K-3 Plus (K3P) Program Reporting Guidance

Purpose:
- K-3 Plus applies to kindergarten through 3rd grade students who are participating in this summer program.
  - Note: 2018-19 school year will be a pilot year for including 4th and 5th 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 40th day they will be reported in the SAME course codes (classes) as their other classmates at 40th day.
- The K3P collection window opens the 1st 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 4th & 5th 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 15th day and attend a minimum of 10 days, students in a 20 day program must be enrolled by the 12th 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
  - 1st 4 characters must be 0K3P 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
  - 1st 4 characters must be 0K3P 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
  - 1st 4 characters must be 0K3P 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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- Literacy and Early Childhood Bureau
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STARS Technical support:
- PED-STARSAdmin@state.nm.us

FAQ: None at this time.