NMPREK Program Reporting Guidance

**Changes 2020-21:**

* None

**Description:**

* Beginning in school year 2017-18, PED NMPREK funded students were required to be submitted to STARS. NMPREK is funded through an award letter and data is verified through STARS. Students are funded for ½ day (450 Hours) or full-day (900 Hours).

**Purpose:**

* To verify PED NMPREK funding
* For PED to meet its obligation to report NMPREK data quarterly

**Summarized NMPREK Business Rules:**

* NMPREK 4-year old students must be submitted with an NMPREK Program Code in PROGRAMS FACT
* NMPREK students must be reported in a course code 0034 (preschool non-special ed) or 0044 (4-yr old Special Ed) in COURSE ENROLL
* Ensure the teacher-of-record in COURSE INSTRUCTOR is licensed appropriately to teach course codes 0034 or 0044, and for this same COURSE INSTRUCTOR record (Course Code + Section) ensure an EA’s SSN is entered in one of the two Other Instructor fields.
* Ensure the Other Instructor’s reported in COURSE INSTRUCTOR have an Educational Assistant (EA) license
* In addition, the school reporting NMPREK students must have an approved NMPREK application on file with the Early Childhood Education bureau.  The program is managed by Brenda Kofahl (Brenda.Kofahl@state.nm.us).
* Run this report located in the NMPREK folder [NMPREK Detailed Class Roster](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMPREK/NMPREK%20Detailed%20Class%20Roster.rdl) at the each of these 4 reporting periods (40th day, 80th day, 120th day & EOY) to ensure the appropriate NMPREK teacher, NMPREK Educational Assistant (EA) & NMPREK students appear.  If not, make corrections during the open window.

**NMPREK Business Rules:**

* PED NMPREK funded students are required to be submitted to STARS at each of these 4 reporting periods: 40D, 80D, 120D & EOY.
* To identify NMPREK students, in the ***PROGRAMS FACT*** template, field #5 ***Programs Code*** must be **NMPREK** and field #18 ***Participation Info*** must be 450HR (1/2 day funded) or 900HR (full-day funded)
* To adhere to state reporting requirements, a quarterly up-to-date NMPREK student submission to the 40D (1st quarter) , 80D (2nd quarter), 120D (3rd quarter) and EOY (4th quarter) snapshot dates are required for the following templates:
	+ ***STUDENT, STUDENT SNAPSHOT & PROGRAMS FACT***

Note: Even though NMPREK students (class roster templates) will be submitted to the 7/15 (Open Year Round) window for purposes of ECOT (Early Childhood Observation Tool), the PROGRAMS FACT template is not allowed to be submitted in the 7/15 window. The NMPREK identification will be determined at the 40D, 80D, 120D & EOY snapshots only.

* Only PED NMPREK funded students should be identified as Program Code = NMPREK
	+ NMPREK is defined as four-year-old students attending a state-funded NM PreK program in a public school, including charter schools.
	+ Do not submit to STARS PreK students who are in a ECECD(formerly CYFD)-funded facility (unless they are funded by Special Ed, in which case report Program Code 3Y or 4Y)
	+ NMPREK reported students are NOT funded through SEG, but are funded through an award letter
* NMPREK vs. Special Ed
	+ 3Y/4Y Special Ed Students are funded through the State Equalization Guarantee (SEG)
	+ A Special Ed student who is exactly 4 years old on August 31 at the start of the school year (and not age-eligible for kindergarten) may be submitted in BOTH 4Y and NMPREK program codes (generating 2 records in the ***PROGRAMS FACT*** template), and they will be funded for both programs.  4Y is funded thru SEG; NMPREK is funded through an award letter (funding is verified by STARS enrollment data).  In addition, the student’s grade level reported in the ***STUDENT SNAPSHOT*** template must be PK.
	+ A Special Ed student who is 3 years old on August 31 at the start of the school year should be reported in program code 3Y but not NMPREK (because they don’t meet the requirement “must by 4 on August 31 and not age-eligible for kindergarten”).  3Y is funded thru SEG. In addition, the student’s grade level reported in the ***STUDENT SNAPSHOT*** template must be PK.
	+ PEER never applies to NMPREK. PEER is only for unfunded children in special education classrooms. If there are any NM PreK children in the classroom, it is an NM PreK classroom, not a special education classroom.
* Include Educational Assistants in NMPREK classrooms
	+ In the ***COURSE INSTRUCTOR*** template report the SSN of the NMPREK Educational Assistant (EA) in field #9 (Other Instructor 1). If there is more than one, report the additional EA’s SSN in field #10 (Other Instructor 2). The NMPREK Teacher-of-Record’s SSN will be reported in field #8 (Primary Instructor ID). Also ensure the NMPREK Course Code of 0044 and/or 0034 is present as the 1st 4 characters of field #19 (Course Code Long).

**Data Quality Engine (DQE) Business Rules for prekindergarten:**

* If PROGRAMS\_FACT Program Code = NMPREK, then student must be exactly 4 years old on August 31 at the beginning of the current school year (cannot be 3 or 5 years old)
* If PROGRAMS\_FACT Program Code = NMPREK, then Student Grade Level in Student Snapshot must be PK.
* If PROGRAMS\_FACT Program Code =NMPREK, then 1st 4 characters of COURSE\_ENROLL.COURSE\_CODE must be 0034 or 0044
	+ These course codes may be used for 4 year old students and require an early childhood teaching license (a requirement for funding)
* If PROGRAMS\_FACT Program Code is NMPREK, HEADST, T1APK, 3Y, 4Y, OR FACE, then Student Grade Level in Student Snapshot must be PK.
* If 1st 4 characters of COURSE\_ENROLL.COURSE\_CODE is 0033, 0034, 0035 or 0044, then Student Grade Level in Student Snapshot must be PK.
* If StudentSnapshot.GradeLevel=PK, then CRSE\_INSTRUCT\_SNAPSHOT.CLASS\_PERIOD must be AM, PM or FD
	+ Don’t confuse the Class Period values, (which refers to a classroom environment used in ECOT to determine if a teacher teaches a morning, afternoon or full-day class) with the 450HR/900HR values (which determines whether an NMPREK student should be funded for a ½-day or a full-day).
	+ Class Period is collected in the COURSE domain; NMPREK funding is collected in the STUDENT domain.
* If the 1st 4 characters of COURSE\_ENROLL.COURSE\_CODE are 0035, then the student’s PROGRAMS\_FACT Programs Code cannot be NMPREK, T1APK, 3Y or 4Y. Use 0035 for HEADST and FACE. 0035 is a course taught by a non-certified preschool teacher.

**Templates to submit to 40D, 80D, 120D & EOY snapshot windows for NMPREK:**

Note: The NMPREK program requires quarterly submissions to adhere to PED’s data reporting requirements.

* STUDENT
* STUDENT SNAPSHOT
	+ Field 83, ***Snapshot Date***(must reflect appropriate date for submission window. e.g. 40D=YYYY-10-01)
* PROGRAMS FACT
	+ Field 5, ***Programs Code*** must be **NMPREK**
	+ Field 18, ***Participation Info Code*** will require a value of **450HR** (1/2 day) or **900HR** (full-day) when field #5 ***Programs Code***=NMPREK
* COURSE, COURSE INSTRUCTOR & STUDENT COURSE ENROLLMENT
	+ Used to produce an NMPREK class roster
	+ NMPREK students determine NMPREK teachers via course codes
	+ In the ***COURSE INSTRUCTOR*** template:
		- Field 8 (Primary Instructor) will contain the SSN of the NMPREK Teacher-of-Record.
		- Field 9 (Other Instructor 1) will contain the SSN of the NMPREK Educational Assistant (EA)
		- Field 10 (Other Instructor 2) will contain the SSN of a 2nd NMPREK Educational Assistant (EA) if applicable.
		- Field 19 (Course Code Long) 1st 4 characters will contain an NMPREK Course Code value of 0044 (4-yr old Special Ed classroom) or 0034 (Preschool non-special ed classroom).

**NMPREK Reports:**

NMPREK reports are available in “STARS Reporting” in a new folder called NMPREK.

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| [STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Staging Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [NMPREK](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMPREK) |

[PED NMPREK Enrollment by Location for Snapshot With RECs](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMPREK/PED%20NMPREK%20Enrollment%20by%20Location%20for%20Snapshot%20With%20RECs.rdl)

[PED NMPREK Enrollment by Location for Snapshot](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMPREK/PED%20NMPREK%20Enrollment%20by%20Location%20for%20Snapshot.rdl)

[NMPREK Detailed Class Roster](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMPREK/NMPREK%20Detailed%20Class%20Roster.rdl) (Ensure NMPREK teachers, EAs and NMPREK students appear for course codes 0044 and/or 0034)

## Support contacts:

**Catherine Quick**

* Early Childhood Special Education (619) Coordinator
* Literacy and Early Childhood Bureau/Special Education Bureau
* Phone: 505-827-6561 or 827-1461 (Tuesday and Wednesday)
* Email: Catherine.Quick@state.nm.us

**Brenda Kofahl**

* Director, Early Childhood Bureau
* Literacy and Early Childhood Bureau
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**STARS Technical support:**

* PED-STARSAdmin@state.nm.us

**FAQ:**

None