

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

To: Superintendents and EMIS Coordinators at Joint Vocational Schools and Career-Tech Centers

From: David Ehle, ODE, EMIS
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RE: Reporting Preschool Student Data for Non-Early Childhood Education Grant Programs

Date: February 26, 2019

We have been asked why Career and Technical Education centers which house pre-school programs have to start reporting data to the Ohio Department of Education. This memo will explain why and what needs to be reported for whom.

If you are a CTE/JVSD with a licensed preschool who receives Early Childhood Education grant funds from ODE, you must report student data for preschool students.

If you are a CTE/JVSD with a licensed preschool who does not receive any money from ODE to operate, you must report student data for preschool students.

Several years ago, state law was changed to allow SSID numbers to be issued to children under the age of five, including children participating in preschool in various settings. This was part of a broad policy effort to better track where preschool students are educated, in the interest of understanding how those students do in higher grades and how they perform on the Kindergarten Readiness Assessment. Since that time, every location licensed by ODE that educates a preschool aged child has had to report data in EMIS. This is not a new requirement.

Over half of Career-Tech centers are already reporting as expected in EMIS – including both centers that receive public preschool funds (Early Childhood Education grant dollars) and some that don't. We will not exempt any education setting from reporting this data because of the policy goals. The Governor has an ambitious early childhood agenda and we want to be prepared if additional or new public funds become available. Just like these preschools are not exempt from the state's licensing regulations, they are not exempt from reporting requirements. You are educating these preschool students, in addition to educating the high school students who are learning to work with young children.

In addition to being able to progress our policy goals, having these data allows the state to do critical checks with other EMIS data, including teacher certification checks, teacher to student ratio, and comparisons with our other preschool populations.

Early Childhood Education grantees have additional data reporting requirements. Those of you who do not have this grant have less data to report.

As with all students reported in EMIS, these preschool students will need an SSID. This SSID can be obtained through the standard ODE/IBM system for managing SSIDs. If your EMIS coordinator is unsure how to obtain an SSID, please contact your ITC for assistance.

For your program and the preschool students in the program, you need to report:

- Each preschool student's basic enrollment information, including start and end dates and approximate percentage of full time enrollment,
- Each preschool student's basic demographic information, as known by the CTE program staff,
- An EMIS calendar indicating the days and hours when your preschool program is in session, and
- At least 1 preschool course, with one of your staff listed as instructor and all preschool students enrolled in the course. The staff member must be reported in the same way as all staff employed by the school are reported in EMIS. Note that this course will not be included in any CTE-related funding checks, but will be evaluated for proper teacher licensure of the staff member during the initial staff reporting window each year.

Unlike those CTE programs who are recipients of an Early Childhood Education grant, there are several types of EMIS data that are not required:

- No student assessment data needs to be reported
- As the student would continue to receive special education service from his or her resident district, no special education data needs to be reported, and
- No daily attendance records or HB 410 related information needs to be reported.

In addition to the data required to be reported by the CTE program, some districts have expressed concerns about the impact on other districts of reporting these students. Since these students do not generate FTE funding, and since preschool students, in general, can enroll in programs at districts outside their resident districts, a CTE program reporting these students does not impact the reporting of other districts. Unless the student is a student with a disability condition, the resident district is not required to report these students. In addition, if a student later enrolls in another district, that district can retrieve the CTE program generated SSID from the shared ODE/IBM system.

The data requirements listed above are based on current law and policy as understood by ODE. The data reporting requirements could change in the future, but notice would be given as far in advance of the start of the applicable school year as possible.

If you have questions about reporting your preschool data into EMIS, please contact your ITC for assistance. If they are unsure of the answer to your question, they will enter a ticket for ODE to answer in the statewide EMIS helpdesk system. The answer from the EMIS team will come in writing, and will generally be available for review by all ITCs to help ensure statewide reporting consistency.

cc: ITC EMIS staff