Attachment A, Memo No. 107-18

# InstructionsVirginia Preschool Initiative (VPI) Data Collection and Application Requirements for 2018-2019

All eligible divisions, regardless of participation, must certify electronically participation or nonparticipation in the VPI program for the 2018-2019 school year by May 15, 2018.

The data and application will be collected through the Department of Education’s Single Sign-On for Web Systems portal (SSWS). The website is located at:

[Single Sign-On for Web Systems](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.

An eligible division that chooses not to participate in the VPI program for the 2018-2019 school year must certify nonparticipation electronically through SSWS by May 15, 2018.

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 2018-2019
* Number of VPI classrooms
* 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 curriculum (please do not use acronyms)
* Test/assessment (in addition to PALS-PreK)

Complete all data entry in SSWS and the division superintendent must certify electronically in SSWS that the data are correct by May 15, 2018.