a security warning ribbon at the top: Click **Enable Content** or **Enable Macros** to use the Site Worksheet.

Instructions


1. **Site Data:** Enter information in all yellow-shaded cells.
2. **Save to Complete Later:** save unfinished version by clicking this button. Located at the bottom of the “Site Worksheet” tab.



Save to Complete Later

Mac computer users must also select file format when saving:
“Excel Macro-Enabled Workbook (.xlsm)”

3. **Save to Submit:** save ready to submit version by clicking this button. Located at the bottom of the “Site Worksheet” tab.



Save to Submit*

Mac computer users must also select file format when saving:
“Excel Workbook (.xlsx)”

* Please use the file name automatically generated and do not edit

Select District

1. Click on District (cell D15) and then click the drop-down arrow.

District and Application Information	
District: <input type="text"/>	Select cell D15 -> Click dropdown arrow -> Select District
Site: <input type="text"/>	Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")
Program Type: <input type="text"/>	Select Prekindergarten Program Type
Program Contact Information	
Name: <input type="text"/>	Enter contact name
Phone Number: <input type="text"/>	Enter contact phone number
Email: <input type="text"/>	Enter contact email address
<input type="button" value="Start Site Worksheet"/>	

Select District (2)

1. Click on District (cell D15) and then click the drop-down arrow.

2. Scroll to District (sorted by District Number).

District and Application Information	
District:	<input type="text"/>
Site:	<input type="text"/>
Program Type:	<input type="text"/>

0001-01 AITKIN PUBLIC SCHOOL DISTRICT
0001-03 Minneapolis Public School District
0002-01 HILL CITY PUBLIC SCHOOL DISTRICT
0004-01 MCGREGOR PUBLIC SCHOOL DISTRICT
0006-03 SOUTH ST. PAUL PUBLIC SCHOOL DIST.
0011-01 ANOKA-HENNEPIN PUBLIC SCHOOL DIST.
0012-01 CENTENNIAL PUBLIC SCHOOL DISTRICT
0013-01 COLUMBIA HEIGHTS PUBLIC SCHOOL DIST

Program Contact Information		
Name:	<input type="text"/>	Enter contact name
Phone Number:	<input type="text"/>	Enter contact phone number
Email:	<input type="text"/>	Enter contact email address

Start Site Worksheet

Select cell D15 -> Click dropdown arrow -> Select District

Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Select Prekindergarten Program Type

Select District (3)

1. Click on District (cell D15) and then click the drop-down arrow.

2. Scroll to District (sorted by District Number).

3. Select District

District and Application Information

District:

Site:

Program Type:

Program Contact Information

Name:

Phone Number:

Email:

Select cell D15 -> Click dropdown arrow -> Select District

Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Select Prekindergarten Program Type

0624-01 WHITE BEAR LAKE SCHOOL DISTRICT
0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
0630-01 RED LAKE FALLS PUBLIC SCHOOL DIST.
0635-01 MILROY PUBLIC SCHOOL DISTRICT
0640-01 WABASSO PUBLIC SCHOOL DISTRICT
0656-01 FARIBAULT PUBLIC SCHOOL DISTRICT
0659-01 NORTHFIELD PUBLIC SCHOOL DISTRICT
0671-01 HILLS-BEAVER CREEK SCHOOL DISTRICT

Select Site

1. Click on Site (cell D17) and then click the drop-down arrow.

District and Application Information

District:

Select cell D15 -> Click dropdown arrow -> Select District

Site:

Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Program Type:

Select Prekindergarten Program Type

Program Contact Information

Name:

Enter contact name

Phone Number:

Enter contact phone number

Email:

Enter contact email address

Select Site (2)

1. Click on Site (cell D17) and then click the drop-down arrow.

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT

Site:

Program Type:

Program Contact Information

Name:

Phone Number:

Email:

Start Site Worksheet

2. Scroll to Site (sorted by Site Number).

Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Select Prekindergarten Program Type

Enter contact name

Enter contact phone number

Enter contact email address

Select Site (3)

1. Click on Site (cell D17) and then click the drop-down arrow.

2. Scroll to Site (sorted by Site Number).

Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Select Prekindergarten Program Type

Enter contact name
Enter contact phone number
Enter contact email address

3. Select Site

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT

Site:

Program Type:

Name:

Phone Number:

Email:

Start Site Worksheet

541 PHALEN LAKE HMONG STUDIES MAGNET
545 RANDOLPH HEIGHTS ELEMENTARY
551 RIVERVIEW WEST SCHOOL OF EXCELLENCE
552 PAUL & SHEILA WELLSTONE ELEMENTARY
557 ST. ANTHONY PARK ELEMENTARY
558 SAINT PAUL MUSIC ACADEMY
578 OBAMA SERVICE LEARNING ELEMENTARY
579 AMERICAN INDIAN MAGNET SCHOOL

Enter Program Type and Contact Information

7. Select Program Type.

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
Select cell D15 -> Click dropdown arrow -> Select District

Site: 578 OBAMA SERVICE LEARNING ELEMENTARY
Select cell D17 -> Click dropdown arrow -> Select Site (New sites use "New Site")

Program Type: Voluntary Prekindergarten (VPK)
Select Prekindergarten Program Type

8. Enter contact information.

Program Contact Information

Name: Paul
Phone Number: 123-456-7890
Email: email@email.com

Start Site Worksheet

9. Click Start Site Worksheet.

Microsoft Excel
Please fill in all yellow highlighted cells to proceed to the Site Worksheet.
OK

If all fields aren't populated you cannot proceed to the Site Worksheet.

Enter District Information

FY 2021 Prekindergarten Site Worksheet

Fill in yellow shaded cells.



Voluntary Prekindergarten (VPK)
12/19/2019

0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
578 OBAMA SERVICE LEARNING ELEMENTARY

District Information

1	If Mixed Delivery Site, select program partner type	
2	If Mixed Delivery Site, select program delivery site location	

Program Pupil Units and Enrollment Cap for District

3	FY21 District KGN Pupil Units, from November forecast	2,627
4	Maximum Eligible Pupil Units: 60% * line (3)	1,576
5	FY20 Approved Enrollment for VPK/SRP	54
6	FY17 Approved Enrollment for VPK	78

Lines 1 to 2: select answers from drop-down options.

Lines 3 to 4: auto populate based on district and site.
Line 4: Maximum Prekindergarten Pupil Units allowed for the district.

Enter Program Calendar and Enrollment Information

Lines 7 to 9: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

Program Calendar and Enrollment (Must complete at least 1 Calendar)		Calendar #1	Calendar #2	Calendar #3	Calendar #4
7	Eligible Enrollment, exclude ECSE Students				
8	Number of Scheduled Instructional Days				
9	Average Length of Instructional Minutes per Day, exclude non-instructional time				
10	Annual Instructional Hours: (8) * (9) / 60 (Must equal or exceed 350 to be eligible)				
11	Maximum Average Daily Membership (ADM) Per Student: Lesser of (10) / 850 or 0.6				
12	ADM/Pupil Units: (7) x (11)				
Program Enrollment for District		FY 2021			
13	Total Estimated Program Pupil Units (sum of line 12)	0.0			
14	Total Program Enrollment (sum of line 7 for eligible calendars)	0			
15	Of the total enrollment listed in Line 14 how many are eligible nonresidents?				

Enter Program Calendar and Enrollment Information (2)

Lines 7 to 9: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

Program Calendar and Enrollment (Must complete at least 1 Calendar)		Calendar #1	Calendar #2	Calendar #3	Calendar #4
7	Eligible Enrollment, exclude ECSE Students	60			
8	Number of Scheduled Instructional Days	200			
9	Average Length of Instructional Minutes per Day, exclude non-instructional time	150			
10	Annual Instructional Hours: (8) * (9) / 60 (Must equal or exceed 350 to be eligible)	500			
11	Maximum Average Daily Membership (ADM) Per Student: Lesser of (10) / 850 or 0.6	0.6			
12	ADM/Pupil Units: (7) x (11)	35.4			

Program Enrollment for District		FY 2021
13	Total Estimated Program Pupil Units (sum of line 12)	35.4
14	Total Program Enrollment (sum of line 7 for eligible calendars)	60
15	Of the total enrollment listed in Line 14 how many are eligible nonresidents?	

Please enter a value for Eligible Nonresidents

Lines 13 to 14: summary of eligible calendars
Line 15: enter number of eligible nonresidents.

Lines 10 to 12: automatically calculate annual instructional hours, max ADM per student, and ADM/Pupil units.

Enter Program Calendar and Enrollment Information (3)

Lines 7 to 9: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

Program Calendar and Enrollment (Must complete at least 1 Calendar)		Calendar #1	Calendar #2	Calendar #3	Calendar #4
7	Eligible Enrollment, exclude ECSE Students	60			
8	Number of Scheduled Instructional Days				
9	Average Length of Instructional Minutes per Day, exclude non-instructional time				
10	Annual Instructional Hours: (8) * (9) / 60 (Must equal or exceed 350 to be eligible)				
11	Maximum Average Daily Membership (ADM) Per Student: Lesser of (10) / 850 or 0.6				
12	ADM/Pupil Units: (7) x (11)				
Program Enrollment for District		FY 2021			
13	Total Estimated Program Pupil Units (sum of line 12)	0.0			
14	Total Program Enrollment (sum of line 7 for eligible calendars)	0	Does not include Enrollment from incomplete or ineligible calendars		
15	Of the total enrollment listed in Line 14 how many are eligible nonresidents?				

Enter data in (8) & (9)

Incomplete calendars will have an "Enter data" note appear.

Incomplete and ineligible calendars are excluded from totals.

Enter Program Calendar and Enrollment Information (4)

Lines 7 to 9: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

Program Calendar and Enrollment (Must complete at least 1 Calendar)		Calendar #1	Calendar #2	Calendar #3	Calendar #4
7	Eligible Enrollment, exclude ECSE Students	60			
8	Number of Scheduled Instructional Days	100			
9	Average Length of Instructional Minutes per Day, exclude non-instructional time	100			
10	Annual Instructional Hours: (8) * (9) / 60 (Must equal or exceed 350 to be eligible)	Ineligible			
11	Maximum Average Daily Membership (ADM) Per Student: Lesser of (10) / 850 or 0.6				
12	ADM/Pupil Units: (7) x (11)				
Program Enrollment for District		FY 2021			
13	Total Estimated Program Pupil Units (sum of line 12)	0.0			
14	Total Program Enrollment (sum of line 7 for eligible calendars)	0	Does not include Enrollment from incomplete or ineligible calendars		
15	Of the total enrollment listed in Line 14 how many are eligible nonresidents?				

Ineligible calendars will have an "Ineligible" note appear.

Incomplete and ineligible calendars are excluded from totals.

Enter Program Calendar and Enrollment Information (5)

Lines 7 to 9: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

Program Calendar and Enrollment (Must complete at least 1 Calendar)		Calendar #1	Calendar #2	Calendar #3	Calendar #4
7	Eligible Enrollment, exclude ECSE Students	3,000			
8	Number of Scheduled Instructional Days	200			
9	Average Length of Instructional Minutes per Day, exclude non-instructional time	150			
10	Annual Instructional Hours: (8) * (9) / 60 (Must equal or exceed 350 to be eligible)	500			
11	Maximum Average Daily Membership (ADM) Per Student: Lesser of (10) / 850 or 0.6	0.6			
12	ADM/Pupil Units: (7) x (11)	1,770.0			
Program Enrollment for District		FY 2021			
13	Total Estimated Program Pupil Units (sum of line 12)	1,770.0	ISSUE: Program Pupil Units > max of 1576. Adjust lines (7) to (9).		
14	Total Program Enrollment (sum of line 7 for eligible calendars)	3,000			
15	Of the total enrollment listed in Line 14 how many are eligible nonresidents?				

Program Pupil Unit Totals exceeding maximum allowed will provide a warning note to fix.

Enter Participation Impacting Other Funding Sources

Lines 16 to 17: will automatically populate the total enrollment and pupil units from Line 14 based on prior approved enrollment.

FY 2021 Program Enrollment and Pupil Units by Application Type		FY17 Renewal*	FY20 Continuation*	FY21 Expansion	FY21 New
16	Calculated Program Enrollment (based on prior approved enrollment)	78	54	2,946	N/A
17	Calculated Program Pupil Units (Average): (13) / (14) * line (16)	46.0	31.9	1,738.1	N/A

*Totals for renewal and continuation show eligibility and are not cumulative. A site with 35 students in FY17 and 40 in FY20 would have 35 under renewal and 40 under continuation.

Estimated Participation Impacting Other Funding Sources		FY 2021
Of the total enrollment listed in Line 14:		
18	How many will be served breakfast?	<input type="text"/>
19	How many will be served lunch?	<input type="text"/>
20	How many are considered Protected Class Participants (non-white students)?	<input type="text"/>

Enter estimate. Enter 0 if none

Enter estimate. Enter 0 if none

Enter estimate. Enter 0 if none

Enter data in (18) to (20)

Lines 18 to 20: require entering participant totals that are capped at the enrollment totals on line 14.

New PreK Program Only Data

For new Pre-K program to fill out. Existing programs do not fill out.

New programs will see yellow shaded cells.

Free and Reduced Price Meals Eligibility for New Programs		FY 2021
Of the total enrollment listed in Line 14:		
21	How many qualify for free meals?	
22	How many qualify for reduced price meals?	

Existing programs will see white shaded cells with "N/A".

Free and Reduced Price Meals Eligibility for New Programs		FY 2021
Of the total enrollment listed in Line 14:		
21	How many qualify for free meals?	N/A Only new programs enter FRPL counts for free meal eligibility
22	How many qualify for reduced price meals?	N/A Only new programs enter FRPL counts for reduced-price meal eligibility

School District Only Data

For school districts to fill out. Charter schools do not need to complete.

Districts will see yellow shaded cells.

Estimated Facility Remodeling Costs-Districts Only		FY 2021
23	Anticipated Remodeling Costs	
24	Square Footage to be Remodeled for Prekindergarten	
25	Pay As You Go or Bond Financed?	
26	Long-Term Facilities Maintenance Additional Annual Costs for Prekindergarten	

Charters will see white shaded cells.

Estimated Facility Remodeling Costs-Districts Only		FY 2021
23	Anticipated Remodeling Costs	Charter Schools skip this section
24	Square Footage to be Remodeled for Prekindergarten	Charter Schools skip this section
25	Pay As You Go or Bond Financed?	Charter Schools skip this section
26	Long-Term Facilities Maintenance Additional Annual Costs for Prekindergarten	Charter Schools skip this section

Program preference and Saving (1)

Summary of the prekindergarten pupil units and enrollment from line 13 and 14.

MAC Computer Users: Save buttons require you to select file format noted below

Save to Complete Later

MAC Users - Save for Later: Save with file format "Excel Macro-Enabled Workbook (.xlsm)"

Save to Submit*

MAC Users - Save to Submit: Save with file format "Excel Workbook (.xlsx)"

* Please use the file name automatically generated and do not edit

Summary Check

Program Pupil Units:	35.4
Program Enrollment:	60

Adjust rows (7) to (9) if Summary Check is wrong

Use buttons to save Site Worksheet. A default file name is generated and should not be edited to ensure a successful submission. Upload this file to submit.

MAC computer users: save with file formats "Excel Macro-Enabled Workbook (.xlsm)" when saving for later.

Program preference and Saving (2)

MAC Computer Users: Save buttons require you to select file format noted below

Save to Complete Later

Save to Submit*

* Please use the file name automatically generated and do not change it.

Microsoft Excel

ISSUE:
Program Pupil Units > than 60% of Total Pupil Units. Please adjust Lines 7 to 9 before submitting.
Lines 1, 2, 15, 18, 19, 20, 21, 22, need to be filled in before submitting

OK

Summary of the prekindergarten pupil units and enrollment from line 13 and 14.

Summary Check	
Program Pupil Units:	35.4
Program Enrollment:	60

Adjust rows (7) to (9) if Summary Check is wrong

“Save to Submit” will only work if the Site Worksheet has been completed without issues. A prompt will say if there is a problem with the total pupil units requested and/or if a required line has not been completed.

Thank you!

Paul Imon Pedtke

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Minnesota Department of Education

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