**Instructions**

**Virginia Preschool Initiative (VPI) Data Collection and Application Requirements for 2019-2020**

All eligible divisions must certify electronically participation or nonparticipation in the VPI program for the 2019-2020 school year by May 15, 2019.

The data and application will be collected through the Virginia Department of Education’s (VDOE) [Single Sign-On for Web Systems portal (SSWS)](https://p1pe.doe.virginia.gov/ssws/login.page.do). Access to the VPI application in SSWS must be requested through the school division’s SSWS account manager.

A division that chooses not to participate in the VPI program for the 2019-2020 school year must certify nonparticipation electronically through SSWS by May 15, 2019.

If your division is eligible and chooses to participate, additional information will be collected through SSWS. Please have the following information available before you begin entering the data into the SSWS application:

* Lead agency contact information
* Program contact information
* Number of full-day and/or half-day students to be served in 2019-2020
* Number of VPI classrooms (any classroom with one or more VPI funded students)
* Number of schools or centers
* Total number of VPI teachers
* Number of VPI teachers who hold a BA degree or higher and a Virginia teaching license with an NK or PK endorsement
* Number of VPI teachers with BA degree or higher
* Number of VPI teachers with Associate degrees
* Number of VPI teachers with Child Development Associate (CDA) credentials
* Total number of paraprofessionals
* Number of paraprofessionals with BA degrees
* Number of paraprofessionals with Associate degrees
* Number of paraprofessionals with Child Development Associate (CDA) credentials
* Number of paraprofessionals with high school diplomas or GED credentials
* Types of schools or centers - check the type of entity that is directly paying the VPI staff. The choices are public, private for profit, and private nonprofit
* Complete name of the vetted evidenced-based, integrated, and comprehensive curriculum (Foundation Blocks are preschool standards not curriculum)
* Test/assessment (in addition to PALS-PreK)

Completion of all data entry in SSWS with the division superintendent’s electronic certification that the data is correct should be submitted by May 15, 2019.