

The background of the image is a server room. On the left, there are several rows of server racks. The racks are filled with various electronic components, and some have blue indicator lights glowing. The background is slightly blurred, showing more racks and some out-of-focus yellow and green lights. Overlaid on the right side of the image is a white, torn-edge style callout box. Inside this box, the text "QCS.M" is written in a large, bold, black serif font. Below it, "Site Updates" is written in a large, bold, black italicized serif font. At the bottom of the box, "REQUIRED MILESTONE #1" is written in a smaller, black, all-caps sans-serif font.

QCS.M ***Site Updates***

REQUIRED MILESTONE #1

Getting Started

QCS.M Site Updates



Beginning Your Site Update

1

Please start by including the date you are completing this form.

Date:

Program Year/Año de la Programa*

☐

2024-2025

2

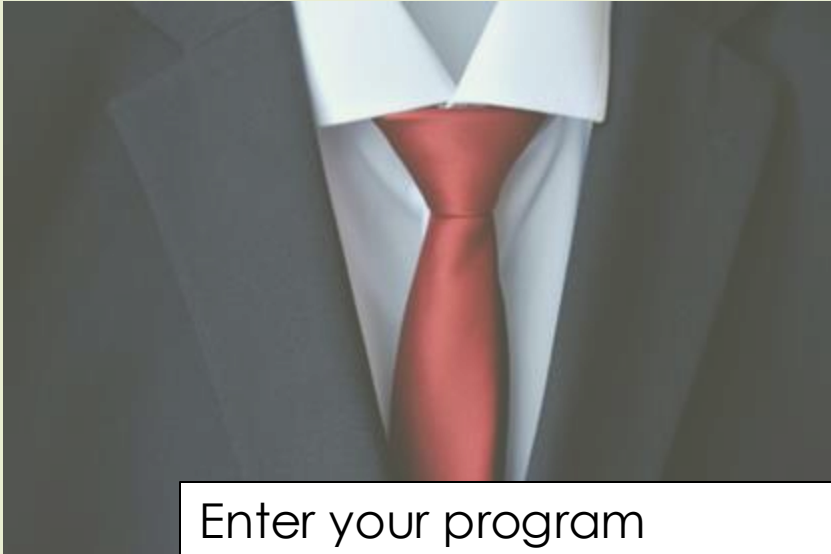
Please also select the checkbox for this program year.

!

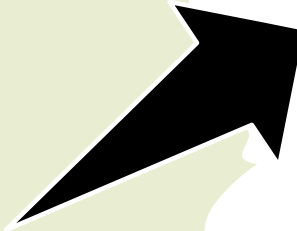
If this is **not** the first time you are completing a site update, and you would like a copy of your previous site update for reference, please reach out to QRIS@smcoe.org or ijohnson@smcoe.org (650-802-5344) for a copy of your previous submission.

3

Contact Information



Enter your program information, including the phone number, email address, and website you would like to be **publicly posted**.



Program Physical Address/Dirección del hogar*

Street Address

Street Address 2

Zip Code

City

State

Program Phone Number (will be posted PUBLICLY; optional for FCCs)/Número de Teléfono del Programa (*se anunciará públicamente*; opcional para FCCs)

 Ext:

Program Email (will be posted PUBLICLY)/Correo Electrónico del Programa (*se anunciará públicamente*)*

Program Website (will be posted PUBLICLY)/Página del Web (*se anunciará públicamente*)

Contact Information

The details on this portion of the site update should include information about the site director / FCC Owner. **These details are not publicly posted.**

If you would like to include a secondary contact or oversee multiple sites, please select '**Site Director Oversees Multiple Sites**' to include a secondary contact, such as a site supervisor or other agency representative.

If you are the Site Director / FCC Owner or completing this form **on behalf of** the Site Director / FCC Owner, please include your contact details. This is necessary to ensure that you continue to have user access to Vertical change.

Contact Person/ Información de Contacto

Site Director Name/Nombre del Director del Plantel*

Site Director Title/Título Formal del Director del Plantel*

Site Director Email/Correo Electrónico del Director del Plantel*

Site Director Work Phone/Número de Teléfono del Director del Plantel*

 Ext:

Site Director Mobile Phone/Número de Celular del Director del Plantel

 Ext:

Site Director Oversees Multiple Sites (Contact Alternative Site Supervisor Instead)/El Director del Plantel Supervisa varios Lugares (or planteles)

☐ Yes/Sí

Alternative Site Supervisor Contact

Alternative Contact Name/Nombre del Supervisor Alterno del Plantel*

Alternative Contact Title/Título del Contacto Alterno*

Alternative Contact Email/Correo Electrónico del Contacto Alterno*

Alternative Contact Work Number/Número de teléfono del Contacto Alterno*

 Ext:

Alternative Contact Mobile Phone/Número del Celular del Contacto Alterno

 Ext:

Name of person filling out for *

Email of person filling out for *

Agency and Licensing Information

Federal Tax Identification Number (FEIN) is required for all CSPP / Title V agencies

Please indicate your type of program

Note: License Expiration is an optional field, if you do not have this information, please leave this field blank. This will not prevent you from saving the form.

If your site has more than one license, your licenses should be listed in order of highest enrollment.

- For example, if your site has two licenses and is serving 25 children ages 0-18 months and 13 children ages 3-5, your infant license should be listed first.

Required - CSPP / Title V Sites*

Federal Tax Identification Number (FEIN)

Licensing Information/Información de la Licencia

Type of Program/Tipo de Proveedor*

- ☐ Small Family Child Care Home (up to 8 Children)/Hogar de cuidado infantil familiar pequeño (hasta 8 niños)
- ☐ Large Family Child Care Home (Up to 14 Children)/Hogar de cuidado infantil familiar grande (hasta 14 niños)
- ☐ Infant Child Care/Cuidado Infantil
- ☐ Child Care Center/Centro de Cuidado
- ☐ Child Care Center for Mildly Ill Children/Centro de Cuidado para niños con necesidades moderadas
- ☐ Licensed-Exempt Center/Centro exento de licencia
- ☐ Other/Otro

License Number/Número de Licencia*

License Effective Date/Fecha de Entrada en Vigor de la Licencia

License Expiration Date/Fecha de Expiración de la Licencia

Do you have a second license?

☐ Yes

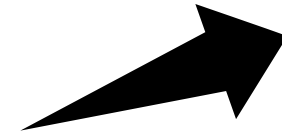
Multiple Licenses?



Reminder: If your site has more than one license, your licenses should be listed in order of highest enrollment.

If you have a second license, please select the 'yes' on the 'Do you have a second license' check box and additional fields will be added to capture this information

2



Do you have a second license?

☐ Yes

If you have a third license, please select the 'yes' on the 'Do you have a third license' check box and additional fields will be added to capture this information

3



Do you have a third license?

☒ Yes

Actions From Community Care Licensing?



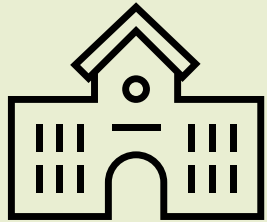
Please indicate if your site has any of the following actions in progress

Please select 'None of the above' if none of these apply

Does this site have any of the following actions in progress by Community Care Licensing?/¿Tiene su lugar alguna de las siguientes acciones en curso por parte de la Oficina de Licencia para el Cuidado Comunitario?*

- ☐ Non-compliance conference/Una reunión por incumplimiento
- ☐ An administrative action taken or currently in progress/Una acción administrativa tomada o en curso
- ☐ Probationary license/Una licencia probatoria
- ☐ None of the above/Ninguno

Accreditation and LEA Funding



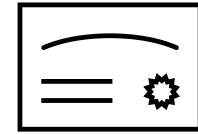
If your site is accredited or receives LEA funding, please select the 'yes' checkbox, after doing so an additional field will open to capture more information.

NEW: If your site receives LEA funding, please provide your CDS Code

Accreditation Information/Información de la Acreditación

Is this site accredited/ ¿Está acreditado su lugar?*

☐ Yes ☐ No



Accreditation

Accreditation Body/Que tipo de acreditación tiene?*

- ☐ NAEYC
- ☐ NAFCC
- ☐ NAC
- ☐ COA
- ☐ NECPS
- ☐ SACS
- ☐ ACSI
- ☐ AMS
- ☐ Other/Otro

FOR LEA LOCATED SITES

CDS Code:

The 14-digit County District School (CDS) code is the official, unique identification of a school within California. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school.

Funding Details

Please select all that apply



Funding/Información sobre el Financiamiento

Funding Sources/Marque todas las fuentes de financiamiento que correspondan*

- ☐ Head Start
- ☐ Early Head Start
- ☐ State Title I
- ☐ California State Preschool (Title V)
- ☐ General Child Care (CCTR)
- ☐ Private
- ☐ IDEA Part C (Early Intervention)
- ☐ IDEA Part B (Special Education)
- ☐ First 5 Local Non-CSP Funds
- ☐ Migrant Head Start
- ☐ Tribal Head Start
- ☐ Family Child Care Home Education Network
- ☐ US Military
- ☐ State Migrant (CMIG)



- ☐ Voucher Ready
- ☐ LEA Unrestricted funds, including LEA LCFF
- ☐ CSPP QRIS Block Grant
- ☐ QCC QRIS Block Grant
- ☐ Other/Otro

If Other, please explain:

Only one of these two boxes should be selected

CSPP / Title V sites only

Non-CSPP Sites
Please select this box



Does your site receive Vouchers?

☐ Yes ☐ No

Please check all vouchers that apply

- CalWORKS Vouchers ☐
- Alternative Payment (AP) Vouchers ☐
- California Migrant Alternative Payment (CMAP) Vouchers ☐
- Other Vouchers ☐

If Other, Please explain:

Page 5

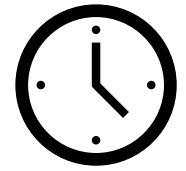
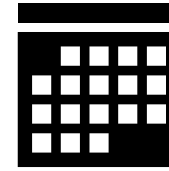


NEW: If your site receives vouchers, please indicate the type of voucher you receive



'Voucher Ready' indicates that your site is available to receive vouchers, this does not indicate whether you are currently receiving vouchers

Program Operation Information



Please provide the days of the week that your site is open.

For hours of operation, if your program has structured start and end times that are consistent throughout the week please select 'yes' and provide those times.

If your site has a more flexible schedule (start and end times change throughout the week) please select 'No' and provide us your hours of operation.

Program Operation/Información sobre las Operaciones

Months of Operation/Número de Meses que el programa opera durante el año*

Operation Days/Días de Operación*

- ☐ Sunday/Domingo
☐ Monday/Lunes
☐ Tuesday/Martes
☐ Wednesday/Miércoles
☐ Thursday/Jueves
☐ Friday/Viernes
☐ Saturday/Sábado

Is the operation hours the same for all days of operations?/¿Son las horas de operación las mismas todos los días?*

☐ Yes/ Sí ☐ No

Same/Mismo

Start Time/Hora de inicio*

End Time/Hora de finalización *

Different/Diferente

If hours vary by day, please specify/Indique las horas de operación de cada día mencionado arriba*



Program services and languages Used

Please select all that apply



Program Services/Servicios que ofrece el Programa*

- | | |
|--|--|
| ☐ Drop-In/Programa de asistencia opcional | ☐ Full Year/Año completo |
| ☐ Full Day/Día completo | ☐ Part Year/Parte del año |
| ☐ Part Day/Medio día | ☐ Weekends/Fines de semana |
| ☐ Before School/Antes de la escuela | ☐ Evenings/Noches |
| ☐ After School/Después de la escuela | ☐ Food Served/Servicio de comidas |
| ☐ School Day/Día escolar | ☐ Infant or Toddler Care/Cuidado Infantil |
| ☐ School Year/Año escolar | ☐ School-Aged Care/Cuidado de niños de edad escolar |



Languages used with children during classroom instruction/Los idiomas que se hablan con los niños en su hogar*

- | | |
|---|--|
| ☐ English/inglés | ☐ Portuguese/portugués |
| ☐ Spanish/español | ☐ Punjabi/panyabi |
| ☐ Arabic/árabe | ☐ Russian/ruso |
| ☐ Armenian/armenio | ☐ Tagalog (Filipino)/tagalo |
| ☐ Cantonese/cantonés | ☐ Vietnamese/vietnamita |
| ☐ Hindi/hindi | ☐ ASL/lenguaje de señas en inglés |
| ☐ Hmong/hmong | ☐ Other/Otro, especifique |
| ☐ Japanese/japonés | |
| ☐ Korean/coreano | |
| ☐ Mandarin/mandarín | |



Enrollment Information



This number should be the sum of all your licensed capacities



Site Enrollment Information/Información de Matrícula de los Niños
Total License Capacity/Capacidad de la Licencia*

Please indicate all ages served at your site. School age information is only collected for Family Child Cares



Ages of Children Being Served/Edad de los Niños Atendidos*

- ☐ Infant/Bebes
- ☐ Toddler/Niños Pequeños
- ☐ Preschool Age/Edad Preescolar
- ☐ (for FCCs only) School Age/(solo para FCCs) Edad Escolar

The sum of enrolled Infants, Toddlers, and Preschoolers will be used for many of the upcoming prompts



Enrollment Information

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*



Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*



Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*

Enrollment Information

Enrollment Information

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*



Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*



Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*

The total of these two categories should be equal

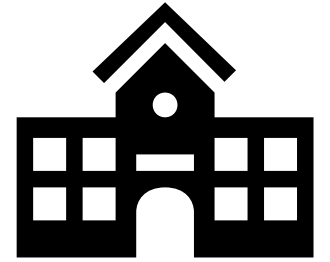


Number of Children Enrolled for Part-Day, Part-Year Care/Número aproximado de niños recibiendo cuidado por parte de día, parte del año*

Number of Children Enrolled for Part-Day, Full-Year Care/Número aproximado de niños recibiendo cuidado por parte del día, todo el año*

Number of Children Enrolled for Full-Day, Part-Year Care/Número aproximado de niños recibiendo cuidado todo el día, solo una parte del año*

Number of Children Enrolled for Full-Day, Full-Year Care/Número aproximado de niños recibiendo cuidado todo el día, todo el año*



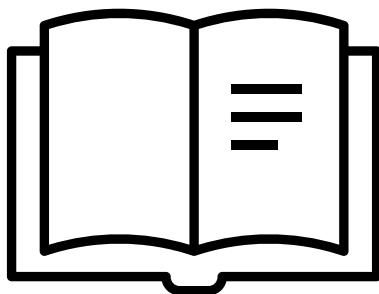
Please make sure the sum of all enrolled children is equal to the sum of all Part-Day/ Full-Day, Part-Year/ Full Year spots filled

*FCCs - Data about school age children should not be included in these totals.

Defining Classrooms



Please keep these definitions in mind while completing the next section



Defining Classrooms for Assessment

Classrooms are defined by the *teaching team* and the *group of children*. The table below demonstrates several scenarios to help determine the number of classrooms.

Scenario	Number of Classrooms	Rationale
AM Preschool + PM Preschool Same teaching team for AM and PM	1	Ages served and teaching team are the same.
AM Toddlers + PM Preschool Same Teaching team in AM and PM	2	Teaching team is the same. Different <i>age groups</i> require different assessments.
AM Preschool + PM Preschool Different Teaching team in AM and PM	2	Same age group served in morning and afternoon. Different teaching teams require different assessments.

Reporting CCTR IT Classrooms

!

If you are a **CSPP / Title V** site and have **CCTR Infant Toddler** classrooms at your site, please provide the following details. It is important that this section is accurate and up to date. **These details will be used in determining your eligibility for a CCTR IT Award.**

!



!

CCTR

Total number of CCTR Infant/Toddler Classrooms*

Number of Part Day CCTR Infant/Toddler Classrooms*

Number of slots filled in Part Day CCTR Infant/Toddler Classrooms*

Number of Full Day CCTR Infant/Toddler Classrooms*

Number of slots filled in Full Day CCTR Infant/Toddler Classrooms*

Direct & Subcontractors

Reporting CSPP Classrooms

!

CSPP / Title V sites, it is important that this section is accurate and up to date. This information will be used in calculating your **CSPP Local Block Grant and QI Awards and** will be cross-referenced with your classroom details previously entered in NOHO (if applicable) and the classroom details provided later in this form.

!

!



CSPP

CDE Provider Vendor Number/Submission Code*

Total Number of Direct contracted CSPP Classrooms*

Number of Part Day Direct contracted CSPP Classrooms*

Number of slots filled in Part Day Direct contracted CSPP classrooms*

Number of Full Day Direct Contracted CSPP Classrooms*

Number of slots filled in Full Day Direct contracted CSPP Classrooms*

Direct Contract

Reporting CSPP Classrooms



If you are a **CSPP / Title V** site and have **CCTR Infant Toddler** classrooms at your site, please provide the following details. It is important that this section is accurate and up to date. These details will be cross-referenced with the information your previously provided in NOHO (if applicable) and **will be used in determining your eligibility for a CCTR IT Award.**



Total number of Subcontracted CSPP Classrooms*

Number of Part Day Subcontracted CSPP Classrooms*

Number of slots filled in Part Day Subcontracted CSPP Classrooms*

Number of Full Day Subcontracted CSPP Classrooms*

Number of slots filled in Full Day Subcontracted CSPP Classrooms*

Subcontractors

Race and Ethnicity

The total of these two categories should be equal

Please list the Race/Ethnicity of each child. There should only be 1 (one) input per child enrolled.

If a child has **more than one race**, use the more than one race field for this child

!

If the race of a child is **unknown**, please use the 'unknown ethnicity' field

!

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*

+

Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*

+

Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*

=

Race/Ethnicity Breakdown of Children at Your Site

(MUST EQUAL TOTAL NUMBER OF CHILDREN ENROLLED)

Race/Ethnicity Breakdown of Children at Your Site who are American Indian or Alaska Native/ Número total de niños que son amerindios o nativos de Alaska*

+

Race/Ethnicity Breakdown of Children at Your Site who are Asian/Número total de niños que son asiáticos*

+

Race/Ethnicity Breakdown of Children at Your Site who are Black or African American/Número total de niños que son negros o afroamericanos*

+

Race/Ethnicity Breakdown of Children at Your Site who are Hispanic/Latino/Número total de niños que son hispanos/latinos*

+

Race/Ethnicity Breakdown of Children at Your Site who are Native Hawaiian or Pacific Islander / Número total de niños que son nativos de Hawái o de las Islas del Pacífico*

+

Race/Ethnicity Breakdown of Children at Your Site who are White/Número total de niños que son blancos*

+

Race/Ethnicity Breakdown of Children at Your Site who are more than one race/Número total de niños que son de raza mixta*

+

Race/Ethnicity Breakdown of Children at Your Site of Unknown Ethnicity/Número total de niños de raza o etnia desconocida*

*FCCs - Data about school age children should not be included in these totals.

Home Languages



Language Breakdown of Children at Your Site/Información Demográfica de los Niños (lenguaje)

(MUST EQUAL TOTAL NUMBER OF CHILDREN ENROLLED)

Count of Children who speak English/Número total de niños que hablan inglés*

+

Count of Children who speak Spanish/Número total de niños que hablan español*

+

Count of Children who speak Arabic/Número total de niños que hablan árabe*

+

Count of Children who speak Armenian/Número total de niños que hablan armenio*

+

Count of Children who speak Cantonese/Número total de niños que hablan cantonés*

+

Count of Children who speak Hindi/Número total de niños que hablan hindi*

+

Count of Children who speak Hmong/Número total de niños que hablan hmong*

+

Please indicate the home language of each child.
Do not list more than one language for each child.

For children who have more than one home language, please select 'other language' and provide a description in the other field

Count of Children who speak Japanese/Número total de niños que hablan japonés*

+

Count of Children who speak Korean/Número total de niños que hablan coreano*

+

Count of Children who speak Mandarin/Número total de niños que hablan mandarín*

+

Count of Children who speak Portuguese/Número total de niños que hablan portugués*

+

Count of Children who speak Punjabi/Número total de niños que hablan panyabi*

+

Count of Children who speak Russian/Número total de niños que hablan ruso*

+

Count of Children who speak Tagalog (Filipino)/ Número total de niños que hablan tagalo*

+

Count of Children who speak Vietnamese/Número total de niños que hablan vietnamita*

+

Count of Children who speak ASL/Número total de niños que hablan el lenguaje de señas en inglés*

+

Count of Children who speak Other Language/Número total de niños que hablan otros idiomas*

+

If other, specify language/Si otro, especifique idiomas

Enrollment Information

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*

Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*

Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*



=

The sum of the number of boys and girls should be equal to total enrollment

Number of Boys/Número total de niños (varones)*

Number of Girls/Número total de niñas*



None of these fields can exceed total number of enrolled children

Total number of children whose families are at or below 85% of State Median Income (or, in other words, eligible for subsidized child care in San Mateo County)/El número total de niños cuyas familias están en o por debajo del 85% del ingreso promedio estatal (en otras palabras, son elegibles para el cuidado infantil subvencionado en el condado de San Mateo)*

Number of children screening with developmental screening tool/Número total de niños evaluados con un examen de desarrollo*

Number of children receiving referrals based on screening results/Número total de niños referidos basado en los resultados de los exámenes de desarrollo*

Number of Children with IFSP Only/Número total de niños con un programa de servicios individualizados para la familia*

Number of Children with IEP Only/Número total de niños con un plan educativo individual*

Number of Children Served with Voucher Payments/Número total de niños que reciben servicios a través del programa de cupones de pago*



Infant/Bebes

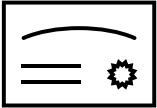
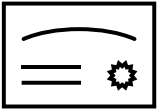
Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*

Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*

Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*



Enrollment Information



Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*



Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*



Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*



None of these fields can exceed total number of enrolled children

Number of Dual Language Learners is defined as the number of preschool age children who primarily speak a language other than English or speak another language AND English equally.

Número de estudiantes que aprenden en dos idiomas se define como el número de niños en edad preescolar que hablan principalmente un idioma distinto del inglés o hablan otro idioma E inglés por igual.

Number of Dual Language Learners/Número total de niños de edad preescolar que están aprendiendo inglés (# de niños de edad preescolar que hablan primordialmente un idioma en la casa que no es el inglés)*

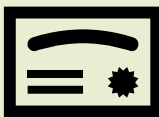
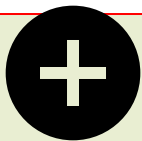
Number of Foster Children/Número total de niños de crianza*

Number of Homeless Children/Número total de niños desplazados (sin hogar)*

Teacher Credentials

Please only include the **highest permit level** of each teacher

The total of all permits entered should be equal to the total number of teaching staff



Teacher Information/Información del Maestro(a)

Count of Teachers without a Permit at Your Site/Número de maestros sin licencia*



Count of Teachers with an Assistant Permit at Your Site/Número de maestros con una licencia de asistente de maestro*



Count of Teachers with an Associate Permit at Your Site/Número de maestros con una licencia de maestro asociado*



Count of Teachers with an Teacher Permit at Your Site/Número de maestros con una licencia de maestro*



Count of Teachers with an Master Teacher Permit at Your Site/Número de maestros con licencia de Maestro Instructor*



Count of Teachers with an Site Supervisor Permit at Your Site/Número de maestros con licencia de Supervisor del Plantel*



Count of Teachers with an Program Director Permit at Your Site/Número de maestros con licencia de Director de Programa*

Total Number of Teaching Staff/Número total del personal docente (Autocalculated)*



Classroom Data



Please indicate the total number of classrooms serving ages 0-5 at your site. Please also indicate the number of part-day and full-day classrooms.



The next fields will ask for more information about your classrooms

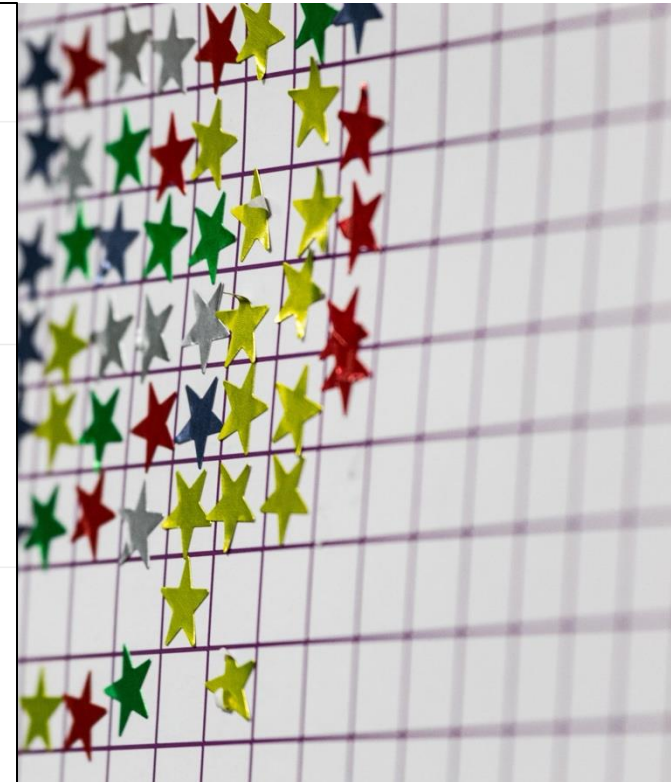


Classroom Information/Información del Salón

Total Number of Classrooms/Numero Total del Salones*

Total Number of Part Day Classrooms*

Total Number of Full Day Classrooms*



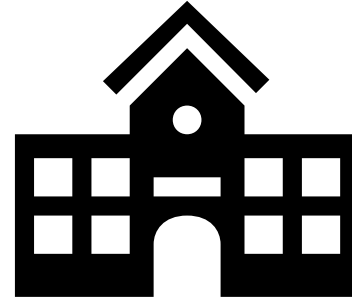
Classroom Data

Please provide a classroom name.

If you are a **CSPP subcontractor**, please include the classroom name, as well as, the name you have assigned to the classroom in NOHO (if the two names are different).

Example: Yellow Room (CSPP PD AM)

Please provide the classroom schedule

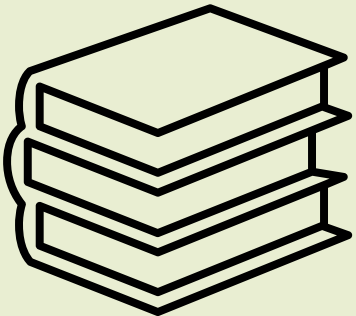


This slide and the following slides (26-29) represent the data we will need to collect for each classroom at serving children ages 0-5

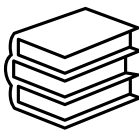
Classroom I Name/Nombre del Salón I *

Classroom I Schedule/Horario del Salón I *

- ☐ AM
- ☐ PM
- ☐ AM/PM
- ☐ Full Day/Día completo

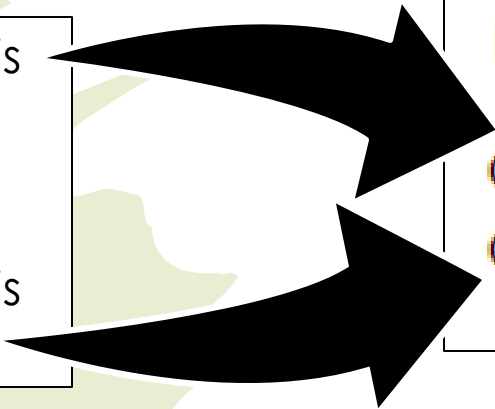


Classroom Data



Please make sure to indicate if this is a CSPP classroom

Please make sure to indicate if this is a CCTR IT classroom



Funding:

CSPP Classroom?

Yes

☐

No

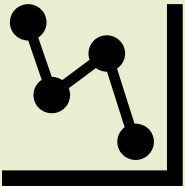
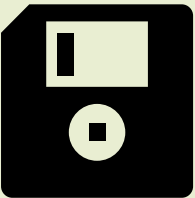
☐

CCTR IT Classroom?

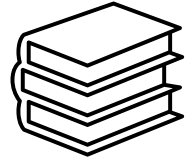
Yes

☐

No

☐

Classroom Data



Please indicate all ages enrolled at this site
(check all that apply)



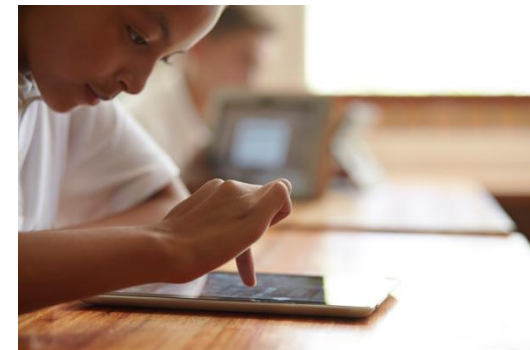
NEW: Please indicate the majority age group at this site

Classroom I Age Group/Edad de la Mayoría de los Niños en Salón I*
(If this classroom serves more than one age group, please select all that apply)

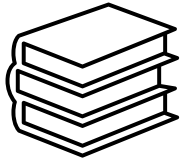
- ☐ <18 months/meses
- ☐ 18 months-3 years/18 meses-3 años
- ☐ 3-5 years/3-5 años

Please indicate the majority age-group of this classroom

- ☐ <18 months/meses
- ☐ 18 months-3 years/18 meses-3 años
- ☐ 3-5 years/3-5 años



Classroom Data



Please provide a list of the teaching staff assigned to this classroom and their roles.

Example: Justin Short (Lead Teacher)



Classroom I Lead Teachers and Additional Staff (include all staff names and positions)/Maestras Principales y Personal Docente Adicional en Salón I (Incluya el nombre y la posición)*

Would you like to add another classroom?/¿Le gustaría añadir otro salón de clases?

☐ Yes/Sí

If you have another classroom to add please select this box.



Almost *finished...*

Please sign and date
to confirm this years'
site update
information is
accurate and up to
date



Signature/Firma

Signature/Firma*

Date of Completion



Troubleshooting Tips and Tricks

***** (asterisk symbols) Indicate a required fields

(Red text boxes) Indicate incomplete required fields

Pay attention to formatting requirements

If you are still unable to complete your site update, please reach out to QCSM Student Services Specialist Ian Johnson (ijohnson@smcoe.org, 650-802-5344)



Thank you!



Congratulations



Completion of the Vertical Change Site Update marks the completion on participation milestone #1. This data is meaningful and helpful and will be used to benefit your program and report to CDE and our funders. Thank you for being a part of the Quality Counts San Mateo Team.

