Instructions
Virginia Preschool Initiative (VPI) Data Collection and Application Requirements
for 2016-2017

All eligible divisions or localities, regardless of participation, must certify electronically participation or nonparticipation in the VPI program for the 2016-2017 school year by May 15, 2016, and again in fall 2016.

The data and application will be collected through the VPI application accessed through the Department of Education's VPI application in the Single Sign-On for Web Systems portal (SSWS). The Web site is located at:
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 or locality that chooses not to participate in the VPI program for the 2016-2017 school year must certify nonparticipation electronically through the VPI application in SSWS by May 15, 2016.

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

- Lead agency contact information
- Program contact information
- Number of full-day and/or half-day students to be served in 2016-2017
- 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
- Name of curriculum
- Test/assessment (in addition to PALS-PreK)
- Percentage of children enrolled in VPI for the current school year that meet the criteria for Free or Reduced Price Lunch

Complete all data entry in the VPI application in SSWS and the division superintendent must certify electronically in the VPI application in SSWS that the data is correct by May 15, 2016.