



Early Education Student User Manual

January 2015

for the 2015-16 School Year

Early Education Student (EE Student)

Purpose

The Early Education Student system identifies and tracks children who participate in Early Childhood Family Education and School Readiness to better understand the transition strategies between early learning programs and elementary school. All procedures for children receiving Early Childhood Screening and Early Intervention/Early Childhood Special Education remain in the MARSS Manual. Do not enter ECS or EI/ECSE program information in Early Education Student.

Securing Approval to Submit Information

District staff need prior approval to submit data Early Education Student and the Student Identification Validation systems. [Request permission to access Early Education Student](http://education.state.mn.us/MDE/SchSup/DataSubLogin/EarlyEducStudent/index.html) (<http://education.state.mn.us/MDE/SchSup/DataSubLogin/EarlyEducStudent/index.html>). The Authorization for the [Student Identification Validation User Agreement](#) form is located at the bottom of this page:

(<http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html>).

The superintendent must sign and submit the forms. Once submitted, users must request access through their MDE Account. For directions on how to set up or modify an existing MDE Account, see [How to Create or Modify a MDE Account](#) (<http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html>).

Operational Requirements and Opportunities

Registration dates must be within six months of the start of the school year. For purposes of this system, school year and state fiscal year are the same. For example: State Fiscal Year 2013 = July 1, 2012-June 30, 2013 = 2013 School Year. A registration for the 2013 school year is required to be between January 1, 2012 to June 30, 2013, to allow for the common practice of families registering in the spring preceding the program.

The Search Program Registration Record function allows for all previously entered records to be searched regardless of date submitted. Most recently submitted records will be at the top of this list.

Unique Record Definition

A unique record is defined as one with the following combination of variables – district, school year, registration date, program name and state student ID. For example, if a child registers for two different ECFE classes on the same date (regardless of whether both classes are held on “Mondays” or “Monday/Tuesday”), the system will identify one record, not two, due to both having the same registration date. In this case, mark “2” in the child’s count of classes to indicate there are two classes.

File Submission Procedures and Manual Entry

See Data Elements section for definitions, allowed characters and requirements.

Once staff have obtained permission to access EE Student and Student Identification Validation systems, staff may enter student information by hand, click on “Add Program Registration” on left side. You will need to have the student’s State Student Identification number and know whether or not the child is accessing Pathway I or Pathway II (PI or PII) scholarships prior to entering data. Then add information for that student, including all required components and click “Add.” (Note – this is to add a record in EE Student. It is **not** creating a record in MARSS.)

Home

Add Program Registration - *Early Education*

Add Program Registration

2854-01 Ada-Borup Public School District

Early Education

Fields with an "*" are required

Early Education Scholarship

Submit XML Data File

Student Information

Search Registrations

Complete

Student Validation Incomplete (2)

Previous Files Uploads

Return to MDE Site

Early Education Data Collection Contact:

Whiteman, Avisia (MDE)

avisia.whiteman@state.mn.us

651-582-8329

* State Student Id

* Last Name

* First Name

Middle Name

Suffix

* Birth Date

Birth date should be in MM/dd/yyyy format

* Gender Male Female

Validate State Student Id

Primary Language

Specify Other Primary Language

Secondary Language

McKinney Vento Homeless Yes No

* Immunizations Up To Date Yes No

Migrant Yes No

Student Ethnicity

Hispanic Indicator Yes No

Submit XML File of Student Information

Early Education Data Collection

Early Education Data Collection Home

Data Submission

Add Program Registration

Submit XML Data File

Search Individual Registrations

Previous Files Uploaded

Return to MDE Site

Early Education Data Collection Contact:

Whiteman, Avisia (MDE)

avisia.whiteman@state.mn.us

651-582-8329

Add Program Registration

4073-07 Academia Cesar Chavez Charter Sch.

Fields with an "*" are required

Student Information

* State Student Id

* Last Name

* First Name

Middle Name

Suffix

* Birth Date

Birth date should be in MM/dd/yyyy format

* Gender Male Female

Primary Language

McKinney Vento Homeless Yes No

* Immunizations Up To Date Yes No

Once the schema has been checked, typically by the software company generating the data file, click Submit XML Data File. Click "Browse" for the file intended for this district's report. Then click Upload File. Any error in any student's information will cause the entire file to be rejected. The data in error will be identified. Fix it in the source file and resubmit.

NOTE: for both manual and XML entry methods: the latest data will override any existing data where district, school year, program name, registration date and state student ID combination matches existing records. The override cannot be undone. Only the manual entry method shows a record already exists.

Search Function

To search for previously submitted files, click “Complete”, “Student Validation Incomplete” or “Previous Files Uploaded.” All previously entered files for that district will be present with the most recently uploaded files at the top. Click on “show date” to look at the data uploaded by the specific date. There is the option to edit or delete a student’s record from this section.

Questions

After reviewing the Announcements section for any pertinent memos that may address your concern, contact mde.it-helpdesk@state.mn.us with technical questions. For policy or data content questions, Contact [Avisia Whiteman](#) at Avisia.Whiteman@state.mn.us with data or policy questions.

Skip navigation

Minnesota Department of
Education

Welcome to MDE > Early Education Data Collection > Add Program Registration

Signed in as:
earlyeducation

Early Education Data Collection - QA

Home

Add Program Registration 2854-01 Ada-Borup Public School District

Early Education

Early Education Scholarship

Submit XML Data File

Search Registrations

Complete

Student Validation Incomplete (2)

Previous Files Uploads

Return to MDE Site

Add Program Registration - Early Education

Fields with an "*" are required

Student Information

* State Student Id

* Last Name

* First Name

Middle Name

Suffix

Data Elements

State Student ID

Required: Yes

Size: 13

Values: 0-9

Notes: This field contains the student's 13-digit State Reporting Number used for MARSS reporting. Only the characters 0-9 are allowed and the first four digits must not be "0000". Refer to Appendix C of the MARSS Manual for details on this identifier.

First Name

Required: Yes

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's first name. See the MARSS Manual for Student Name Field directions. See also Appendix A to this document.

Last Name

Required: Yes

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's last name. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

Middle Name

Required: No

Size: 40

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: The student's middle name. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

Suffix

Required: No

Size: 4

Values: A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Notes: This field contains any name suffix the student wishes to use. This field may be empty. See the MARSS Manual for Student Name Field directions. See also Appendix A to Early Education Student.

DOB

Required: Yes

Size: 10

Values: MM/DD/YYYY for manual entry
YYYY-MM-DD for XML file upload

Notes: This field contains the student's date of birth. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD format.

Gender

Required: Yes

Size: 1

Values: Female/Male

Notes: This field contains the gender of the student. Only the characters "F" or "M" are permitted.

Ethnicity: Hispanic/Latino

Required: No

Size: 1

Values: Yes/No

Notes: This field contains the Hispanic Latino flag of the student. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Race

Required: No

Size: 1

Values: American Indian/Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Notes: This field contains the race flag of the student. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”. Students may be reported with multiple races/ethnicities.

School Year

Required: Yes

Size: 4

Values: Numerical

Notes: School year 2013-14 is entered as 2014.

Migrant

Required: No

Size: 1

Values: Yes/No. See MARSS Manual for Migrant flag.

Notes: This field contains the migrant flag of the student. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Primary/Secondary Language

Required: No

Size: 3

Values: See MARSS Manual for Primary Home Language.

Notes: This field contains the Primary/Secondary Language of the student.

McKinney-Vento Homeless

Required: No

Size: 1

Values: Yes/No. See MARSS Manual for Homeless Student flag definition.

Notes: This field contains the Homeless/highly mobile flag of the student. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

Immunizations Up to Date

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the Immunization up to date flag of the student. Only the digits “1” or “0” are permitted. “1” indicates “Yes” and “0” indicates “No”.

District Number

Required: Yes

Size: 4

Values: 0-9

Notes: This field contains the four-digit district number of the reporting district located in the School (A) file, and the Student (B) file for MARSS. For example: 0252.

District Type

Required: Yes

Size: 2

Values: 01 -- Independent
03 -- Special (Minneapolis #1 and South St. Paul #6)
07 -- Charter/Outcome-Based School

Notes: This field contains the two-digit district number of the reporting district located in the School (A) file, and the Student (B) file for MARSS. For example: 01.

County

Required: No (Yes if PI or PII)

Size: 2

Values: 1-87 Minnesota Counties

Notes: This field contains the county number for the child's resident county. Children must reside in Minnesota to qualify for a Pathway I or Pathway II scholarship. Children residing outside of Minnesota may attend the district programs through other resources. Check for your district policies.

Program Name

Required: Yes

Size: 2

Values: 01 = SR = School Readiness
02 = ECFE = Early Childhood Family Education
03 = ECFE/ABE = Early Childhood Family Education/Adult Basic Education joint registration
04 = SR/ABE = School Readiness/Adult Basic Education joint registration
99 = Other = other preschool program funded by the district (not child care).

Notes: This field contains the registered program name for the student registered for with the district.

Registration Date

Required: Yes

Size: 10

Values: MM/DD/YYYY for manual entry
YYYY-MM-DD for XML file upload

Notes: This field contains the registration date of the program. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD format.

Count of Classes

Required: Yes

Size: 2

Values: 0-9

Notes: This field contains the count of the same programs registered on that particular registration date. Only the characters 0-9 are allowed and can't exceed 2 characters. For example, if a student registers on the same date for two separate ECFE classes, "2" would be entered regardless if the classes are scheduled to be held on the same day or not.

Fee Status

Required: Yes

Size: 2

Values: 01 = Full Fee = Parents pay full fee for course registration.
02 = Reduced Fee = Parents pay partial fee for course registration.
03 = No Fee = Parents pay nothing for course registration.

Notes: This field contains the student's fee status.

Funding Source

Required: Yes

Size: 2

Values: 01 = Parent Fee
02 = SR = School Readiness
03 = ECFE = Early Childhood Family Education
04 = ECSE = Early Childhood Special Education
05 = Head Start
06 = Early Head Start
07 = Title I
08 = Non-DHS funded child care
09 = Other district
10 = Other county
12 = Community Scholarship (all other scholarships, including Race to the Top
Early Learning Challenge Fund scholarships)
13 = Private foundation grant

Notes: This field contains the funding source of the student. Multiple values may be entered. This field is to describe the multiple funding sources for program implementation. It is not to be used for accounting purposes.

Special Needs or Delay NOT Eligible for Special Education

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the teacher identified flag for children who have either a) been evaluated for Early Intervention or Early Childhood Special Education and did not qualify, or b) have equivalent levels of need and have not yet been evaluated. Only the digits "1" or "0" are permitted. "1" indicates "Yes" and "0" indicates "No."
1 = child is NOT eligible for special education and there are teacher identified special needs or delays. 0 = either child is eligible for special education (identified in MARSS) OR the child has no special needs or delays.

Services Referred From/To

Required: No for SFY13 &14, No for SFY15

Size: 3

Values: 01 = SR
02 = ECFE
03 = ECFE/ABE
04 = SR/ABE
99 = Other
200 = Private Preschool
201 = Child Care Center
202 = Family Child Care

Notes: This field contains the staff flag for children who have been referred to ECFE and/or School Readiness or from the currently enrolled program to another one.

County

Required: No (yes if PI or PII)

Values: 1-87

Notes: This is the Minnesota county where the child resides. Children who reside outside of Minnesota are not eligible for scholarships.

Parent: First Name

Required: No (yes if PI or PII)

Size: 40

Values: Alphabetic and some characters

Notes: This field contains the first name of the person who registered the student. Only the characters A-Z, a-z, hyphens, apostrophes and spaces are allowed.

The registering person is considered the primary adult contact for the child while in the program. For example, when two adults attend ECFE for one child, there is the option to create a second Registering Person.

Parent: Last Name

Required: No (yes if PI or PII)

Size: 40

Values: Alphabetic and some characters

Notes: This field contains the last name of registering person of the student for which information is being reported. Only the characters A-Z, a-z, hyphens, apostrophes and spaces are allowed.

Parent: DOB

Required: No

Size: 10

Values: MM/DD/YYYY for manual entry
YYYY-MM-DD for XML file upload

January 1, 1900	Scholarship parent, not a teen parent and no DOB available
February 1, 1900	Parent Only Class – Targeted General
February 2, 1900	Parent Only Class – Incarcerated Family Member
February 3, 1900	Parent Only Class – Teen Parent
March 1, 1900	Parent Only Class – Universal (not targeted)
June 1, 1900	Home Visit – Parent Educator (48 or more within one year)
June 2, 1900	Home Visit – Other (48 or more within one year)

Notes: This field contains the birth date of registering person of the student for which this information is being reported. Only the numbers 0-9 and hyphens are permitted in YYYY-MM-DD.

Parent: Type

Required: Yes

Size: 4

Values: 1726 = Foster Father
 1727 = Father
 1734 = Foster Mother
 1735 = Mother
 1798 = Guardian – Male
 1799 = Guardian – Female
 9991 = Other Relative – Male
 9992 = Other Relative – Female

Notes: This field contains the relationship of registering person of the student for which this information is being reported.

Parent: Education Background

Required: No

Size: 4

Values: Doctoral degree
 Master's degree
 Bachelor's Degree
 Associate's Degree

Some college, but no degree
High School Diploma
12th grade, no diploma = some high school, no graduation
Eighth grade = some elementary and middle school experiences, none beyond eighth grade

Notes: This field contains the education background of the registering person of the student for which this information is being reported.

Parent: Employment Status

Required: No

Size: 2

Values: 01 = Employed > 25 hours per week, employed more than 25 hours per week
02 = Employed < 25 hours per week, employed less than 25 hours per week
03 = Unemployed, seeking employment
04 = Unemployed, not seeking employment

Notes: This field contains the employment status of the registering person of the student for which this information is being reported.

Parent: Household Income

Required: No (Yes if PI or PII)

Size: 10

Values: Numeric

Notes: This field contains the household income of registering person of the student for which this information is being reported. Only the characters 0-9 are allowed and length should not be more than 10 characters.

Enter \$5.00 if parent qualified for a Pathway I or Pathway II scholarship via categorical eligibility versus by income.

Enter \$6.00 if the parent refused the question.

Parent: Number of People in Household

Required: No (Yes if PI or PII)

Size: 2

Values: Numeric

Notes: This field contains the number of people in the household of registering person of the student for which this information is being reported. Only the characters 0-9 are allowed and length should not be more than 2 characters.

Enter 5 if parent qualified for a Pathway I or Pathway II scholarship via categorical eligibility versus by income.

Enter 6 if the parent refused the question.

Parent: Receiving Interpreter Assistance

Required: Yes

Size: 1

Values: Yes/No

Notes: This field contains the Interpreter Assistance Services flag of registering person of the student for which this information is being reported. Only the digits “1” or “0” are permitted. “1” indicates “yes” and “0” indicates “No”.

Parent: Classroom Volunteer Type

Required: Yes for most parents, ***No for parents of children accessing scholarship***

Size: 2

Values: 01 – Not volunteering
02 – Classroom volunteer
03 – Parent Advisory Council Volunteer
99 – Other as district identified

Notes: This field contains the classroom volunteer type of registering person of the student for which this information is being reported.

Sibling

Required: No

Values: If a child is seeking a Pathway I or Pathway II scholarship based on their sibling's eligibility, then they are considered a sibling and require the following pieces of information – SSID, First, M.I. and Last Name, Date of Birth, Gender and Immunizations Up to Date. The following elements are optional – Suffix, Race/Ethnicity, Migrant status, McKinney-Vento Homelessness status.

Notes: The field listed above contains the sibling information for a child qualifying for a Pathway I or Pathway II scholarship *where the sibling is also qualifying for a scholarship.*

Hours/Days Attended

Required: No

Size: No limit

Values: Districts may select how to record child attendance for each program registration in either hours or days.

Notes: The attendance elements are to be used in coordination with the course catalogue information. Timelines are not yet set for the early childhood section of the Minnesota Common Course Catalogue.

Appendices

A – Additional Directions on Student Names

B – Sample Text for Responding to Questions on EE Student

C – Letter for districts without enough classes to report

Appendix A - Additional Directions on Student Names

For Karen speakers and others from Burma:

Use the name documented on legal travel or immigration documents obtained overseas when available. In conversation, references are made using the entire name and only legal documents make the distinction between first, middle and last names.

Appendix B – Sample Short and Longer Versions of Text for Responding to Questions

Districts may choose to include either the short or long version of the text below as part of the Parent Questionnaires to help increase response rates.

Short:

The following form includes information for the Minnesota Department of Education (MDE). MDE is collecting information about our early childhood families in order to better understand children’s and families’ experiences over time in our programs. National research has shown the benefits and advantages of children who participate in early childhood education. As always, your data is protected by state and federal data privacy protections. Understanding our students’ journey through their E-12 experiences will help us make sure students have everything they need to succeed.

Long:

The Minnesota Department of Education is taking steps to make early childhood education a more integrated part of the E-12 education system. A number of initiatives are aligned with the work in early childhood to grade three planning.

Early Education Student identifies the program participation of children enrolling in Early Childhood Family Education and public preschool. Demographics are included in order to describe who is participating. These program participation and demographic elements are nearly identical to what is requested at Early Childhood Special Education or kindergarten enrollment. As always, this data is protected by state and federal data privacy protections.

The Early Education Student pilot group showed that 60-100 percent of the entering kindergarten cohort participated in an early childhood program in the district some time before starting kindergarten. That level of effort needs to be reflected statewide in order to better understand how our programs are serving children and preparing them for early elementary for we know what children bring to kindergarten impacts their third grade results.

Appendix C

Districts who offer regularly occurring classes that meet six or more individual times with the same group of children within the school year are to report within Early Education Student. If your district does not meet this level, please email MDE.EEStudent@state.mn.us with your district name, program name (ECFE or School Readiness), and relevant school year and let us know you do not offer six or more classes.

MDE staff will record that and not continue to ask your district to report.