Making Changes
to NC Pre-K Plan 2015-2016
USER GUIDE
Last Revised: July 2015

https://maf.ad.unc.edu/ncprekplan1718/login.aspx
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Note: The screen shots in this User Guide were made in the test environment. The web address listed on each screen shot is not the one you will use.
New Items:

1. Website address:  [https://maf.ad.unc.edu/ncprekplan1516/login.aspx](https://maf.ad.unc.edu/ncprekplan1516/login.aspx)

2. Any Principal/Director listed as “Interim” or Director that has less than an “Administrator III Credential” or a Principal that has less than a “Principal License” in the 14-15 Plan did not roll forward in the 2015-2016 Plan.

3. Updates to the Child Care License Number and Star Rating require a Change Request.

4. The 2015-2016 Plan includes changes on the Teacher Add / Change Request Process. These changes include:
   
   1. Teachers are no longer a part of a classroom.
      a. Teachers are now independent of the classroom.
      b. They are placed into classrooms after approval, but a classroom does not have to exist in order to create a teacher position.
   2. A teacher does not require a change request (CR).
      a. The new Teacher CR and the Change Credentials CR have been removed from the Plan (NO LONGER EXIST).
      b. The only change request for teachers is when you want to place them into a classroom that they are not automatically qualified for (Ex. Lead & Long Term Substitute Leads in Private sites all require a change request).
   3. At the top of the screen a new subtopic tab has been added, “Teachers” that will link you to the Teacher List page. This list will contain all the teachers for a contract, whether they are in a classroom or not. All changes related to the teacher will be initiated via this tab (i.e. name changes, credential/licensure/education changes, classroom changes, teacher type changes and teacher demographics).
   4. Teacher Education
      a. You can now add multiple “earned” degrees/credentials/licensures for a teacher.
      b. You can also now include degrees/credentials/licensures that a teacher is currently “working on.”
   5. Teacher Classroom Assignment Change Request
      a. There are two sections for a change request – the Requested information filled in by the contractor and the Approved information filled in by DCDEE.
      b. The teacher information is displayed in read-only form below the CR. If you need to edit the teacher information prior to submitting your CR, you can click on “Edit Teacher”; make necessary changes and click on Classroom Assignment CR to complete and submit your existing CR.
   6. Classroom Screen Changes
      a. You can NO LONGER do a teacher “name change”, “teacher credential change” or “move teacher” from this screen location.
Important Notes:

1. You are in control of your direct service funds. You can serve additional children using unspent direct services funds, since you are not limited to a certain number of children.
2. The ten months of service is determined by you on the Planning - Child worksheet, and can be different by site or classroom.
3. You can only remove a site with no classrooms. You can only deactivate a classroom with no children in it. Exit Teachers first.
4. If a site/classroom has served NC Pre-K children at any time during the school year, it will not be removed from the Plan.
5. If a teacher credential change should result in a reimbursement rate change it will require a 2 step process. First you must edit the exit date for the teacher. The initial classroom history entry / exit dates should reflect the time frame prior to the effective date of the new credentials (ex. 7/1/2015 - 6/6/2016 would change to 7/1/2015 - 12/31/2015). Then in the second step you must update the credentials (B-K /Pre-K/K Standard Prof I, date earned: 1/1/2016) and save; then (private site) do a Classroom Assignment CR with the entry/exit dates (according to example) as 1/1/2016 - 6/6/2016. This will allow the reimbursement to change accordingly to coincide with the new teacher qualifications. If the credential effective date is same as the start date (ex. 7/1/2015) then you must contact Sharon R. Johnson @ DCDEE to delete the teacher classroom assign from the Classroom History and then reassign the teacher with the new credentials.
6. Telephone number format is (xxx) xxx-xxxx. Fax number format is (xxx) xxx-xxxx.
7. If you click on the calendar icon to select a date and the date does not populate on your screen, then manually type the date into the field.
8. Child numbers are effective the first day of that month.
### List of Changes & Approvals Required

<table>
<thead>
<tr>
<th>NCPre-K Plan Section</th>
<th>What’s Changing</th>
<th>Who Can Change It</th>
<th>Approval Required</th>
<th>See Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee</td>
<td>Co-Chairs Information</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>18-19</td>
</tr>
<tr>
<td></td>
<td>Other Designated Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Representatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Information</td>
<td>Contract Agency Name</td>
<td>State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a></td>
<td>New Contract to be issued</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Contract Agency Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Federal Tax ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Agency Address, Phone Numbers, &amp; Fiscal year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Administrator Name &amp; Information</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Program Contact Name &amp; Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fiscal Administrator Name &amp; Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Contact, Name, Phone, &amp; Email address</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>21</td>
</tr>
</tbody>
</table>
## List of Changes & Approvals Required (cont)

<table>
<thead>
<tr>
<th>NCPRE-K Plan Section</th>
<th>What’s Changing</th>
<th>Who Can Change It</th>
<th>Approval Required</th>
<th>See Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Site Type, LEA #, &amp; Phone Numbers</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>23-24</td>
</tr>
<tr>
<td>Site Name</td>
<td>Site Name</td>
<td>State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a></td>
<td></td>
<td>23-24</td>
</tr>
<tr>
<td>Site</td>
<td>Current Star Rating, Child Care License # &amp; Site address</td>
<td>Plan Administrator</td>
<td>Change Request/Administrative letter</td>
<td>23-24</td>
</tr>
<tr>
<td>Site</td>
<td>Remove a Site</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter Note: If a site/classroom has served NC Pre-K children it will not be removed from the Plan.</td>
<td>32</td>
</tr>
<tr>
<td>Site</td>
<td>Add a New Site</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter if # of children served remains same; Contract Amendment if DCDEE changes amount direct services funds. New signature required on Section II of Plan.</td>
<td>29-31</td>
</tr>
<tr>
<td>NCPRe-KPlan Section</td>
<td>What's Changing</td>
<td>Who Can Change It</td>
<td>Approval Required</td>
<td>See Page #</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Principal/Director</td>
<td>Title, name, and email of Principal/Director (name change only, not new person)</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter (New signature not necessary with existing sites)</td>
<td>25-26</td>
</tr>
<tr>
<td></td>
<td>Phone Numbers</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Type, Highest Degree and Major, Credential or Working on Credential Program, Working on Degree Program and Major</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter</td>
<td>25,27</td>
</tr>
<tr>
<td></td>
<td>New Principal/Director</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter (New signature not necessary with existing site)</td>
<td>25,28</td>
</tr>
</tbody>
</table>
## List of Changes & Approvals Required (cont)

<table>
<thead>
<tr>
<th>NCPre-K Plan Section</th>
<th>What's Changing</th>
<th>Who Can Change It</th>
<th>Approval Required</th>
<th>See Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Curriculum, Developmental Screening, Ongoing Assessment Tools, &amp; NC Pre-K Hours of Operation</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>33-34</td>
</tr>
<tr>
<td></td>
<td>Max. Approved Class Size &amp; Year Designated NC Pre-K</td>
<td>State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a></td>
<td>DCDEE if choice not listed or classroom hours less than 6.5 hrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove a Classroom</td>
<td>Plan Administrator</td>
<td>Automatic: however a classroom cannot have any child numbers, teachers, or service.</td>
<td>33, 35</td>
</tr>
<tr>
<td></td>
<td>Add New Classroom</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter if # of children served remains same. Contract Amendment if DCDEE changes amount direct services funds.</td>
<td>33, 42-44</td>
</tr>
</tbody>
</table>
## List of Changes & Approvals Required (cont)

<table>
<thead>
<tr>
<th>NCPRe-KPlan Section</th>
<th>What’s Changing</th>
<th>Who Can Change It</th>
<th>Approval Required</th>
<th>See Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Name of Teacher (name change only, not new person)</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter</td>
<td>33, 36</td>
</tr>
<tr>
<td>Teacher (cont)</td>
<td>Race / Ethnicity, Entry Date, Exit Date</td>
<td>Plan Administrator</td>
<td>Automatic (exit date should be entered only if Teacher leaves the classroom)</td>
<td>33, 37</td>
</tr>
<tr>
<td>Teacher (cont)</td>
<td>Teacher Type, Highest Degree &amp; Major, Degree Working on &amp; Major, License/Credential, NCLB Exception, Working on Licensure/ Credentials, Working on Degree Program &amp; Major</td>
<td>Plan Administrator</td>
<td>Change Request / Administrative Letter</td>
<td>33, 38</td>
</tr>
</tbody>
</table>
### List of Changes & Approvals Required (cont)

<table>
<thead>
<tr>
<th>NCPre-KPlan Section</th>
<th>What's Changing</th>
<th>Who Can Change It</th>
<th>Approval Required</th>
<th>See Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher (cont)</td>
<td>Remove a Teacher</td>
<td>Plan Administrator</td>
<td>Automatic (use exit date)</td>
<td>33,37</td>
</tr>
<tr>
<td></td>
<td>Add a New Teacher</td>
<td>Plan Administrator</td>
<td>Change Request/ Administrative Letter</td>
<td>33, 39</td>
</tr>
<tr>
<td></td>
<td>Move Teacher</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>33, 41</td>
</tr>
<tr>
<td>Budget</td>
<td>Direct Services, Administrative Services &amp; Start-up Allocation</td>
<td>State Office - <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a></td>
<td>Change Request/ Email Approval</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Estimated Other Resources</td>
<td>Plan Administrator</td>
<td></td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Planning - Children Served</td>
<td>Plan Administrator</td>
<td>Automatic</td>
<td>45-47</td>
</tr>
<tr>
<td></td>
<td>Planning - Rates</td>
<td>State Office</td>
<td>Automatic</td>
<td>45, 48-51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan Administrator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Logon
Go to: https://maf.ad.unc.edu/ncprekplan1516/login.aspx

Web address for 2015-2016 NCPre-KPlan. If you haven’t already made it a favorite, you should.

This is the Underscore key between NCPre-KPlan and 1516.

Enter your NCPre-KPlan Log on Id and Password. Use what you’ve been using all along.

If you don’t have access, please contact Cedric Booth at (919) 527-6505 or cedric.booth@dhhs.nc.gov or Rachel Kaplan at (919) 527-6548 or rachel.kaplan@dhhs.nc.gov
Welcome to your Home

VERY IMPORTANT
The only way to change the Plan is to click CHANGE REQUEST.

Click here to go directly to NCPre-KKids from Plan Forms List page.

PRINT MENU allows you to print your approved Plan and other reports. Change requests do not show in printed Plan until approved.

To complete missing information in the 2015-2016 NCPre-KPlan, click “Missing Fields” to see the screen shown on page 14.

VERY IMPORTANT
To access all Change Requests click CR LIST. See page 55.
Complete Missing Site / Classroom Data

Initial Log on to 2015-2016 NCPre-KPlan will open this screen for Missing Fields. To leave this page and return to another page in 2015-2016 NCPre-KPlan, click Home.

Missing Site Information, which can include Missing Site End Date, Non Licensed Sites and Principal/Directors with qualification issues must be resolved.

1. Site Year End Dates - Refer to Step 3 in Step by Step Guide.
2. Principal Change - Refer to Step 4 in Step by Step Guide.
3. Site Rating Change - Refer to Step 1 in Step by Step Guide.

This page also includes Teacher Placement feature. To complete teacher data for each classroom, click the "Teacher Placement" button; this will take you to the page to update teacher information or inactivate teachers as needed.
Teacher Placement

This is the Teacher Placement screen. To leave this page and return to another page in NCPre-KPlan 2015-2016, click Home. This screen lists all the teachers for a contract, whether they are in a classroom or not.

To display inactive teachers, click the “Show Inactive” check box.

Click here to add a New Teacher.

To edit a teacher, select the teacher and click “Edit”. Editing a teacher would include the following:

- Add/Update education, credentials, licensure
- Classroom Assignments
- Change Teacher Type
- Name Change
Teacher Placement (cont)

Note: All the following changes are initiated from this screen:
- Add/Update education, credentials, licensure
- Classroom Assignments
- Change Teacher Type
- Name Change
- Add New Teacher

• The demographics must be completed before assigning a teacher to a classroom.
• The date submitted to EESLPD will need to be completed if the teacher is enrolled with the EESLPD (this is a new question this year).
• To make a teacher active or inactive, simply change the drop down box at the top right to the desired state and click save.
This is the page you will see after you click CHANGE REQUEST from the HOME page (see page 13).

Click on the buttons at the top to get to the page you want to change. The page you are on will have a purple button; all others will be blue. SAVE any changes before going to new page.
To change information in text box, highlight existing information and type in new information. Then SAVE.

Scroll down to see all Committee members.
To change “Others,” click REMOVE and to add, click NEW. Remember to SAVE after each addition.
Change Request
Changing Contract Information

Email sharon.johnson@dhhs.nc.gov if you need to change the Designated Administrative Agency, Federal Tax Identification Number, or Agency Type.

Change any information in a text box by highlighting the existing information and typing the new information. SAVE after each change.

Scroll down to see the entire page that includes Contract Administrator, Fiscal Administrator, Program Contact, and Additional Contact Information.
Change Request

Additional Contact

Complete the Additional Contact Information to add other responsible contacts.

The Send Emails box appears when you hover over the Receive System Emails box.

Checking this box by clicking on it will include the additional email in any system messages sent to the contract and program administrators.
### Change Request

#### County List

<table>
<thead>
<tr>
<th>County</th>
<th>Number of Sites</th>
<th>Number of Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yancey</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

No change can be made directly on this page. Information on this page is updated by changing sites or classroom information.
Change Request
Changing Site Information

To change information about a site, use the radio button to select the site and then click CHANGE REQUEST.
Change Request
Changing Site Information (cont)

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List (see previous page).

To change information in text box, highlight existing information and type new information. SAVE.

Use the dropdown box to change information in Type of Site and Current Star Rating.

Scroll down to change principal/director information. See next page.

To change Name of Center/School email
sharon.johnson@dhhs.nc.gov

Site Street and mailing address & Principal/Director address can be changed by clicking on Change Address.

Star rating and Child Care License Number can be changed by clicking this button.
Change Request
Changing Principal/Director Information

This is the screen you see when you select a site and click CHANGE REQUEST from the Site List and scroll down to Principal/Director Information.

Changing the Principal/Director's email address and phone numbers are automatic: they require no State Office approval and populate your Plan when you SAVE.

Click CHANGE NAME ONLY to change the name of the Principal/Director (see next page for Change Name Only Change Request).

Click CHANGE CREDENTIALS to change the credentials of the Principal/Director (see page 27 for Change Credentials Change Request).

Click CHANGE PRINCIPAL/DIRECTOR to replace the existing Principal/Director (see page 28 for Change Principal/Director Change Request).

Click CHANGE PRINCIPAL/DIRECTOR to replace the existing Principal/Director (see page 28 for Change Principal/Director Change Request).
Change Request

Changing Principal/Director Information: Change Name Only

To change the name (due to marriage or some other life-changing event or misspelling), highlight existing name and type in new name. Be sure to update email addresses as needed.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).

Be sure to enter effective date using dropdown box. Type any relevant comment in New Comment text box.

This is the screen you see when you click CHANGE NAME ONLY from Site Change Request (see previous page).
Change Request
Changing Principal/Director Information: Change Credentials

To change Major, highlight existing information and type new information.

Scroll down to enter Effective Date using dropdown box. Type any relevant comment in New Comment text box.

Use dropdown boxes to change information in Principal/Director, Highest Degree, Currently Working on Administrative Credentials Program, or Currently Working on Degree Program.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).

This is the screen you see when you click CHANGE CREDENTIALS for Site Change Request for Principal/Director change (see page 25).

See Drop Down List Choices Pages 65-69.
Change Request

Changing Principal/Director Information: Change Director/Principal

This is the screen you see when you click on CHANGE PRINCIPAL/DIRECTOR from Site Change Request (see page 25) to replace existing Principal/Director.

Complete all fields using dropdown and text boxes.

Scroll down to enter Effective Date using dropdown box and enter any relevant comment.

See Drop Down List Choices pages 65-69.

SAVE your change request. You can SUBMIT from this screen or from the CR list (see page 55).
Change Request
Adding a New Site

Click NEW to add a new site. (The NEW button is at the bottom of your Site List and you may have to scroll down to see it.) See the next page for the Add Site Change Request.
Change Request
Adding a New Site (cont)

This is the screen you see when you click NEW from Site List (see previous page).

Complete all fields in the Add Site Change Request by using dropdown boxes and text boxes.

Scroll down to complete form, including Principal/Director information.

See Drop Down List Choices pages 65-69.
Change Request
Adding a New Site (cont)

Use dropdown box to enter effective date. Type any relevant comment in New Comment text box.

When you SAVE your Add Site Change Request you will get a NEW CLASSROOM button. Click on NEW CLASSROOM to go directly to the Add Classroom Change Request (see page 42). You will not be able to submit an Add Site Change Request without adding a classroom. You can submit the Add Site Change Request from the CR List (see page 55).
Change Request
Removing a Site

Click REMOVE to remove a site. Only sites with no classrooms or service may be removed. See page 52 to remove a classroom.

This number must be 0 to remove a site that has not served NC Pre-K children.
Change Request
Changing Classroom Information

To change information about a classroom (including Teacher information), use the radio button to select the classroom and then click CHANGE REQUEST. See next page for Classroom Change Request.

To change the number of children in one or more classrooms, click Adjust Rates and Children. See page 46.

To add a classroom click NEW. (The NEW button is at the bottom of your Classroom Forms List and you may have to scroll down to get to it). See page 42 for Add Classroom Change Request.
Change Request
Changing Classroom Information (cont)

To change “When the Classroom was designated as a MAF or NC Pre-K class,” email
sharon.johnson@dhhs.nc.gov

To change information about Teacher, click Teacher’s name (see page 37-38).
To change Teacher's name only, (due to marriage or some other life changing event or misspelling; click on the teacher's name, ex. “Ashley” see next page).
Change Request
Changing Teacher’s Name

Screen: 1

To change name (due to marriage or some other life-changing event or misspelling), click “Change Name” here.

This is the screen you see when you click Change “Ashley’s” name from the Classroom Change Request (see previous page).

Screen: 2

Enter effective date using dropdown box. Type any relevant comment in New Comment text box.

SAVE your change request. You can SUBMIT from this screen or from CR list. (see page 55)
Change Request
Changing Teacher’s Information: Race/Ethnicity, Entry and Exit Dates

The date submitted to EESLPD will need to be completed if they are enrolled with the EESLPD. A “warning” will appear in the classroom history section until the date has been entered and saved.

The demographics must be complete before assigning a teacher to a classroom.

To make a teacher active or inactive, simply change the drop down box at the top right to the desired state and click save.

To remove a teacher from the classroom you can modify the exit date and change to an earlier date or you can delete the teacher from the classroom for a Public site. Contact DCDEEE to remove the teacher from a Private site.

Note: All teachers in Nonpublic School sites must be enrolled with the EESLPD Unit in order to meet teacher qualifications.

The Teacher Type/Education/Licensure/Credentials are all updated from this screen. (see next page).
Change Request
Changing Teacher’s Information: Type/Credentials

This is the screen you see when you click Teacher or Teacher Placement, select a teacher and click on edit. Here you change the Teacher Type/Education/Licensure/Credentials.

Click on “New” add new credentials (Education, Credentials, Licensure) and “edit” to change any existing credentials.

From each applicable category select the appropriate information from the drop down list (in yellow) and save.

Note:
1. Note: You can add multiple degrees, credentials, and licenses for a teacher.
2. A row can include either an “earned” or “working on” degree.
3. GPA and 6 hours are not used by the system, but are there to help the DCDEE staff who are evaluating a CR.
4. The Date Earned for a degree, license and credential impacts the starting date for automatically approved teacher types.
Adding New Teacher

From the Home Screen click on “Teacher Placement”. This will take you to the “Teacher List” screen.

From the “Teacher List” screen click on “New” to add a new teacher.

After clicking on “New”, on the next screen enter the Teacher’s name as it appears on his/her social security card.
Change Request
Add New Teacher (cont.)

This is a clip from the screen (Classroom Screen) you see after you add the teacher.

After the teacher is added you must enter the teacher’s credentials next (see page 38)

After the credentials have been entered then the teacher is automatically approved for “Public” sites. A Change Request must be completed for all teachers in “Private” Sites and approved as an “Override”.

1. Automatic approval for teaching as an assistant or a lead is determined by the education, licensure and credentials of a teacher. Assistants that meet the education requirements strictly defined by the NC Child Care Rules can receive automatic approval.
2. If a teacher is listed as an assistant for “all sites”, then you do not need a Change Request to assign that teacher to a classroom.
3. If a teacher assignment is approved through a CR, that information will be displayed here as an “Override”.

<table>
<thead>
<tr>
<th>Teacher Type</th>
<th>Site</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>Public Sites</td>
<td>02/01/2015</td>
<td></td>
<td>Automatic</td>
</tr>
<tr>
<td>Lead</td>
<td>Busy Bee Learning Center</td>
<td>07/01/2015</td>
<td>09/30/2015</td>
<td>Override</td>
</tr>
<tr>
<td>Assistant</td>
<td>All Sites</td>
<td>01/15/2005</td>
<td></td>
<td>Automatic</td>
</tr>
</tbody>
</table>
**Change Request**

**Teacher Assignments (Move Teachers)**

To assign a teacher in a public site click on "new" under classroom history and select the site, classroom, teacher type and enter the entry and exit date. Note: You can only assign teachers to a classroom after entering the credentials and the teacher has been APPROVED via Automatic Approval or CR.

Contracts can only enter/delete teachers in Public sites.

A CR must be completed by contractor and APPROVED by DCDEE for Lead & LT Sub Lead teachers entering into a Private Site. Only DCDEE can delete a teacher in a Private Site.

**Under Classroom History:**
The contractor can delete and edit entries for Public sites. Contractors can only edit entries for Private sites and only DCDEE can delete.

Contracts can modify the teacher entry date to a later date & exit dates to an earlier date as long as it’s within the timeframe of the CR for Private Sites. Another CR is required to extend the date.

A CR is not required to extend or modify the entry & exit dates for Public sites.

When a teacher is approved and assigned to a classroom the rate is calculated/generated and based on teacher type and site type.

**NOTE:** A teacher cannot be assigned in more than one classroom at the same time.
Change Request
Adding a New Classroom

This is the screen you see when click on NEW from Classroom Forms List (see page 33) or when you click on ADD NEW CLASSROOM from the Add Site Change Request (see page 31).

Use the dropdown box to select county in which classroom is located. You automatically are taken to the screen on the next page.

Add Teacher Change Requests must be submitted at the same time Add Classroom Change Requests are submitted. If the teacher for the new classroom will be moved from another classroom include that information in the Add Classroom Change Request New Comment section.
Change Request
Adding a New Classroom (cont)

This is the screen you see after you select the county from the Add Classroom Change Request (see previous page).

Select a site from the dropdown box. New unapproved sites are included in list.

This is the informal class name used to identify individual classrooms. This code is permanently assigned once entered for the duration of the Program and cannot be changed.

Complete all fields using drop down boxes, radio buttons, and text boxes. Then SAVE.

To complete Add Classroom page see next page.
Change Request
Adding a New Classroom (cont)

To add Teacher to classroom click NEW. See page 39 to add new Teacher.

To add the number of children to be served to the classroom, see page 45-47.

To move an existing Teacher to this classroom, see page 41.

You can SUBMIT from this screen after entering an effective date or from CR List (see page 55).
Change Request
Adding Children and Rates Worksheets

To add the number of children to be served in a classroom and review/adjust the payment rate, click Adjust Rates and Children button.

Note: If the Add Site Change Request, the Add Classroom Change Request has not been approved by DCDEE, the classroom will not appear on the next page.
Change Request
Adding Children - Planning Worksheets

There are 9 worksheets available in the Plan that relate to children and rates. **Planning, Budget** and **Actual** are the base worksheets. Then you may work with a combination of only child numbers, only rates or a combination of children and rates.

There are 3 different phases:
1) **Planning Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). This phase must be completed first and can change throughout the year.

2) **Current Budget Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). Once Planning is complete you will **Save** and **Commit to Budget**.

3) **Actual Phase** - Payments and Funds Remaining (Children, Rates and Children and Rates). Actual child numbers, rates and amounts will be automatically entered by the system after child attendance is entered into NCPre-KKids, and reflects what you were paid by DCDEEE.

Filters are available by clicking the drop down arrows. There is a variety of combinations you may use. You may also filter by **funding source**.

The different base worksheets may be accessed by clicking the radio buttons.
Change Request

Adding Children - Planning Worksheets (cont)

You must first work in the Planning Worksheets. Click on Planning and then Children to review the number entered. Highlight the number and type over for corrections. Click Save.

Use the tab button to move across the months.

Important!!! Payment Period

Payment period August to May, start entering the number of children (max of 18) in the block under Aug-13. Continue entering the number in the blocks through May and click Save after each classroom is complete.

Payment period September through June services, start entering the number of children in September and continue through June.

Complete this Step for every classroom that will serve children.

Also use the Planning - Children worksheet throughout the year to realign the number of children to be served. Follow the same process.


Change Request

Adding Classroom Rates - Planning Worksheets

Review the Rates Guidance prepared by DCDEE.
If an active Lead or Substitute Lead teacher has been placed/approved in the Plan, the maximum rate for Head Start sites, Head Start sites administered by a Public School and Public School sites will automatically populate the Plan. If your agency paid the site a lower rate (negotiated rate) in 12-13, you can now pay up to the maximum rate without prior approval if funds are available in your contract budget; highlight the number in the appropriate month and type over for corrections if applicable. Click Save and commit to budget.

Note: If an exception rate has been approved by DCDEE that rate will populate for the applicable site type. An unqualified teacher rate will populate for the classroom after approval of the change request.

The second worksheet you must work with is the Planning - Rates worksheet.
Change Request
Adding Classroom Rates - Planning Worksheets (cont)

Receive a red error message!
To resolve you may need to:
1 - adjust the number of children,
2 - verify rates per classroom,
3 - review the number of months children will be served.

You can not exceed your total direct services allocation amount!
Click Save after resolving issues.

Classroom rate is Zero????
To resolve you may need to:
1 - check Teacher Placement
2 - check the CR List,
3 - verify teacher start date.
Click Save after resolving issues.

Note: All issues must be resolved before moving to the next Step.
Change Request
Adding Classroom Rates - Planning Worksheet and Budget Worksheet

Important! You should Plan spending as much as possible of the Planning Direct Services funds before moving to the next Step. In this example the Contractor has $23,779 remaining that can be used to serve additional children.

Return to Planning Children to increase the number of children you plan to serve. Make sure all classrooms are included in the computation.

All Planning issues resolved!

You are ready to Commit to Budget! Click Commit To Budget button. If all entries were saved in Planning the Planning - Payments and Funds Remaining should be the same in Current Budget - Payments and Funds Remaining.

If they are not the same go back to Planning and review each classroom child number and rate.
Additional Notes on Planning Worksheet, Budget Worksheet and Actual Worksheet

1. A site and/or classroom will not be reflected on the list if the change request has not been approved by DCDEE.
2. When a teacher is exited, the Planning Child and Rates worksheets will automatically be highlighted and payment can not be computed until issue is resolved.
3. Planning Phase - Payments and Funds Remaining = When you start your process of assigning the number of children anticipated to be served in a classroom for 10 months. The amount in Planning - Payments is the amount of funds you Plan to pay out. Funds Remaining indicates how much you can still Plan to pay out or how much you have exceeded. 
   Current Budget Phase - Payments and Funds Remaining = You are now ready to put your Plan into action by budgeting for payments of children to be served for 10 months, issue subcontracts, etc.
   Actual Phase - Payments and Funds Remaining = NCPre-KKids will count the number of children served for 10 days or more and multiply the total children served times the classroom rate. The system will enter the number of children served in the applicable month and the rate for which payment was calculated by classroom.
Change Request
Removing a Classroom

Click REMOVE to remove (or deactivate) a classroom. In order to remove, a classroom can have no child numbers, active Teachers or actual amounts. Use Adjust Rates and Children process to remove child number from the classroom (see page 45-47).

Important: If a site/classroom has served NC Pre-K children it CANNOT be removed the Plan.

Note: Teachers should be exited from the classroom prior to removing (or deactivating) a classroom.
The 13-14 NC Pre-K Plan has a new budget format. Use this page to monitor your budget throughout the year.

**Total Direct Services Funds Allocated from DCDEE.** The system tracks the **Direct Services Funds Remaining** (difference in the Total Direct Services Funds Allocated and the Actual Amount (your monthly reimbursement amount paid by DCDEE)).

The **State Office Payment Column** is the total amount paid to the contractor by DCDEE.

The **Currently Budgeted Expenditures Column** represents the amount calculated by the number of children to be served times the rate per child as found in your **Budgeted Child and Rates** worksheets.

The **Actual Attendance Column** represents the total amount to be reimbursed to you based on the number of children served in NC Pre-KKids for each classroom times the rate found in your **Budgeted** worksheet.

The **Running Total Column** is the sum of the Currently Budgeted Expenditure Column plus any State Office Payments which should total your monthly reimbursement for that service period.
Change Request
Budget - Estimated Other Resources

At least twice a year (December 15 and May 15) you should review and update the Estimated Other Resources in the Plan, if needed.

From Home page, click Change Request, click Budget and then click Change Request again.

To change information in text boxes, highlight the existing information and then type in new information. SAVE after each change.

To add new sources, click NEW and enter information in text boxes. SAVE after each addition.

You can SUBMIT from this screen or from the CR List (see next page).

Scroll down to enter effective date and relevant comment.
The CR list is your best friend.

To get this screen go to the Home page and click CR List (see page 13).

You can Filter List by using the dropdown box or you can select a header item to sort by that column.

You can submit your Change Requests from this screen by checking the Submit Check box and clicking SUBMIT CHECKED. NCPRe-KPlan validates all information when you submit.

To review a Change Request, click its CR #.
Note the CR Status, the Approval Date, the Type of Approval Required, and the Date that Approval was sent.
Edit A Change Request from the CR List

You get to this screen by clicking the CR # from the CR List screen (see page 55).

If a Change Request is returned to you by the State Office Pending More Information, edit the Change Request from this screen and resubmit the CR to the State Office.

You can SUBMIT from this screen.

You can DELETE a change request from this screen if the status of the Change Request is either Not Submitted or Denied.
Email Notification from State Office
NCPre-KPlan emails Contract Administrators, Program Contacts, and Additional Contact (if box is checked) when Change Request is PENDING MORE INFORMATION.

This email is to inform you of a status change to a Change Request.
Change Request Contract Name: Yancey County Schools
Change Request Number: 3, Administrator Credential Change

Site: Intermountain Children Service, Inc.
Administrator: Nora Hise

The previous status was: Submitted
The Change Request status has been changed to: Pending More Information.

To edit Change Request go to CR List, select CR#, and make changes (see pages 55-57).

NCPre-KPlan emails Contract Administrators, Program Contacts, and Additional Contact (if boxed is checked) when Change Request is APPROVED or DENIED. Rates for teacher approved with an exception will be in the comments.

This email is to inform you of a status change to a Change Request.
Change Request Contract Name: Yancey County Schools
Change Request Number: 3, Administrator Credential Change

Site: Intermountain Children Service, Inc.
Administrator: Nora Hise

The previous status was: Submitted
The Change Request status has been changed to: Approved.

The approved changes populate your Plan and NCPre-KKids, if applicable. You will receive an Administrative Letter that includes the approved changes.
Software Requirements

To use NCPre-KPlan, your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, a free download of Internet Explorer 7 is available at:


NC Pre-K Plan has not been successfully tested with other browsers, such as Netscape and Firefox.

Additional Assistance

For assistance with NCPre-KPlan or the Fiscal and Contract Manual contact Sharon Rankin Johnson at the Division of Child Development and Early Education: 919-527-6536 or sharon.johnson@dhhs.nc.gov. Mailing address: NC Pre-kindergarten Program Attention: Sharon Rankin Johnson, 2201 Mail Service Center Raleigh, NC 27699-2201.

For assistance with NC Pre-K Kids or APP contact Rachel Kaplan at the Division of Child Development and Early Education: 919-527-6548 or rachel.kaplan@dhhs.nc.gov.

For assistance with Change Requests regarding classroom adds, teachers, teacher assistants, and long and short-term substitute teachers and assistants, contact a regional NC Pre-K Policy Consultant (see NC Pre-K Regional Map at http://ncchildcare.nc.gov/PDF_forms/NCPre-K_Program_Regions_Map.pdf for contact information).

For assistance with Change Requests for administrators and principals, contact Heather Marler, heather.marler@dhhs.nc.gov or (919) 527-6609.

For assistance about the Program Requirement & Guidance Manual, NC Pre-K Contract Administrators should refer to the DCDEE Early Education Unit roles chart to determine the appropriate person to contact with any questions.
Print Menu

This is the screen you will see after you click PRINT MENU. All reports are generated in PDF format and are ready to print.

Click Committee Signatures to generate a hard copy of your next year Section I document.

Click PRINT to generate a hard copy of your 2015-2016 Plan.

Click the OPEN icon.

Click PRINT to print a summary of all sites/classrooms/slots in your Plan (similar to the former Section IV of NCPre-KPlan). Click the OPEN icon. See the following pages for samples of Reports #3 through #6.

The Audit Log Print tracks changes made to your Plan.
NCPre-KPlan Classroom Summary Report

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Type of facility</th>
<th>Child Care License #</th>
<th>LEA/School Code</th>
<th>Current Star Rating</th>
<th>Number of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bald Creek Child Development</td>
<td>Private Non-profit child care center</td>
<td>0055003</td>
<td></td>
<td>4 Star</td>
<td>1</td>
</tr>
<tr>
<td>Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermountain Children Service,</td>
<td>Head Start program</td>
<td>00000004</td>
<td></td>
<td>4 Star</td>
<td>2</td>
</tr>
<tr>
<td>Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mountain Heritage Child Care</td>
<td>Public School</td>
<td>0055005</td>
<td>996-330</td>
<td>5 Star</td>
<td>1</td>
</tr>
<tr>
<td>Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Sites: 3

Totals: 4

This report prints out each site name, type of facility, child care license number (if available), LEA/School code (if applicable), current star rating and number of NC Pre-K classrooms for the current month. The contractor name, contract number, and approval status, (broken out by county, where appropriate) are included in the header section. The total number of sites and number of classrooms are printed at the bottom of this report.
This report provides a convenient overview of each NC Pre-K program site. All sites or one particular site (selected from a dropdown list of all sites) can be selected to be printed in the report. The header contains the county, contractor, contract administrator, and program contact. For each site selected, the site name, administrator (including administrator credentials), and site address, telephone number, license number, and star rating are printed. Within each site for each participating classroom, the following information is printed: classroom code; year designated as a NC Pre-K classroom; maximum class size; curriculum, developmental assessment, and ongoing assessment tool being used; and Teacher information (Teacher type, first and last name, highest degree, and credential).
This report provides a convenient overview of the administrative side of the NC Pre-K contract for a given contractor. Contractor name and agency are provided in the header, followed by the contact information (name, title, telephone number, e-mail address, and regular mail address) for the NC Pre-K Program Contact, Fiscal Administrator, and the Contract Administrator. The next section provides the total direct service funds and administrative funds. The bottom section gives the composition of the NC Pre-K Committee, including the name of the local school Superintendent (or designee), local Partnership Board Chair (or designee), and the representatives for Head Start, licensed child care, child care resource/referral agency, social services or child subsidy, and parents.
This report is useful if your sites are subject to a Smart Start Audit. For each NC Pre-K student, the following information is listed: Teacher name, child name, child ID, date of birth, gender, the first day of attendance, withdrawal date (if appropriate), health assessment date, developmental screening date, and at-risk status. It is recommended that this report be run at the end of each school year before closeout so that the data will be available for a Smart Start audit conducted in the following year.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Child Name</th>
<th>Child ID</th>
<th>DOB</th>
<th>M/F</th>
<th>First day of attendance</th>
<th>Withdrawal Date</th>
<th>Health Asmt Date</th>
<th>Dev Screen Date</th>
<th>At Risk Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoover, Sandra</td>
<td></td>
<td></td>
<td>04/04/2003</td>
<td>F</td>
<td>08/27/2007</td>
<td></td>
<td></td>
<td></td>
<td>Child Meets Re Previosly S</td>
</tr>
<tr>
<td>Hoover, Sandra</td>
<td></td>
<td></td>
<td>04/03/2003</td>
<td>M</td>
<td>08/27/2007</td>
<td></td>
<td></td>
<td></td>
<td>Child Meets Re Previously S</td>
</tr>
<tr>
<td>Hoover, Sandra</td>
<td></td>
<td></td>
<td>04/22/2003</td>
<td>F</td>
<td>02/04/2008</td>
<td></td>
<td></td>
<td></td>
<td>Child Meets Re Previously S</td>
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<tr>
<td>Hoover, Sandra</td>
<td></td>
<td></td>
<td>09/22/2003</td>
<td>M</td>
<td>08/27/2007</td>
<td></td>
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<td></td>
<td>Never Been S</td>
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<tr>
<td>Hoover, Sandra</td>
<td></td>
<td></td>
<td>09/01/2003</td>
<td>M</td>
<td>08/27/2007</td>
<td></td>
<td></td>
<td></td>
<td>Never Been S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Child Name</th>
<th>Child ID</th>
<th>DOB</th>
<th>M/F</th>
<th>First day of attendance</th>
<th>Withdrawal Date</th>
<th>Health Asmt Date</th>
<th>Dev Screen Date</th>
<th>At Risk Status</th>
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</thead>
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<tr>
<td>McHone, Elizabeth</td>
<td></td>
<td></td>
<td>11/16/2002</td>
<td>M</td>
<td>08/19/2007</td>
<td>12/20/2006</td>
<td>02/26/2007</td>
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<td>Peaceful Child</td>
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<td>McHone, Elizabeth</td>
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<td>02/03/2003</td>
<td>M</td>
<td>08/14/2007</td>
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<td>07/24/2007</td>
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## Drop Down List Choices

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<thead>
<tr>
<th>NCPRe-KPlan Field Title</th>
<th>2013-2014 Input Location</th>
<th>Drop Down Box Choices</th>
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</thead>
<tbody>
<tr>
<td>Type of Site</td>
<td>Section IV Site</td>
<td>Public School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Head Start Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Head Start Program Administered by Public School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Non-profit child care center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private For-profit child care center</td>
</tr>
<tr>
<td>Current Star Rating</td>
<td>Section IV Site</td>
<td>5 Star</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Star</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Temporary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public School In Process</td>
</tr>
<tr>
<td>Principal/Director</td>
<td>Section IV Site</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interim Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interim Director</td>
</tr>
<tr>
<td>Highest Degree</td>
<td>Section IV Site</td>
<td>PhD/EdD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MA/MS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BA/BS</td>
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<tr>
<td></td>
<td></td>
<td>AA/AAS</td>
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<tr>
<td></td>
<td></td>
<td>High School Diploma/GED</td>
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<td></td>
<td>Less than High School Diploma</td>
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<tr>
<td>Highest Administrator Credential</td>
<td>Section IV Site</td>
<td>Principal License</td>
</tr>
<tr>
<td></td>
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<td>Admin Cred III</td>
</tr>
<tr>
<td></td>
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<td>Admin Cred II</td>
</tr>
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<td>Admin Cred I</td>
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<td>None</td>
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<td>Working on Administrative license/credential</td>
<td>Section IV Site</td>
<td>If Working on, select the highest one that applies (drop down box):</td>
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<td></td>
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<td>Principal License</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Admin Cred III</td>
</tr>
<tr>
<td>Degree working on</td>
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<td>Admin Cred I</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Site Director/Principal</td>
<td>If Working on, select the highest that applies (drop down box): PhD/ EdD MA/MS BA/BS</td>
<td>Not working on</td>
</tr>
<tr>
<td>Developmental Screening Tool</td>
<td>Site</td>
<td>Classroom</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td>HighScope Child Observation Record, 2d Edition</td>
<td>Investigator Club</td>
<td>Teaching Strategies GOLD®</td>
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<tr>
<td>The Work Sampling System, 4th Edition</td>
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<table>
<thead>
<tr>
<th>Teacher Type</th>
<th>Section IV</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher</th>
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</thead>
<tbody>
<tr>
<td>Lead</td>
<td>Lead, on extended leave</td>
<td>Long-term Substitute Lead</td>
<td>Assistant</td>
<td>Assistant, on extended leave</td>
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<table>
<thead>
<tr>
<th>Highest Degree in an Early Childhood Education field</th>
<th>Section IV</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher</th>
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</thead>
<tbody>
<tr>
<td>Select highest one that applies:</td>
<td>PhD/EdD</td>
<td>MA/MS</td>
<td>BA/BS</td>
<td>AA/AAS</td>
</tr>
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<table>
<thead>
<tr>
<th>ECE Major</th>
<th>Section IV</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher</th>
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</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>Elementary Education</td>
<td>Child Development</td>
<td>Special Education</td>
<td>Other Early Childhood Degree</td>
</tr>
<tr>
<td>Highest Non ECE Degree</td>
<td>Section IV</td>
<td>Site</td>
<td>Classroom</td>
<td>Teacher</td>
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<tr>
<td>------------------------</td>
<td>------------</td>
<td>------</td>
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