

PowerSchool Early Childhood Entry

This document will walk you through step by step for entering Early Childhood data entry. Early Childhood is collected three times a year. There is Fall collection, Spring collection and End of Program collection. All students will be exited out of the Early Childhood program for the End of Program collection. If you have student that leave the Early Childhood program and/or leave your district you must update their Early Childhood record with exit date and reason.

Search for GSRP and Strong Beginnings students, if applicable

1. From the Start Page select desired students GSRP (-2) and Strong Beginnings (-7)

Students ▾ All ▾

A B C D E F G H I J K L M N O P Q R S T U

-7(SB) -6 -5(VE) -4(AS) -3(ECSE) -2(GSRP) -1(PK) K 1

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#)

- If you have both programs you will need to do an advance search. Click on Advanced button. Click on first grade level you need -7(SB), then click on the second level -2(GSRP). Click Set to work with your combined list.

Advanced

All ▾

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-7(SB) -6 -5(VE) -4(AS) -3(ECSE) -2(GSRP) -1(PK) K 1 2 3 4 5 6 7 8 9 10 11

12 13 F M All

[View Field List](#)

2. Click on the first name in your combined search results

Start Page ★

Students ▾ All ▾

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
-7(SB) -6 -5(VE) -4(AS) -3(ECSE) -2(GSRP) -1(PK) K 1 2 3 4 5 6 7 8

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)

Current Selection [Clear All](#) [Advanced: Set to 48](#) ✕

Current Student Selection (48)

Student

Allen, Orion Rossalia

- From the Left Side menu click on Compliance

Student Profile ▶

Academic Records ▶

Attendance ▶

Behavior ▶

Compliance ▶

Courses and Programs ▶

Data Exchange ▶

- Select Early Childhood Programs

State Information	Components
<u>All Components</u>	Attendance
Early Childhood	Contacts
Early Roster	Early Childhood Programs
General Collection	Early On
Request for UIC	Early Reading Deficiency
Student Record Maintenance	Enrollment

3. Enter Early Childhood data in the required fields

Attendance
Contacts
Early Childhood Programs
Early On
Early Reading Deficiency
Enrollment
General t

Part C Early Childhood Outcomes
Personal Core
Personal Curriculum
Personal Demographics
Program Parti

Title III English Learner and Immigrant

EARLY CHILDHOOD PROGRAMS

MSDS Reported

Non-Reported

Student Grade or Setting: (30) Early Childhood/Early On ▼

ENROLLMENT PLACEMENT 1

Fiscal Entity Type Code: (D) District ▼

Fiscal Entity Code:

Fiscal Entity Code 2:

School Facility Number:

Provider License Number:

Set the Students Grade or Setting to (30) Early Childhood/Early On
 Fiscal Entity Type is always (D) District
 Fiscal Entity Code is always 74000
 Fiscal Entity Code 2 is normally blank
 School Facility Number the the 5 digit building code for your school
 Provider License Number belongs to the class instructor

Early Childhood Comment:	<input type="text"/>
Early Childhood Program:	(01) Great Start Readiness Program
Early Childhood Program Start Date:	09/09/2024
Early Childhood Delivery Method:	(1) School Based
Early Childhood Delivery Schedule:	(05) School-Day 4 Days Per Week
Federal Poverty Level:	(01) 0% to 50% FPL
Additional Eligibility Factors:	<input type="text" value="(05) Parent/guardian with low educational attainment"/> <input type="text" value="(06) Abuse/neglect of the child or parent"/> <input type="text" value="(07) Environmental risk"/> <input type="text" value="(08) None"/> Clear
Qualifying Factors:	<input type="text" value="(A) Homeless"/> <input type="text" value="(B) Foster Care"/> <input type="text" value="(C) Qualifying IEP"/> <input type="text" value="(D) None"/> Clear
Early Childhood Program End Date:	MM/DD/YYYY
Early Childhood Program Exit Reason:	<input type="text"/>

Early Childhood Comment is a field to capture any notes regarding entry
Early Childhood Program, for schools program will be (01) Great Start Readiness Program
Early Childhood Program Start Date is the day the child starts the program
Early Childhood Delivery Method for school based program is (1) School Based
Early Childhood Delivery Schedule is referencing number of days the program meets
Usually (05) School Day 4 Days Per Week
Federal Poverty Level will be provide to you from early childhood program
Additional Eligibility Factors must be completed. Valid code range is 02-08
02 Diagnosed disability or identified developmental delay
03 Severe or challenging behavior
04 Primary and/or home language other than English
05 Parent/guardian with educational attainments
06 Abuse/neglect of the child or parent
07 Environmental risk
08 None
Qualifying Factors must be completed.
(A) Homeless
(B) Foster Care
(C) Qualifying IEP
None

Note: If you select C Qualifying IEP you must select (02) in the Additional Eligibility Factors

Early Childhood Program End date is populated when a child leaves the early childhood program. Child may or may not be exiting the district.

Early Childhood Program Exit reason. Valid reasons are:

- (063) Program Completed
- (064) Parent Initiated Transfer
- (065) Program Initiated Transfer
- (066) Child's Behavior Does Not Meet Expectations
- (067) Parent Withdrew Child
- (068) Death of Child
- (069) Program Termination
- (999) Other Reason or Unknown

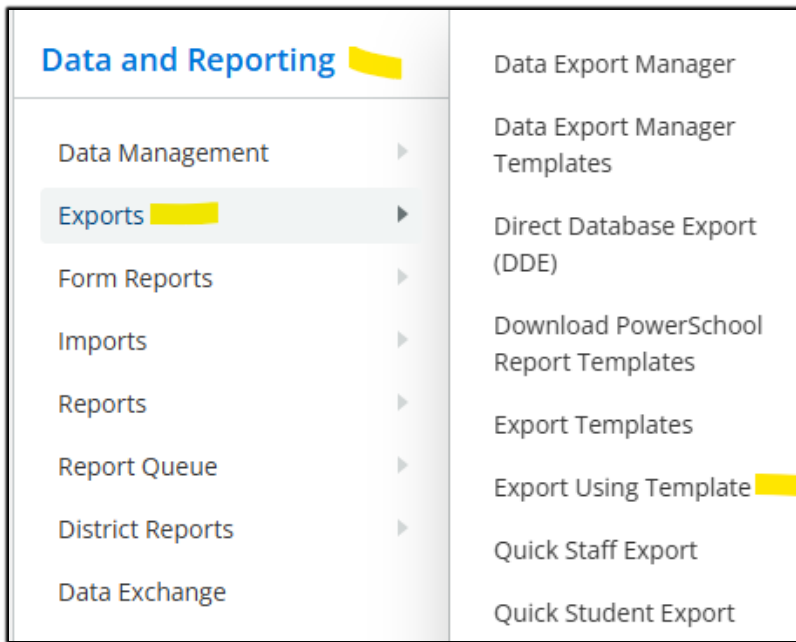
Early Childhood Program End Date:	<input type="text" value="MM/DD/YYYY"/>	
Early Childhood Program Exit Reason:	<input type="text"/>	

Enrollment Placement 2,3,4,5

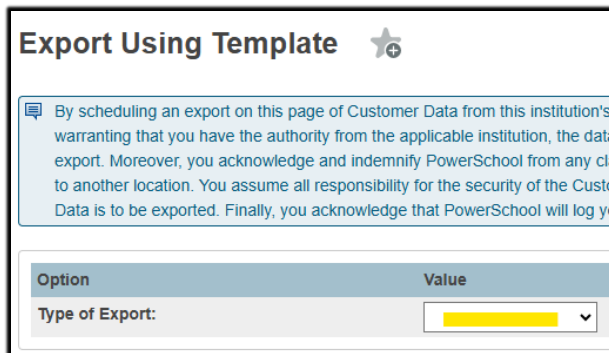
You can add up to 5 different Enrollment Placements. They are the same fields documented in step 3.

Click on Submit to save the record. Then move on next to student.

4. To review the data entry you can run an export using a template. Go to Start Page, Data and Reporting, Exports, Export Using a Template.



5. From the Export Using Template screen, select Students from the dropdown box.



6. From the Export Template field select Early Childhood Extract Report and the student from your student search or advanced search. Click on Submit, the file will be sent to your Download folder.

Export Using Template

Option	Value
Type of Export:	Students
Export template?	Early Childhood Extract Report
For Which Records?	<input checked="" type="radio"/> The selected 48 students

- Open the report using Excel.
Follow the Wizard prompts
(Delimited, Next, Next, Finish)

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file C:\Users\ramsey.virginia.SCCRESA\Downloads\student.export (8).text

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1 Last NameFirst NameMiddle NameUICFiscal Entity TypeFiscal Entity Code
2 ArchibaldStetsonRobert8276338742D740000108/27/2024105DC7400929
3 ArizolaEvelynaVirginia6872892098D740000109/09/2024105DC7400929
4 ArsenaultIsaiahAnthony2623906585D740000109/09/2024105DC7400929
5 BrengmanReeseMonica2943915888D740000109/09/2024105DC740092902

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Cancel < Back **Next >** Finish

Last Name	First Name	Middle Name	UIC	Fiscal Entity Type	Fiscal Entity Code	EC Program	Start Date	End Date	Exit Reason	Delivery Method	Deliver Schedule	Provider License Number	Federal Poverty Level Quintile	Additional Eligibility Factors	Qualifying Factors	EC Comment
				D	74000	1	9/9/2024			1	5	DC740242489	1	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	3	7	D	
				D	74000	1	9/9/2024			1	5	DC740242489	2	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	5	8	D	
				D	74000	1	9/9/2024			1	1	DC740242489	1	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	11	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	2	03,07	D	
				D	74000	1	9/9/2024			1	5	DC740242489	11	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	3	8	D	
				D	74000	1	9/9/2024			1	1	DC740242489	1	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	3	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	3	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	1	8	D	
				D	74000	1	9/9/2024			1	5	DC740242489	3	8	D	