

# K-3 Plus (K3P) Program Reporting Guidance

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## Purpose:

- K-3 Plus applies to kindergarten through 3<sup>rd</sup> grade students who are participating in this summer program.
  - Note: 2018-19 school year will be a pilot year for including 4<sup>th</sup> and 5<sup>th</sup> graders of participating schools
- The data is used to calculate funded students for the K3 Plus program.

## Business Rules:

- All students enrolled in the 20 or 25 day K3P summer program must be reported in the K3P collection in September using 9/1 as the snapshot date; date format= YYYY-09-01. These are students who start school earlier than their classmates, then at 40<sup>th</sup> day they will be reported in the SAME course codes (classes) as their other classmates at 40<sup>th</sup> day.
- The K3P collection window opens the 1<sup>st</sup> week in September and will remain open through the month of September
- K3P students are identified as such in the **PROGRAMS FACT** template where field #5 **Programs Code** must be **K3P**
- Course Code must be 0K3P (even for the 4<sup>th</sup> & 5<sup>th</sup> graders pilot data)
- Report a **STUDENT DAILY ATTENDANCE** record for each student for each day they are enrolled in the K3P summer program indicating ATTD (Attended) or ABS (Absent). Students in a 25 day program must be enrolled by the 15<sup>th</sup> day and attend a minimum of 10 days, students in a 20 day program must be enrolled by the 12<sup>th</sup> day and attend a minimum of 8 days to be funded.
- PED IT loads one record for each K-3 Plus participating school with program start and end dates into table [StateDB].[dbo].[tbl\_k3p\_dates] for STARS reporting
  - Fields: SCHOOL\_YEAR, DISTRICT\_NAME, DISTRICT\_CODE, LOCATION\_NAME, LOCATION\_ID, Beg\_Date, End\_Date, Day\_15, Program\_days

## Data Quality Engine (DQE) Business Rules:

None

## Templates to submit to 9/1 snapshot windows for K3P:

- STUDENT
- STUDENT SNAPSHOT
  - Field 83, **Snapshot Date** (must reflect appropriate date for submission window e.g. K3P=YYYY-09-01)
- PROGRAMS FACT

- Field 5, **Programs Code** must be **K3P**
- STUDENT DAILY ATTENDANCE
  - Target Table: STUD\_ATTEND\_DAY
  - Field #4, Attendance Date
    - Report date of student's attendance or absence for each day of enrollment in K3P
  - Field #8, Attendance Code Long
    - Report **ATTD** (=Attended) or **ABS** (=Absent) for each day the student is enrolled in K3P
  - Field #9, School Year Date
    - This will be the new school year and not the school year that just ended. e.g. For the 2018-19 school year it will be 2019-06-30.
- COURSE
  - Field 26, Semester (Supplementary Course Differentiator) valid values: **5** = K3P 9/1
  - Field 27, Course Code Long
    - 1<sup>st</sup> 4 characters must be **OK3P** of this 8-alphanumeric course code
- COURSE INSTRUCTOR
  - Field 17, Semester (Supplementary Course Differentiator) valid values: **5** = K3P 9/1
  - Field 19, Course Code Long
    - 1<sup>st</sup> 4 characters must be **OK3P** of this 8-alphanumeric course code
  - Field 24, Snapshot Date valid values: **YYYY-09-01** = K3P
- COURSE ENROLL
  - Field 4, Enrollment Period Number valid values: **902** = K3P 9/1
  - Field 5, Effective Date valid values: **YYYY-09-01** = K3P 9/1
  - Field 13, Semester (Supplementary Course Differentiator) valid values: **5** = K3P 9/1
  - Field 14, Course Code Long
    - 1<sup>st</sup> 4 characters must be **OK3P** of this 8-alphanumeric course code
  - Field 21, Course Instructor Snapshot Date valid values: **YYYY-09-01** = K3P 9/1
- STAFF
- STAFF SNAPSHOT
  - Field 50, Snapshot Date valid values: **YYYY-09-01** = K3P 9/1

## K3P Reports:

[STARS Home](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [K-3 Plus](#)

- [EXCEPTION K3P student not funded due to missing 15th 12th day ATTENDANCE](#)
- [K-3 Plus Classes, Teachers and Students](#)
- [K3P Approved Programs](#)
- [K3P Student Daily Attend Validation 20 and 25 Day Programs](#)
- [Student Daily Attendance Verification](#)



## Support contacts:

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### **STARS Technical support:**

- PED-STARSAdmin@state.nm.us

**FAQ:** None at this time.