

**EMIS Focused Training – Preschool Q & A
August 2022**

Below are some of the questions that were asked during the EMIS Focused Training – Preschool sessions held on August 4 and 23, 2022. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Focused Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

Data Reporting

Q1 *My district is the district of residence, but the ESC educates the preschool students. Does the resident district need to report a preschool calendar?*

A1 If the resident district is not educating, they would not report these students as assigned to a calendar. Only the educating entity reports students as assigned to a calendar. See [EMIS Manual Sections 5.2 and 5.3](#).

Q2 *All preschool students attend full-time four days a week on Monday, Tuesday, Thursday, and Friday. How should Wednesday be reported on the Calendar?*

A2 There are DN attributes that can be reported for any day of the week that students are not expected to be in attendance between the first and last day of school. In this situation, the preschool calendar should include DN attribute C_YWKDAYWD. See [EMIS Manual Section 5.3](#).

Q3 *Is the new 220300 Special Education Preschool Student Paying Tuition program code reported instead of Tuition Type (FS130) option D – Direct Pay or in addition to it?*

A3 This program code is for reporting students being served on an IEP part of the day/week and paying tuition for another part of the day/week. In this situation, only Tuition Type option N can be reported. See [EMIS Manual Section 2.4](#).

Q4 *Are non-Early Childhood Education Grant entities required to report a Preschool Poverty Level (FD120) other than option P?*

A4 All Preschool Poverty Level options, except for option N, are valid for students in programs not funded with the ECE Grant. See [EMIS Manual Section 2.5](#).

Q5 *Does Preschool Poverty Level option P prevent funding for any Early Childhood Education preschool student?*

A5 Only typical preschool students in an ECE Grant program reported with option P will be excluded from the funded number. See [EMIS Manual Section 2.5](#).

Q6 *Should all preschool students be reported with English Learner (EL) Status (FD170) option *?*

A6 No. The option of “*” would have been added with EMIS Change 23-52. That change has been canceled. The only valid options for reporting preschool students are N and Y.

Q7 *Is English Learner Status reporting required for preschool students since EMIS Change 23-52 was canceled?*

A7 EMIS Change 23-52 did not cancel the reporting requirement of EL status for preschool students. The only valid EL status options for preschool students are N and Y. Reporting any other option will result in a level 1 fatal validation error.

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Q8	<i>Will special education weighted funding be generated for a student with a disability whose third birthday is after October 31?</i>
A8	Special education weighted funding will be generated once the student is 3, but the student will be excluded from the Federal Child Count.

Q9	<i>Should How Received (FS180) option V be reported for Preschool Transition Conference (PSTC) students who qualify for special education but are not enrolled?</i>
A9	How Received option V should be reported for a preschool student transitioning from Part C to Part B who is found to have a disability, but the parent does not enroll. In this situation, not enrolling would be considered parent refusal. See EMIS Manual Section 2.4 .

Q10	<i>Suppose a preschool outcome is reported on the IEP in the spring and the student is in kindergarten in the fall. Can the kindergarten outcome be reported using the Updated October 31 IEP Outcome (FN270)?</i>
A10	Yes. See EMIS Manual Section 2.6 .

Q11	<i>Which new Itinerant program code should be reported for services provided in a school building?</i>
A11	Services provided by a district staff member at the district would be reported with the new program code 220205. See EMIS Manual Section 2.9 .

Q12	<i>Should the resident district or the ESC report the new itinerant program codes?</i>
A12	The entity that provides the services should report the appropriate itinerant code with the Student Program (GQ) Record. See EMIS Manual Section 2.9 .

Q13	<i>Is it best practice to put an end date on program code 220100?</i>
A13	220100 has been deleted for FY23.

Q14	<i>Will the new itinerant program codes require Program Enrollment Start Date (GQ100), Program Enrollment End Date (GQ110), or Employee ID (GQ070)?</i>
A14	No. None of these elements are reported with the new itinerant program codes. See EMIS Manual Section 2.9 .

Q15	<i>Do preschool students receiving itinerant services also need to be enrolled in a course?</i>
A15	No. Preschool students can receive itinerant services, be enrolled in a course, or both.

Q16	<i>Are the IE51-IE72 Outcome ID (GE120) options valid for a 6-year-old preschool student?</i>
A16	No. Those options are specific to preschool students between the ages of 3 and 5. A 6-year-old preschool student would need to have a school-age outcome. See EMIS Manual Section 2.13 .

Q17	<i>If an IETR and an IIEP were held for a student but just not reported in the year they occurred, should the next events be reported with a Non-compliance ID?</i>
A17	Yes. Once the subsequent events take place, they would be reported during the fiscal year in which they occurred and should include the appropriate Non-Compliance ID (GE130) option. See EMIS Manual Section 2.13 .

Q18	<i>If a discipline incident occurs at an ESC, does the ESC report the Student Discipline (GD) Record?</i>
A18	Yes, the entity where the incident took place should report the discipline record. See EMIS Manual Section 2.11 .

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- Q19** *Which entity reports staff records when an ESC teacher teaches a district's preschool class?*
- A19** Since the ESC employs the teacher, the ESC reports the Staff Demographic (CI) Record, Staff Employment (CK) Record, and Contractor Staff Employment (CJ) Record. See [EMIS Manual Section 3.2](#).
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- Q20** *Is Student Population (CN340) reporting based on the makeup of students in the course?*
- A20** The Student Population element should reflect whether the curriculum has been altered to accommodate special education students rather than the actual class population. See [EMIS Manual Section 4.2](#).
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Reporting Scenarios

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- Q21** *How should students be reported who are in an Early Childhood Education program at a career tech and also pay tuition for part of the day?*
- A21** Students who participate in an ECE program for part of the day and pay tuition for another part of the day should be reported by the ECE grantee with How Received option E and Tuition Type option N on the FS Record.
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- Q22** *What if, after being found ineligible, the student enrolls as a typical preschooler? Would that student be reported with How Received option V?*
- A22** No, How Received option V, by definition, is only reported when a student does not enroll. See [EMIS Manual Section 2.4](#).
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- Q23** *Is the district responsible for reporting special education events and assessments for their resident students attending at a nonpublic?*
- A23** Yes, the district must report all relevant records for special education preschool students, including special education events and assessments.
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- Q24** *Which entity should report a student who is a resident of District A, court/foster placed to District B, and educated at a Board of Developmental Disabilities (BDD)?*
- A24** In this situation, only District A would report the student.
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- Q25** *Can a typical preschool student who is open enrolled in our district be reported as a resident with How Received option *?*
- A25** A non-resident preschooler attending a district through open enrollment should be reported with How Received option 9 unless the child is in an ECE program. In this case, How Received option E should be reported. The resident district's IRN would be reported as both the District of Residence IRN and the How Received IRN.
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- Q26** *If the ESC is providing Itinerant services at Head Start, should the Head Start IRN be reported as the Sent to IRN?*
- A26** In the context of the new itinerant program codes, Head Start is considered to be the same as a nonpublic. The ESC should report the IRN of the nonpublic school in the Sent to IRN field, and if none exists or the student is being served at a Head Start, report 9s. See [EMIS Manual Section 2.4](#).
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