

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

All eligible divisions, regardless of participation, must certify electronically participation or nonparticipation in the VPI program for the 2016-2017 school year by October 1, 2016.

The data and application will be collected through the Department of Education's 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 that chooses not to participate in the VPI program for the 2016-2017 school year must certify nonparticipation electronically through SSWS by October 1, 2016.

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 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)
- Total number of students served at or below 130% of federal poverty guidelines
- Total number of students served 131%-200% of federal poverty guidelines
- Total number of students served 201%-350% of federal poverty guidelines
- Total number of students served 351% and above of federal poverty guidelines

- Total number of students served in each of the following student eligibility areas:
 - Poverty (at or below 200% of poverty)
 - Homelessness
 - Student's parents or guardians are school dropouts
 - Family income is less than 350% of federal poverty guidelines in the case of students with special needs or disabilities
 - Local criteria (Limited to 15% or less of total actual slots used)
 - Parent did not complete high school
 - Physical abuse and neglect, family abuse, substance abuse
 - Single family home
 - Foster care
 - English Language Learners (ELL)
 - Parent that is incarcerated
 - Military deployment
 - Student raised by relatives other than parents
 - Other - (this would be a text box limited to 30 characters)

Complete all data entry in SSWS and the division superintendent must certify electronically in SSWS that the data are correct by October 1, 2016.