



# NCPRE-KKids 2016-2017 USER GUIDE

Revised August, 2016

[https://maf.ad.unc.edu/ncpre-kkids\\_1617/logon.aspx](https://maf.ad.unc.edu/ncpre-kkids_1617/logon.aspx)

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## Important Highlights

The NCPre-K Reporting System consists of three main parts, NCPre-KPlan, NCPre-KKids and NC Pre-K APP. Most program information concerning your contract, sites and classrooms for 2016-2017 resides only in NCPre-KPlan, while information related to the children served in the NC Pre-Kindergarten Program (NCPre-K) is entered in NC Pre-K APP, then housed in NCPre-KKids. Changes to most of the information related to contracts, sites and classrooms are all handled in NCPre-KPlan through the Change Request process. Child level data continue to be reported monthly, along with related site and classroom operation information. Helpful tips regarding the monthly reporting system are outlined below:

The NCPre-KKids monthly Service Reports are due by the 10<sup>th</sup> business day of each month following the reporting month (e.g., monthly reports for September are due October 14th)

- New sites and classrooms that are added to NCPre-KPlan through the Change Request process automatically feed over to NCPre-KKids; sites and classes that have never served children and are deactivated in NCPre-KPlan will not appear in the listings in NCPre-KKids
- Home/Community setting visits should be coded as Operation Days on the Site form for reporting purposes
- NCPre-KKids will calculate eligibility for free or reduced priced lunch based on the household income and family size entered
- All forms must be submitted or deleted prior to printing attendance report.
- Exit children in the month when they last attended in a particular classroom
- Be aware that Question 17 on the Child Form refers to SMART START funds only, not to NCPre-K dollars and may not be applicable to all children. Leave blank as appropriate
- After the first month of operation, the names of all newly enrolled children in a given month will be listed on the Attendance Report



- All teachers must be in place and visible on the Classroom Attendance Report prior to reimbursement
- Attendance Reports only include children whose forms are in "Ready to Submit" or "Submitted" status
- There is an option to "Print All Classrooms" on the Classroom Attendance Report page that allows for all Classroom Attendance Reports to be printed with one click
- The Reports page has options for a Child Data Report and a Cumulative Child Data Report, specific to your county, which will display the latest information entered on all children served in a particular contract.
- When you click Save on each child form, you will either receive an itemized list of issues for that form or NCPre-KKids will inform you there are no issues for that form. The Forms Status is still available to itemize issues on each form.

#### **New in 2014-2015!**

- **Child data is entered in NC Pre-K APP, then sent to NCPre-KKids electronically**  
[https://maf.ad.unc.edu/ncpre-kkids\\_1617/logon.aspx](https://maf.ad.unc.edu/ncpre-kkids_1617/logon.aspx)

**REMINDER:** Please review User Rights and Roles in this Guide as there have been many staff changes at the Contractor and Site level.

## Software Requirements

To use NCPRE-KKids your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, free downloads are available at the following site:

Internet Explorer 7, 8, & 9: <http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this software utility, free downloads are available at the following site:

Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>

## Additional Assistance

- If you have followed the instructions in this User Guide and you need further technical assistance, please call or email the NCPRE-KKids coordinator, Rachel Kaplan, at (919) 527-6548 or [rachel.kaplan@dhhs.nc.gov](mailto:rachel.kaplan@dhhs.nc.gov) (Division of Child Development and Early Education).
- NC Pre-K Contract Administrators should refer to the [DCDEE Early Education Unit roles and contact list chart](#) to determine the appropriate person to contact with any other questions.

## Overview of NCPre-K Reporting Requirements in a School Year

This chart is designed to help you understand NC Pre-Kindergarten reporting requirements, describing due dates and system for submission.

<b>What</b>	<b>When</b>	<b>How</b>
<b>County/Region Plans</b> with current year updates are due to the State NC Pre-Kindergarten Office	<b>Child Placement: Teachers:</b>	NCPre-KPlan system
<b>County/Region Plan Changes</b>	<b>As needed</b>	Change Requests in NCPre-KPlan
<b>Monthly Service Report Forms</b>	<b>The 10<sup>th</sup> business day of the month following each month of NC Pre-Kindergarten service</b>	NCPre-KKids system
<b>Financial Status Report (FSR), Monthly Attendance Reports and Summary of Attendance Reports</b> are due to the State NCPre-K Office	<b>The 10<sup>th</sup> business day of the month following each month of NC Pre-Kindergarten service</b>	NCPre-KKids and paper submission

## Overview of Monthly Reporting Requirements

<b>First Month of Service</b>	<b>Page in User Guide</b>
Enter Children's Names by Classroom	13
Create All Forms	15
Enter Site Operation Days and Teacher Workdays	21
Enter Class Size	22
Enter Child Attendance on Classroom Grid	22
Enter Child Data on Demographics, Household Info, Eligibility Factors, Prior Placement, Assessment Evaluation and Attendance/Disability panels	25
Make all Forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance Report	34

<b>Subsequent Months of Service</b>	<b>Page in User Guide</b>
Create all Forms	15
Enter Site Operation Days and Teacher Workdays	21
Edit Class Size if needed	22
Enter Child Attendance on Classroom Attendance Grid	22
Edit child forms as necessary to reflect exit dates or changes in disability status or Smart Start subsidy amounts	25
Make all forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance Report	34

## Getting Started

- Access the NCPRe-KKids website at [https://maf.ad.unc.edu/ncpre-kkids\\_1617/logon.aspx](https://maf.ad.unc.edu/ncpre-kkids_1617/logon.aspx)
- Your existing user ID and password will access NCPRe-KKids. For Plan Administrators, this ID and password will also access NCPRe-KPlan. The same ID and password are used in NC Pre-K APP.
- If you do not have a user ID and password, please contact your contract administrator or program contact for assistance. Any contract administrator or program contact who does not have a user ID or password should contact Rachel Kaplan at (919) 527-6548 or [rachel.kaplan@dhhs.nc.gov](mailto:rachel.kaplan@dhhs.nc.gov) with the Division of Child Development and Early Education.
- NCPRe-KKids includes information about Sites, Classrooms/Teachers, and Children that make up the monthly Service Reports. Each month, Service Reports will contain separate forms for each site, classroom and child participating in NC Pre-K. NC Pre-K monthly Service Reports are submitted online and due by the 10<sup>th</sup> business day of each month following the reporting month (e.g., monthly reports for September are due October 14<sup>th</sup>).

The system also generates printable monthly attendance reports, which are due to the State NC Pre-K Office by the 10<sup>th</sup> business day of each month following the service month. For further information on Monthly Attendance Reports, visit the DCDEE website: <http://ncchildcare.nc.gov>.

- This User Guide is available from the Instruction Page of the NCPRe-KPlan 2016-2017 or the DCDEE web site <http://ncchildcare.nc.gov>.

## Logging On

Type [https://maf.ad.unc.edu/ncpre-kkids\\_1617/logon.aspx](https://maf.ad.unc.edu/ncpre-kkids_1617/logon.aspx) into your web browser and when the NCPRe-KKids Logon screen shown below appears, type in your Logon ID and Password and then click the "Logon" button.

The screenshot shows a web browser window titled "Logon Page - Windows Internet Explorer". The address bar contains the URL "https://maf.ad.unc.edu/test\_ncpkkids/LOGON.ASPX". The page features a header with the "NORTH CAROLINA NC Pre-K Kids Prekindergarten Program" logo. Below the header, the "Logon" section contains the following text: "The NC Pre-K Kids application is a web-based system for submitting monthly reports about activities related to the North Carolina Pre-kindergarten program. This application can only be accessed by authorized staff, Contract Administrators at Grantee offices or other designated staff. To enter the system, type your Logon ID and Password below and click the Logon button." The login fields are labeled "Logon ID:" and "Password:", each with a text input box. A blue "Logon" button is positioned below the password field. A "System Message" section follows, stating "The following message has been posted by the System Administrator:" and displaying two lines of test data: "--test-- --test-- --test-- --test-- --test-- --test-- --test-- --test-- --test-- --test--" and "test-- --test-- --test-- --test-- --test-- --test-- --test--". At the bottom, there is a link to "contact Support" with a text input box for the support instance. The footer contains the text "Copyright 2011, North Carolina Pre-kindergarten program".

Enter  
Logon ID  
and  
Password  
here and  
click  
Logon.

Note: The screen shots in this User Guide were made in a test environment. Terms such as "QA", "Test", and various names and dates of Sites, Classrooms and Children that appear on these screen shots will not show in the actual NCPRe-KKids system.

# Home Screen

A successful logon will bring you to the NCPre-KKids "Work with Forms" screen, the Home Page of NCPre-KKids, shown below.

The navigation links are very useful to go from panel to panel, but will not save your work; only the Save, Next and Previous buttons shown on each form page will save work.

Link to NC Pre-KPlan for Plan Administrators.

**Work With Forms**

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

[Select Contract](#)  
 [Create All Forms](#)  
 [Make Forms Ready to Submit](#)  
 [Make Forms In Process](#)  
 [Delete Multiple Forms](#)  
 [Review / Submit Forms](#)  
 [Search For a Child](#)

Reporting Period: 8-2012

Site Forms	Classroom Forms	Child Forms
Ashford Academy Submitted	ASH-1 Submitted	ASH-1 Children
Bethlehem Center Head Start at the Park at Oaklawn Form Not Created	ASH-2 Form Not Created	ASH-2 Children
CMS--Albemarle Road Elementary Submitted	Oak #2 Form Not Created	Oak #2 Children
	AR-2 Submitted	AR-2 Children
	AR-3 Form Not Created	AR-3 Children

When you log on to NCPre-KKids, all of your approved Sites and Classrooms will appear on the Home Page.

Select the Reporting Period you want to work with prior to navigating through NCPre-KKids.

## First Month of Service

When you begin NCPre-KKids Service Reports for the first month of the school year, you will need to verify child records for all the children served by NC Pre-K. Beginning in 2014, child data is sent from NC Pre-K APP. Make sure that all your sites and classes fed over to NCPre-KKids from NCPre-KPlan by checking the list on the Forms page and then begin to add new child records.

### Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.  
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract	Create All Forms	Make Forms Ready to Submit	Make Forms In Process	Delete Multiple Forms	Review / Submit Forms	Search For a Child
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Reporting Period: 7-2013

Site Forms	Classroom Forms	Child Forms
<p><b>Ashley Park School</b> Form Not Created</p>	<p><b>CMS--AP1</b> Form Not Created</p> <p><b>CMS--AP2</b> Form Not Created</p>	<p><b>CMS--AP1 Children</b></p> <p><b>CMS--AP2 Children</b></p>
<p><b>Berryhill School</b> Form Not Created</p>	<p><b>CMS--BH1</b> Form Not Created</p> <p><b>CMS--BH2</b> Form Not Created</p>	<p><b>CMS--BH1 Children</b></p> <p><b>CMS--BH2 Children</b></p>
<p><b>Bethlehem Center Head Start at the Park at Oaklawn</b> Form Not Created</p>	<p><b>Oak #2</b> Form Not Created</p>	<p><b>Oak #2 Children</b></p>

Check to make sure that all your approved Sites and Classes are listed here

Click on classroom name under "Child Forms" to add children

## Entering New Child Record

**Contract:** test Mecklenburg      **Site:** Ashley Park School      **Classroom:** CMS--AP2      **Child:**

Forms    Admin    My Profile    Reports    Logoff    NCPK Plan

**Child Selector**      **Reporting Period: 7-2013**

1. Click on the name of a Child to work with the form for the selected reporting period.  
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.  
*If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.*

Show All Children:

Child	Form Status	Form Selector	Delete Child	Exit Child	Move Child
Farmer, Constance R	Form Not Created		Delete Constance		Move Constance

Cancel    Add New Child    Copy/Move Children

Copyright 2011, North Carolina Pre-kindergarten program

Click on "Add New Child" button to add individual children

Adding a new child will only be necessary if a child was not already entered and sent from NC Pre-K APP. If you must add a new child: After selecting a classroom from the Child Forms list (shown on previous page), click on "Add New Child", and then enter the Child's name in the boxes provided. Click OK when you are done (or Cancel if you change your mind). The Child's name will then be displayed in the Child Selector (see next page). Note that the "Delete" option (in the Delete Child column) will be available only when no forms have been submitted in any month for this child.

## Child Selector Screen

New Child Records

To see all children, including those with exit dates, select the "Show All Children" box

**Contract:** test Mecklenburg    **Site:** Ashley Park School    **Classroom:** CMS--AP2    **Child:**

**Child Selector**      **Reporting Period: 7-2013**

1. Click on the name of a Child to work with the form for the selected reporting period.  
 This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

*If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.*

Show All Children:

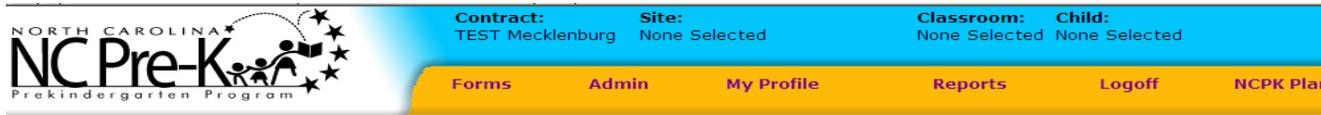
Child	Form Status	Form Selector	Delete Child	Exit Child	Move Child
Farmer, Constance R	Form Not Created		Delete Constance		Move Constance

Buttons: Cancel, Add New Child, Copy/Move Children

If needed, continue to add children to a classroom by selecting the "Add New Child" button until all children are entered. This process will need to be repeated for each classroom only for children not sent from NC Pre-K APP. The Child Selector screen only displays the names of children who are currently enrolled in NC Pre-K when the "Show All Children" box is not checked (the default setting.) If you would like to see ALL children (both enrolled and exited), check the "Show All Children" box. After you have entered all the children for a classroom, click on "Forms" on the yellow bar to return to the "Work with Forms" page, where you can "Create All Forms" (see next page).

# Creating all Forms

After you have created a list of all children for your contract, you can create all of your monthly forms with just a few clicks.



## Work With Forms

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

[Select Contract](#)
[Create All Forms](#)
[Make Forms Ready to Submit](#)
[Make Forms In Process](#)
[Delete Multiple Forms](#)
[Review / Submit Forms](#)
[Search For a Child](#)

Reporting Period: 8-2012

### Site Forms

Ashford Academy  
Submitted

Bethlehem Center Head Start at the Park at Oaklawn  
Form Not Created

CMS--Albemarle Road Elementary  
Submitted

CMS--Beverly Woods Elementary  
Form Not Created

### Classroom Forms

ASH-1  
Submitted

ASH-2  
Form Not Created

Oak #2  
Form Not Created

AR-2  
Submitted

AR-3  
Form Not Created

BW-1  
Form Not Created

### Child Forms

ASH-1 Children

ASH-2 Children

Oak #2 Children

AR-2 Children

AR-3 Children

BW-1 Children

First, select appropriate Reporting Period...

...next, select "Create all Forms" to create all Site, Classroom and Child forms at the same time

## Create All Forms Screen

Confirm that all forms you want to create are selected.

If a site or classroom is not operating in a given month, uncheck the box beside the name and the form will not be created.

**Contract:** test Mecklenburg    **Site:** Ashley Park School    **Classroom:** CMS--AP2    **Child:**

**Create All Forms**    **Reporting Period: 7-2013**

This operation will create Site, Classroom and Chld forms for the current Reporting Period.  
**Note:** Forms will be created for all Children of a selected Classroom.

- test Charlotte-Mecklenburg Schools
  - Ashley Park School
    - CMS--AP1
    - CMS--AP2
  - Berryhill School
    - CMS--BH1
    - CMS--BH2
  - Bethlehem Center Head Start at the Park at Oaklawn
    - Oak #2
  - CMS--David Cox Elementary
    - DC-1
    - DC-2

Select "Create" and all forms that are checked will be created.

After the system has completed creating forms, you will get a Form Creation Results page, showing which forms were successfully created and an error message for any forms that had been created previously (see next page).

\*Note: If you inadvertently create a large number of forms that you do not need, please contact Rachel Kaplan at (919) 527-6548 or Rachel.kaplan@dhhs.nc.gov for assistance deleting them.

## Forms Creation Results Screen

Forms that were successfully created

**Contract:**  
test Mecklenburg
**Site:**  
Berryhill School
**Classroom:**  
CMS--BH1
**Child:**

Forms
Admin
My Profile
Reports
Logoff
NCPK Plan

Select Other Forms To Create
OK

Forms(s) Created	
SITE: Ashley Park School	Success
SITE: Berryhill School	Success
SITE: CMS--David Cox Elementary	Success
SITE: Childcare Network #96	Success
CLASSROOM: CMS--AP1	Success
CLASSROOM: CMS--AP2	Success
CHILD: Farmer, Constance	Success
CLASSROOM: CMS--BH2	Success
CLASSROOM: DC-1	Success
CLASSROOM: DC-2	Success
CLASSROOM: CCN96-2	Success

Forms(s) not created
CLASSROOM: CMS--BH1   Error: Classroom form for this period already exists

Form that was not created because it already exists; click "OK" and you will return to the "Forms Page"

All forms that are created using the "Create all Forms" option will be in "In Process" status and will need additional data to be complete. You will need to fill in some recurrent data each month, including indicating relevant changes. Recurrent data each month will include: reporting site operation and teacher work days on the site form, updating any changes in class size or funds paid to the provider and reporting child attendance on the classroom form, and updating any changes in child level data (such as Smart Start subsidy amount) as appropriate on the child forms. You also have the option of creating each form manually (see next page).

## Creating a Form Manually

If you choose to create your forms manually or "one-by-one", you may do so from the Forms page.

First, select Reporting Period....

To create a site or classroom form manually, simply click on the name. This creates a new form for the reporting period you have selected

To create a child form manually, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

**Work With Forms**

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

[Select Contract](#)  
 [Create All Forms](#)  
 [Make Forms Ready to Submit](#)  
 [Make Forms In Process](#)  
 [Delete Multiple Forms](#)  
 [Review / Submit Forms](#)  
 [Search For a Child](#)

Reporting Period: 8-2012

Site Forms	Classroom Forms	Child Forms
<a href="#">Ashford Academy</a> Submitted	<a href="#">ASH-1</a> Submitted <a href="#">ASH-2</a> Form Not Created	<a href="#">ASH-1 Children</a> <a href="#">ASH-2 Children</a>
<a href="#">Bethlehem Center Head Start at the Park at Oaklawn</a> Form Not Created	<a href="#">Oak #2</a> Form Not Created	<a href="#">Oak #2 Children</a>
<a href="#">CMS--Albemarle Road Elementary</a> Submitted	<a href="#">AR-2</a> Submitted <a href="#">AR-3</a> Form Not Created	<a href="#">AR-2 Children</a> <a href="#">AR-3 Children</a>
<a href="#">CMS--Beverly Woods Elementary</a> Form Not Created	<a href="#">BW-1</a> Form Not Created	<a href="#">BW-1 Children</a>

## Editing Forms

After you have created your forms in NCPre-KKids, you need to edit them to add information each month. You will need to complete the Site and Classroom forms with information not housed in NCPre-KPlan. To edit a Classroom or Site form, go to the Forms screen, select the appropriate reporting period and then click on the name of the site or classroom.

**Child level data are not stored in NCPre-KPlan, so the first month you will need to add all information for all children.** For all child data for subsequent months, data will feed over from the previous month's NCPre-KKids forms. To edit a Child Form, click on the classroom name under "Child Forms" for a list of children and select the form you need to edit.

Click the name of the "In Process" site or classroom form to edit (if the form is in "Ready to Submit" status, you have the option to view or edit)

To edit a child form in the reporting period selected, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

To edit previous records, click on the magnifying glass beside the name of the Site or Classroom for a complete list or choose a specific Reporting Period and click on the Site or Classroom name. To edit a Site or Classroom form from a previous month that is in "Ready to Submit" or "Submitted" status, check the "Show All Report Periods" box on the selector page. To access previous child forms, click the appropriate classroom listed on the Forms page, under Child Forms. When the list of children appears, click the magnifying glass in the form selector column for that child.

## Guidelines and Information about Editing all Types of Forms

- For each month of service, you need to create, edit and submit a site form for each site participating in NCPRe-K, a classroom form for each classroom participating in NCPRe-K, and forms for all children participating in NCPRe-K
- All items require a response (even if it is "NA" or "Do Not Know")
- If you need more information about how to answer the form questions or what the questions mean, please visit the State NCPRe-K web site at: <http://ncchildcare.nc.gov>
- Be sure to use the "Save" and "Next" or "Previous" buttons when entering or editing data in order to save your data. **Changes will not be saved if you move through the panels using the panel buttons**
- When you click "Save" on each child form, you will either receive an itemized list of issues for that form or NCPRe-KKids will inform you there are no issues for that form. The last panel is the "Forms Status" panel- the system lists any errors, such as missing data. After all forms are listed as complete, you can change its status to "Ready to Submit". You may also change each form status individually on the Forms Review/Submit page or use "Make Forms Ready to Submit"
- You may delete any form that is "In Process" or "Ready to Submit" with the delete option available by clicking on the magnifying glass near all form names. **Forms that are in "Submitted" status cannot be deleted by users.** If you have submitted a form in error and need assistance, please contact the NCPRe-KKids coordinator, Rachel Kaplan, at (919) 527-6548 or [rachel.kaplan@dhhs.nc.gov](mailto:rachel.kaplan@dhhs.nc.gov) (Division of Child Development and Early Education)
- If you have already submitted a form and realize that one or more of the entries need to be corrected, you can create a "New Version" for that form by clicking on the magnifying glass. After you make the correction, put the form in "Ready to Submit" status and submit again for the month affected
- You can generate an "Answer Sheet" for any form from the "Form Status" page (see page 42 of this User Guide for more information about Answer Sheets)

## Editing the Site Form

Each operating month you need to edit the Site Form to add Site Operation Days and Teacher Workdays. To edit the Site form, click the name of the Site form from the Forms page to bring up the Site form for the selected reporting period. Operation Days are days when children attended the NCPre-K program or Home Visit days.

Teacher Workdays are when the teachers are working, but no students are in attendance. Teacher Workdays and Operation Days are mutually exclusive and cannot overlap. After Site Operation Days and Teacher Work Days are selected and saved, they may be copied to all Sites using the Copy Calendars button on the Site form.

**Note:** All days when Home/Community setting visits are coded as Operation Days for reporting purposes.

Select "Check All Weekdays" to select every weekday and uncheck any day the site did not serve children. After selecting Operation Days and Teacher Work Days, click the "Copy Calendars" button to copy Site Operation Days and Teacher Work Days to all sites.

Select any Teacher Workdays that occurred during the month; if there were none, check the NA box. Remember, Teacher Workdays and Operation Days are mutually exclusive.

Don't forget to Save your work!

Using Panel Buttons to navigate will not save your work.

## Editing the Classroom Form

Each operating month, you need to edit the Classroom Form to enter attendance data for the children in that class. To edit the class form, click the name of the Classroom from the Forms page to bring up the Classroom form for the reporting period.

The Classroom Form includes information about class size and the child attendance grid. On this screen you can enter attendance for all children in a class by using the Attendance Grid (**highly recommended**). You may also edit attendance on each individual child form, but recording attendance on the Attendance Grid is usually more efficient. You also need to update the Classroom Form if the maximum total class size changes from the previous month.

Use this button to copy Site Operation Days which you have already entered on the Site form and then "unclick" any days that a child was absent

1. Highest total enrollment this month (including NC Pre-K and non-NC Pre-K children):

[Copy from Site Operation Days](#)

**7-2013 Child Attendance**

1. The classroom form must be in process to edit the grid.  
 2. You can only edit attendance for children whose forms are in process.  
 3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Reimbursement Exception	Exception Reason
<input type="checkbox"/>	Farmer, Constance R	<input type="checkbox"/>	--If exception, choose or																															

Update class size

Check here if the child did not attend this month, but is still enrolled

To edit an individual child form, click directly on the Child's name, which is a link to that Child's Attendance panel on the Child form (see screen on the next page). Note: If a Child Form is in "Ready to Submit" Status, edits to attendance must be done on the Child Form itself.

All children who have monthly forms "In Process" will appear on the classroom attendance grid. They will also appear if the form is ready to submit or submitted. You may have to scroll down to see all children.

## Editing the Classroom Form contd.

**NC Pre-K** Prekindergarten Program

**Contract:** test Mecklenburg    **Site:** Ashley Park School    **Classroom:** CMS--AP2    **Child:** Constance Farmer

**Forms**    **Admin**    **My Profile**    **Reports**    **Logoff**    **NCPK Plan**

Demo-graphics    Household Info    Eligibility Factors    Prior Placement    Assessment Evaluation    **Attendance/Disabilities**    Form Status

### Edit Attendance/Disabilities

**Reporting Period: 7-2013**

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.

**Back to Classroom Attendance**    **Previous**    **Save**    **Next**

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds:    \$|0.00

18. Did child withdraw from NC Pre-K this reporting period?

Yes     No

If yes, indicate reason for withdrawal:

- End of program year
- Child moved out of service area
- Child moved to another NC Pre-K classroom
- Child moved to a non-NC pre-K setting
- Disruptive behavior: Child moved to an alternate setting
- Disruptive behavior: Child expelled
- Parent choice
- Transportation problem
- Do not know
- Other (specify below)

NA

After you have edited the Child's form, click the "Back to Classroom Attendance" button and you will be taken back to the Classroom Attendance form

When you click on a Child's name on the Attendance Grid, it will link directly to the screen above, the Attendance/Disabilities panel for that Child for the appropriate month. This feature is particularly helpful if you need to exit a child in a given month. If any edit to a particular child's attendance could affect past reimbursement, please contact Trevon Wright or [trevon.wright@dhhs.nc.gov](mailto:trevon.wright@dhhs.nc.gov)  
**Keep in mind that you must exit a child in the month of last his/her attendance day.**

## Editing Previous Months' Site and Classroom Forms

If you need to edit a previous month's form that is "In Process", either change the Reporting Period or click on the magnifying glass next to the Site or Classroom name. If you need to edit a "Ready to Submit" or a "Submitted" site or classroom form from previous months, click the "Show All Report Periods" box that is available on the "Forms Selector" page. This brings you to a Forms Selector page that lists all available forms and their status. Select View, Edit or New Version depending on the status of the form and your needs.

**Work With Classroom Form - Manteo Elementary MAF** **Reporting Period: 8-2013**

Shown below is a list of all forms for Manteo Elementary MAF. Click *Edit* to view AND edit the corresponding form. Click *View* to browse the form. Click *New Version* to make corrections to a form that has already been submitted. Click *Delete* to delete a form for a specific reporting period.

Show All Reporting Periods:

Period	Version	Status	Date	User	Edit	View	New Version	Delete
7-2013	1	Submitted	7/10/2013 4:14 PM	Connie McAdams		<a href="#">View</a>	<a href="#">New Version</a>	<a href="#">Delete Submitted</a>
8-2013	1	In Process	7/10/2013 4:16 PM	Connie McAdams	<a href="#">Edit</a>	<a href="#">View</a>		<a href="#">Delete</a>

[Cancel](#)

Click the "Show All Reporting Periods" box to see all available forms and their status

## Editing the Child Form

To edit the Child Form, click on the classroom name under "Child Forms" on the Work with Forms page. To edit the currently selected month's form for a child, first click on the name of the child. After you enter all the child data for the first month of service, the data will feed over when you create forms for subsequent months. If there are no updates to a child's information (other than attendance) in a given month and you have used the Attendance Grid to enter attendance, you do not need to edit the individual child form. To edit/view/create a new version of a previous month's form, click on the magnifying glass by the child's name.

Click on the child's name in the selector list for the current month's form; to edit/view previous months' data, click on the magnifying glass

Child	Form Status	Form Selector	Delete Child	Exit Child	Move Child
Farmer, Constance R	Form Not Created		Delete Constance		

You may also delete a child from this screen, if you determine that they are not part of the NCPre-K program. You will only have this option when the child has no forms submitted; if you need to delete a child after a child form is submitted, contact the NCPre-KKids coordinator, Rachel Kaplan, at (919) 527-6548.

Child Forms make up the majority of the collected information for NCPre-KKids. All Child Form panels and questions are listed in the appendix of this User Guide (see page 48).

## Moving an Existing Child to Another Classroom

You may move an existing child in NCPre-KKids to another Classroom without re-entering the child level data. This move must be initiated through the NCPre-KKids report for the original classroom. To begin a move, you must first select "yes" to Question #18 on the Child Form in the original classroom. Once this is done, the child's name then appears in the Child selector list (after "Show All Children" is checked) in the "Move Child" column with a "Move" option beside it.

Check the "Show all Children" box to show all children who have been served in this classroom, including those who have been exited

**Child Selector** Reporting Period: 8-2013

1. Click on the name of a Child to work with the form for the selected reporting period.  
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.

2. Click on the magnifying glass next to the Child to see all of the forms for that Child.

*If you want to move a child to another classroom, either within this site or to a new site, the most recent child form must indicate they have exited. Then you must select 'Show all Children' to see children who have exited this classroom, then click the move link in the table below.*

Show All Children:

Child	Form Status	Form Selector	Delete Child	Exit Child	Move Child
Konrad, Karl	V1, In Process		Delete Karl	Exit Karl	
Konrad, Kurtis	V1, In Process		Delete Kurtis	Exit Kurtis	
Paw, Peter	V1, In Process		Delete Peter	Exit Peter	
Test, Child 1	V1, In Process (Exited)		Delete Child 1		Move Child 1

Cancel Add New Child Copy/Move Children

The "Move" option is available because "Test Child1" is shown as exited in Question #18 on the Child Form

Select the "Move Child" option corresponding to the child's name. You will be taken to the screen on the next page.

Here, you select the site and classroom information that corresponds to child's new location from the drop down menu and then select the "Move" button.

**NORTH CAROLINA NCPK Pre-K**  
Prekindergarten Program

<b>Contract:</b> test Tyrrell	<b>Site:</b> Tyrrell Elementary School	<b>Classroom:</b> TES-01	<b>Child:</b> Child 1 Test
----------------------------------	---	-----------------------------	-------------------------------

Forms Admin My Profile Reports Logoff NCPK Plan

### Move Child: Child 1 Test

Move the child described below to a new objClassroom. Click *Move* to move the child or click *Cancel* to return to the previous screen without moving the child.

<b>Child Name:</b>	Child 1 Test
<b>Date of Birth:</b>	05/15/2009
<b>Child's Gender:</b>	female

---

<b>Move Child From:</b>	
<b>Contract:</b>	test Tyrrell
<b>Site:</b>	Tyrrell Elementary School
<b>Classroom:</b>	TES-01

<b>Move Child To:</b>	
<b>Contract:</b>	<input type="text"/>
<b>Site:</b>	<input type="text"/>
<b>Classroom:</b>	<input type="text"/>

Select the new Contract, Site and/or Classroom that the child will move to and then click on "Move"

After these steps are completed, the child appears in the selector list for the new classroom and a form may be started. Note: Overlapping attendance days cause an error in your forms, so make sure the child's last attendance day in the original classroom and first attendance day in the new classroom do not overlap. Also, the child will appear on the attendance reports for both classrooms if the child attended days in both classrooms that month.

## Exiting a Child from NCPre-KKids

To exit a child, s/he must have at least 1 attendance day in the same month as the exit date. If you discover that a child has left the program after submitting the forms for that month, create a "new version" of the Child Form for the last month the child attended. The "new version" option is shown on the Form Selector screen when you click on the magnifying glass next to the child's name (see screen shot below). Change the answer to question #18 in the new version of the Child form to "yes, the child has left the program," choose the reason, save your changes, put the form in Ready to Submit status and re-submit for that month. The child's attendance during the month exited will still be included on the attendance report for that month.

The screenshot shows the NCPre-K system interface. At the top, there is a header with the NCPre-K logo and navigation tabs: Forms, Admin, My Profile, Reports, Logoff, and NCPK Plan. Below the header, the user information is displayed: Contract: test Chatham, Site: Bennett Preschool, Classroom: BPS1, and Child: April Blue. The main section is titled "Work With Child Form - April Blue" and "Reporting Period: 9-2013". A table lists the forms for April Blue, with columns for Period, Version, Status, Date, User, Edit, View, New Version, Delete, and Copy. The first row shows a form submitted on 7/11/2013 by Connie McAdams. The "New Version" link is highlighted with a blue arrow pointing to it. A "Cancel" button is located below the table.

Period	Version	Status	Date	User	Edit	View	New Version	Delete	Copy
8-2013	1	Submitted	7/11/2013 9:24 AM	Connie McAdams		<a href="#">View</a>	<a href="#">New Version</a>	<a href="#">Delete Submitted</a>	<a href="#">Copy</a>

Click on "New Version" to edit a form that has previously been submitted

To exit a child from the NC Pre-K program prior to submitting that month's forms, simply answer question #18 on the Child form "yes", select the reason that best fits the child's reason for leaving and proceed with your form submission as usual.

## Deleting Forms

You can delete a Site, Classroom or Child form only if it is in "In Process" or "Ready to Submit" status. Forms that are in "Submitted" status cannot be deleted. To delete a form, go to the Forms screen and click on the magnifying glass next to the type of form you wish to delete. On the screen below, the classroom magnifying glass for CCDC Classroom was clicked and the screen shows all available forms for that classroom.

**Work With Classroom Form - CCDC** **Reporting Period: 9-2013**

Shown below is a list of all forms for CCDC. Click *Edit* to view AND edit the corresponding form. Click *View* to browse the form. Click *New Version* to make corrections to a form that has already been submitted. Click *Delete* to delete a form for a specific reporting period.

Show All Reporting Periods:

Period	Version	Status	Date	User	Edit	View	New Version	Delete
7-2013	1	In Process	7/11/2013 9:31 PM	County McAdams	Edit	View		Delete
8-2013	1	Ready to Submit	7/11/2013 9:21 PM	County McAdams	Edit	View		Delete
9-2013	1	In Process	7/11/2013 9:34 PM	County McAdams	Edit	View		Delete

To delete any of the forms shown, click on the delete option in the 'Delete' column and then click delete again (or cancel if you change your mind) when the confirmation screen appears

\*Note: If you have a large number of forms that need to be deleted, please contact Rachel Kaplan, at (919) 527-6548 or Rachel.kaplan@dhhs.nc.gov for assistance.

## Making all Forms Ready to Submit

There is a feature in NCPRE-KKids that allows you to change the status of a batch of forms within the same reporting period from "In Process" status to "Ready to Submit" status, provided that there are no missing data or other form errors.

**Work With Forms**

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period.  
This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Select Contract    Create All Forms    **Make Forms Ready to Submit**    Make Forms In Process    Delete Multiple Forms    Review / Submit Forms    Search For a Child

Reporting Period: 8-2012

Site Forms	Classroom Forms	Child Forms
Ashford Academy Submitted	ASH-1 Submitted	ASH-1 Children
	ASH-2 In Process	ASH-2 Children
Bethlehem Center Head Start at the Park at Oaklawn Form Not Created	Oak #2 In Process	Oak #2 Children

From the Forms page, select the Reporting Period and then select "Make Forms Ready to Submit"

Click "OK" on the next screen and wait patiently while the system processes all of the forms. A results page will be displayed, showing which forms were changed to Ready to Submit and any errors for forms that could not be changed.

# Processed Forms Results Screen

**Contract:** test Chatham      **Site:** Bennett Preschool      **Classroom:** BPS1      **Child:** April Blue

**Forms**    **Admin**    **My Profile**    **Reports**    **Logoff**    **NCPK Plan**

**Make All Forms Ready to Submit**      **Reporting Period: 9-2013**

This process will change all forms that are 'In Process' to 'Ready to Submit' if they have no errors. Once all forms are in 'Ready to Submit' status, use the 'Submit' button to go to the 'Review/Submit Forms' page.

[Return](#)

Forms(s) Ready to Submit	
SITE: Bennett Preschool	Success
CLASSROOM: BPS1	Success
CHILD: Brown, September Classroom: BPS1 Site: Bennett Preschool	Success
CHILD: Green, March Classroom: BPS1 Site: Bennett Preschool	Success
CHILD: White, January Classroom: BPS1 Site: Bennett Preschool	Success

Forms(s) Not Ready to Submit			
Name	Panel	Concern	Description
SITE: Chatham Child Development Center	Service Days	Missing Field	Operational Days are Required.
	Service Days	Missing Field	Teacher Work Days are required or select NA.
CLASSROOM: CCDC	General	Missing Field	Class Size is required.
SITE: Chatham County Head Start	Service Days	Missing Field	Operational Days are Required.
	Service Days	Missing Field	Teacher Work Days are required or select NA.
CLASSROOM: Goldston	General	Missing Field	Class Size is required.
CLASSROOM: Pittsboro I	General	Missing Field	Class Size is required.
SITE: Children First Learning Center	Service Days	Missing Field	Operational Days are Required.
	Service Days	Missing Field	Teacher Work Days are required or select NA.

This list shows all Site and Classroom forms that have been made "Ready to Submit" and a list of errors for forms that could not be changed to "Ready to Submit"

If forms are listed with errors/missing information, you will need to return to those forms to complete them. See page 19 of this User Guide for information on "Editing Forms."

After you batch-process forms so they are "Ready to Submit" and if there are no errors, a Submit button which links to the Form Review/Submit page will appear on this page.

## Reviewing and Submitting Forms

Only a user who has Contract Administrator rights can submit forms (see page 44 of this User Guide for information about Roles and Rights). To submit forms, go to the Forms screen, select the reporting period you wish to review and then click "Review/Submit Forms."

Select the appropriate Reporting Period...

**Work With Forms**

1. Select a reporting period.
2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.
4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

[Select Contract](#)   [Create All Forms](#)   [Make Forms Ready to Submit](#)   [Make Forms In Process](#)   [Delete Multiple Forms](#)   [Review / Submit Forms](#)   [Search For a Child](#)

Reporting Period: 8-2012

Site Forms	Classroom Forms	Child Forms
<p><b>Ashford Academy</b> Submitted</p>	<p><b>ASH-1</b> Submitted</p> <p><b>ASH-2</b> In Process</p>	<p><b>ASH-1 Children</b></p> <p><b>ASH-2 Children</b></p>
<p><b>Bethlehem Center Head Start at the Park at Oaklawn</b> Form Not Created</p>	<p><b>Oak #2</b> In Process</p>	<p><b>Oak #2 Children</b></p>

...then select "Review/Submit Forms"

In order to submit the forms for a contract, all associated Site, Classroom, and Child forms must be in "Ready to Submit" status. In fact, you will not even see the "Submit" button until all forms are "Ready to Submit". When the system recognizes that you have a complete set of forms ready to submit, the "Submit" button appears (see next page). Click the Submit button to electronically submit your monthly service reports.

Select the Reporting Period indicated to Submit or Delete these forms as appropriate. This section will no longer show any forms from previous months that were not submitted.

## Submit Page

**SUBMISSION SUMMARY**

Form Type	In Process	Ready To Submit	Submitted	Selected Period Total	Previous Period Total	Change from Previous Period
Site	0	1	0	1	36	-35
Classroom	0	1	0	1	62	-61
Child	0	2	0	2	3	

**PREVIOUS REPORTING PERIODS WITH FORMS TO SUBMIT**  
 Previous reporting periods have forms that are In Process or Ready to Submit status. Please use the Reporting Period selector at the top of this screen to click on the Reporting Period (s) listed below to see which specific forms have not been submitted and submit/delete those forms as appropriate.

Reporting Period	Number of Forms In Process or Ready to Submit
7-2008	1
8-2008	105

**FORM DETAILS**

Type	Site	Classroom	Child	Version	Status	Date	User
Site	Site 1			1	Ready to Submit	22Jul08	Elizabeth Santana
Classroom	Site 1	Classroom 1		1	Ready to Submit	22Jul08	Elizabeth Santana
Child	Site 1	Classroom 1	Child1, Test	1	Ready to Submit	22Jul08	Elizabeth Santana
Child	Site 1	Classroom 1	Child2, Test	1	Ready to Submit	22Jul08	Elizabeth Santana

**COMMENT:**

**Sub**

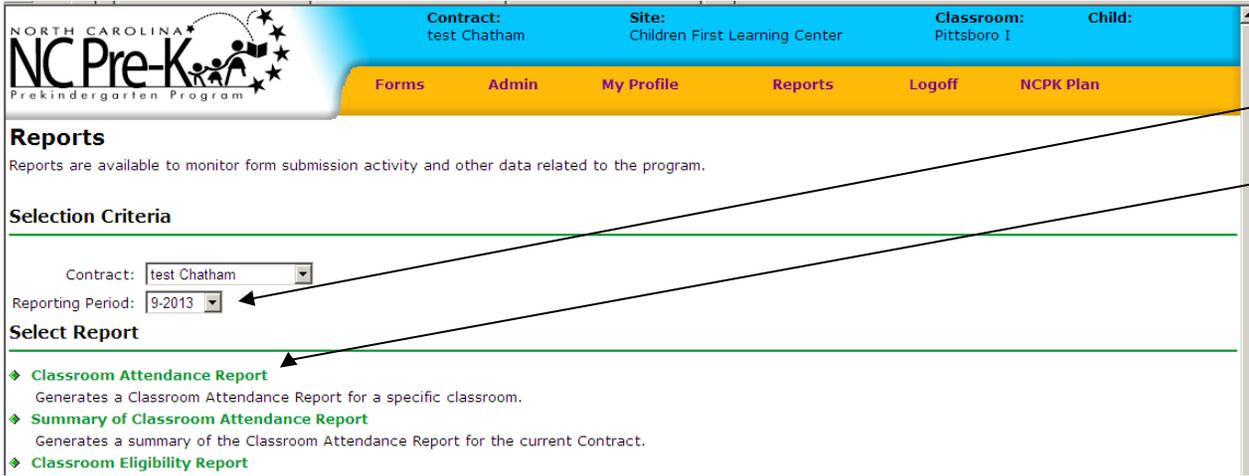
Once all forms are in "Ready to Submit" status, you will see a "Submit" button at the bottom of the page; hit the "Submit" button to submit monthly Service Reports

# Attendance Reports

At the conclusion of each month of service, Monthly Classroom Attendance Reports and Summary of Attendance Reports are generated from the NCPre-KKids system. After entering the complete month's attendance for each child in the classroom and putting the forms in "Ready to Submit" status, these reports can be generated by the user. Note that users will only be able to generate and print reports for classrooms and sites for which they have access. Note: To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this free software utility, please visit <http://www.adobe.com/products/acrobat/readstep2.html>

## Classroom Attendance Report

Click Reports from the Forms Screen to go the Reports screen, shown here:



The screenshot shows the NCPre-K Reports screen. At the top, there is a navigation bar with the following information: Contract: test Chatham, Site: Children First Learning Center, Classroom: Pittsboro I, and Child: (blank). Below this is a menu with options: Forms, Admin, My Profile, Reports, Logoff, and NCPK Plan. The main content area is titled "Reports" and includes a description: "Reports are available to monitor form submission activity and other data related to the program." Under "Selection Criteria", there are two dropdown menus: "Contract:" set to "test Chatham" and "Reporting Period:" set to "9-2013". Below this is the "Select Report" section, which lists three options: "Classroom Attendance Report" (Generates a Classroom Attendance Report for a specific classroom.), "Summary of Classroom Attendance Report" (Generates a summary of the Classroom Attendance Report for the current Contract.), and "Classroom Eligibility Report".

Annotations with arrows point from a text box on the right to the "Reporting Period:" dropdown and the "Classroom Attendance Report" option.

Confirm Contract and Report Period, then select Classroom Attendance Report

This brings up the screen on the next page:

When you print your Classroom Attendance Reports they will be in draft form. They will remain in draft form until they are submitted to DCDEE. When

The status under "Ok to Print" will be a green check mark if all the forms are ready to print. A yellow warning sign will show if there are child forms that are in process.

## Classroom Attendance Report Selector Screen

**Classroom Attendance Report**  
Reporting Period: 7-2013

Print out a classroom attendance report for the forms.

[Print All Classrooms](#)

Site	Ok To Print	Classroom	In Process	Number of Child Forms:			Report Status
				Ready To Submit	Submitted		
Bennett Preschool	✓	BPS1	0	0	4	Draft.	
Chatham Child Development Center	✓	CCDC	0	0	1	Draft.	
Chatham County Head Start	✓	Goldston	0	0	1	Draft.	
Chatham County Head Start	✓	Pittsboro I	0	0	1	Draft.	
Children First Learning Center	✓	CFLC	0	0	1	Draft.	
Moncure School Pre-K	✓	MS1	0	0	1	Draft.	
North Chatham Elementary Pre-K	✓	Classroom 1	0	0	1	Draft.	
North Chatham Elementary Pre-K	✓	NC2	0	0	1	Draft.	
Perry Harrison Elementary Pre-K	✓	PHS Classroom 1	0	0	1	Draft.	
Robyn's Nest	✓	RN1	0	0	1	Draft.	
Siler City Elementary School Pre-K	✓	SCE1	0	0	1	Draft.	
Siler City Elementary School Pre-K	✓	SCE2	0	0	1	Draft.	
Siler City Elementary School Pre-K	✓	SCE3	0	0	1	Draft.	
Silk Hope Preschool	✓	SH1	0	0	1	Draft.	

...or select the classroom name for individual Attendance Reports you need to generate

**Classroom Attendance Reports will not be generated until all forms have been "Submitted".**

# Attendance Report Screen

**Monthly Attendance Report**

**General Information**  
 Printed on: 07/15/2013  
 Service Period: 8-2013

**Site Information**  
 Facility/Site Name: Bennett Preschool  
 Classroom: BPS1  
 Teacher Names: L: Amanda Harrelson  
 Site Director Name: Daniel Bamwell  
 Site Director or Designee\*\*:

**Contract Information**  
 NC Pre-K Contract: test Chatham County Partnership for Children Genevieve S. Megginson  
 Contract Administrator Name: Megginson  
 Contract Number: 2650214  
 Site Operational Days: 22  
 Contractor or Designee:

Number of Children: 3  
 Attended 5 - 10 days\*\*\*  
 Exceptions: 0  
 TANF Children: 1  
 Max. Children in Plan to Reimburse:  
 Children to be Reimbursed: 0  
 Class Reimbursement Rate:  
 Total Reimbursement: \$0.00  
 Children with attendance between 25 and 50% of the site operational days will be partially reimbursed.

First Name	MI	Last Name	Reimbursement Rate	Exit Date	Days Attended this Report Period																															Total Days
					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
*September		Brown	\$0.00		Y	Y	n	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	22			
*March		Green	\$0.00		Y	Y	n	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	22			
*January		White	\$0.00		Y	Y	n	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	Y	n	n	22			

Number in Attendance Daily: 3 3 0 0 3 3 3 3 3 0 3 3 3 3 3 0 3 3 3 3 3 0 3 3 3 3 0 0 3 3 3 3 0

This month, the children listed below are newly enrolled with the NC Pre-K Program:  
 March Green, January White

Shaded calendar days indicate when the site was not operational. A dash (-) indicates that the child was not enrolled on that calendar day.  
 An asterisk (\*) next to a "Y" indicates that the child was not enrolled on that calendar day, but has been marked as having attended that day.  
 An asterisk (\*) next to First Name indicates a site for either a Health Assessment and/or a Developmental Screening has not been indicated for this child.  
 \*\*\* A child will be fully reimbursed if they attend at least 10 days. A child will be partially reimbursed if they attend at least 5 days.

\*\* Site Director or Designee signature certifies each child's attendance and that the classroom is in compliance with the North Carolina Pre-Kindergarten Program requirements.

After you review the report, select File/Print from your menu bar or click on the printer icon in the File tool bar

Contract Number is automatically printed on form

Number of Exceptions is listed on the attendance report

Children who are newly enrolled in NCPre-K in a given month will be shown on the Monthly Attendance Report below the list of child attendance

**Only children whose forms are in "Ready to Submit" or "Submitted" Status will appear on this report. An asterisk by a child's first name indicates that a date for a Health Assessment and/or Developmental Screening has not been provided; see questions #15 and #16 (on the Assessment Evaluation panel) of the Child Form. Please enter this information as it becomes available throughout the year for each child**

After you review the Attendance Report for accuracy and print it, be sure to get signatures of the site director and the contractor before making a copy to send to the State NCPre-K office, along with the Summary of Attendance Report (see next page). Note: Teachers names must appear on Classroom Attendance Report before reimbursement from DCDEE will be made.

## Summary of Classroom Attendance Report

After all attendance information has been entered for each site, the user will create the Summary of Classroom Attendance Report.

Select Summary  
of Classroom  
Attendance  
Report

**NORTH CAROLINA**  
**NC Pre-K**  
Prekindergarten Program

**Contract:** test Chatham    **Site:** Bennett Preschool    **Classroom:** BPS1    **Child:** September Brown

**Forms**    **Admin**    **My Profile**    **Reports**    **Logoff**    **NCPK Plan**

### Reports

Reports are available to monitor form submission activity and other data related to the program.

#### Selection Criteria

Contract:

Reporting Period:

#### Select Report

- ◆ **Classroom Attendance Report**  
Generates a Classroom Attendance Report for a specific classroom.
- ◆ **Summary of Classroom Attendance Report**  
Generates a summary of the Classroom Attendance Report for the current Contract.

## Summary of Classroom Attendance Report Contd.

After you review the report, select File/Print from your menu bar or click on the printer icon in the File tool bar

Summary of Classroom Attendance  
For Reporting Period: 8-2013

Contract: test Chatham County Partnership for Children  
Contractor Name: Megginson Genevieve R.  
Contractor Number: 2650214  
Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility/Site Name	Classroom	Teacher Names	Number of Exceptions	Number of Children to Reimburse	Amount to Reimburse
Bennett Preschool	BPS1		0	0	\$0.00
Central Carolina	cccc1		0	0	\$0.00
Chatham Child	CCDC		0	0	\$0.00
Chatham County	Goldston		0	0	\$0.00

Be sure to sign and date the Summary of Classroom Attendance Report before sending the original to State Pre-K Office

Number of Exceptions, Total Children Reimbursed and Total Class Reimbursement

The Classroom Attendance Reports require the signatures of the Site Director and the Contract Administrator. The Summary of Attendance Report requires the signature of the Contractor. The original of the Summary of Attendance Report (with original signature) and a copy of the Classroom Attendance Report, along with the Financial Status Report (FSR), are sent to the State NCPre-K office. See the NC Pre-Kindergarten Program Fiscal and Contract Manual for more information.

This report has been revised to include number of exceptions.

## Child Data Reports

Child Data Reports, which provide information taken from the Child forms for your contract are available on the Reports page of NCPre-KKids. The links for the Child Data Report and the cumulative Child Data Report are found directly under the Classroom Summary Report, as shown below:

Select a Reporting Period and click either of the Child Data Report Links; the Cumulative Child Data Report will show the latest information entered for ALL children served

The screenshot shows the NCPre-K Kids web interface. At the top, there is a header with the logo and navigation tabs: Forms, Admin, My Profile, Reports, Logoff, and NCPK Plan. The Reports page is active, displaying the following content:

**Reports**  
Reports are available to monitor form submission activity and other data related to the program.

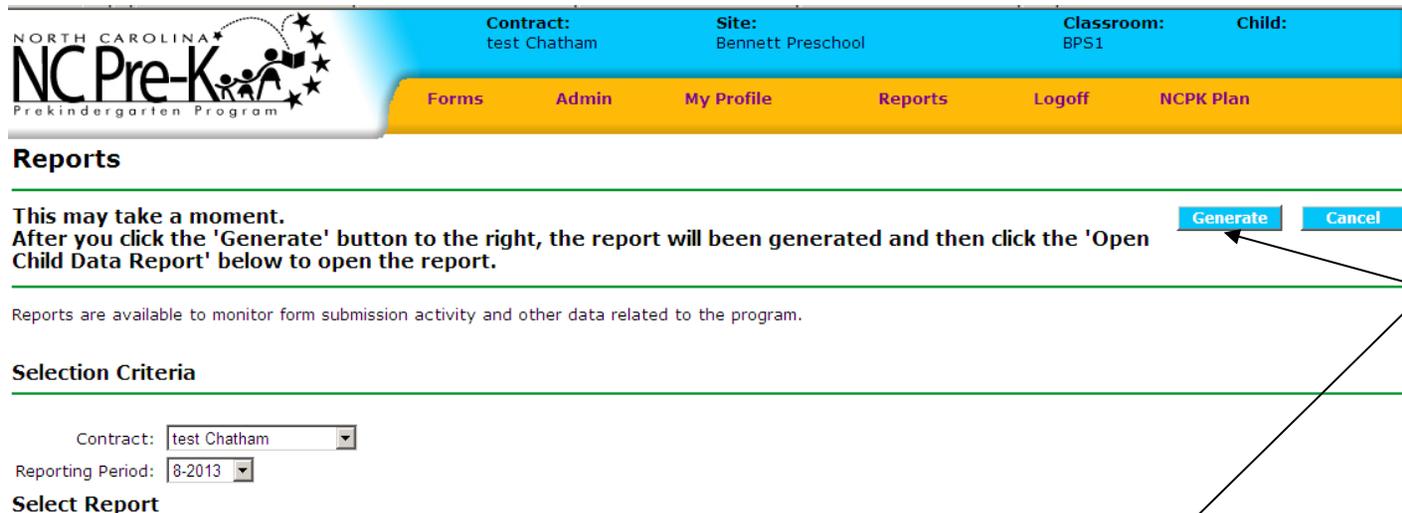
**Selection Criteria**

Contract: test Chatham  
Reporting Period: 8-2013

**Select Report**

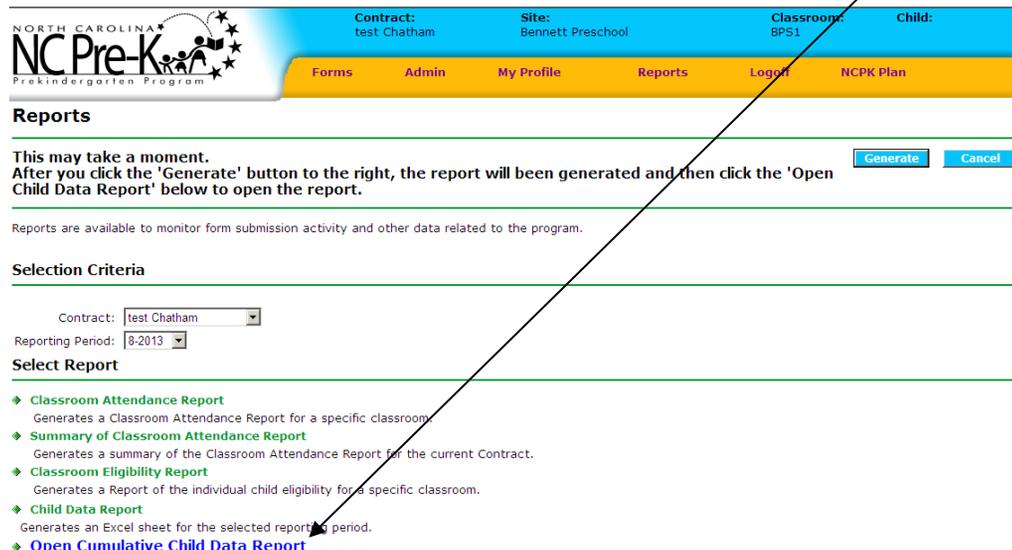
- ◆ **Classroom Attendance Report**  
Generates a Classroom Attendance Report for a specific classroom.
- ◆ **Summary of Classroom Attendance Report**  
Generates a summary of the Classroom Attendance Report for the current Contract.
- ◆ **Classroom Eligibility Report**  
Generates a Report of the individual child eligibility for a specific classroom.
- ◆ **Child Data Report**  
Generates an Excel sheet for the selected reporting period.
- ◆ **Open Cumulative Child Data Report**  
Generates an Excel sheet for the most recent reporting period for each child.
- ◆ **Summary of Sites by Contract**  
Generates a summary of the Site for the current Contract.
- ◆ **Summary of Classrooms by Site and Contract**

Once you click on either of the "Child Data Reports", the following screen will be displayed:



Click on the "Generate" button to display the Report selection screen below:

Click on the Generate button to get to the screen below, which displays the "Open Child Data Report" or the "Open Cumulative Child Data Report" link:



Click on "Open Child Data Report" to access the information shown below:

## Sample Child Data Report

To see complete data for all children in a given contract, choose the "All Child Data" tab

	A	B	C	D	E	F	G
1	Contract	Site	Classroom	Reporting Period	Child ID	Q1 First Name	Q1 Middle Initial
2	test Chatham	Bennett Preschool	BPS1	9-2013	736012	September	
3	test Chatham	Bennett Preschool	BPS1	9-2013	736013	January	
4	test Chatham	Bennett Preschool	BPS1	9-2013	736014	March	
5							
6							
7							
8							
9							
10							
11							
12							
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17							
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21							
22							
23							
24							
25							

The tabs in the Excel Workbook correspond to the panels on the Child Form. Click on the "All Child Data" tab to see all child level information in your contract printed on one page, or click on other tabs to access information specific to the corresponding panel.

## Answer Sheets

For each complete form, you may pull up a printable "Answer Sheet": a listing of each item on the form and the response that was entered. The Answer Sheet button is on the "Form Status" panel of each form.

**NORTH CAROLINA**  
**NC Pre-K**  
Prekindergarten Program

Contract: test Chatham      Site: Bennett Preschool      Classroom: BPS1      Child:

Forms    Admin    My Profile    Reports    Logoff    NCPK Plan

General    Form Status

**Form Status - BPS1**      Reporting Period: 9-2013

Review the Form summary information below. When the form is complete, click the "Ready to Submit" button. Click the Close button to return to the list of forms. Click the Answer sheet button to view and/or print all of the items on the current form.

The Form is complete. The Form Status may now be changed to 'Ready to Submit'. Be sure to save after changing status.

Current Form Status: In Process      **Make Ready to Submit**

**There are no errors on this form.**

Previous    Close

**Answer Sheet**

The Form Status page of a Classroom Form is shown...click on the Answer Sheet button to pull up the Answer Sheet for this form

## Answer Sheet for Classroom Form

The Answer Sheet prints out existing data for that form, so you'll want to make sure that you have all the data entered before you generate an Answer Sheet.



**NC Pre-K**  
Prekindergarten Program

Site: Bennett Preschool

Classroom: BPS1

Child:

**NC Pre-K PERIODIC REPORT CLASSROOM FORM**

Print
Close

1. Highest total enrollment this month (including NC Pre-K and non-NC Pre-K children): 18

Copy from Site Operation Days

### 9-2013 Child Attendance

1. The classroom form must be in process to edit the grid.  
 2. You can only edit attendance for children whose forms are in process.  
 3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Reimbursement Exception	Exception Reason
<input type="checkbox"/>	Brown, September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--												
<input type="checkbox"/>	Green, March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--												
<input type="checkbox"/>	White, January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--												

## Users' Rights and Roles

Your Logon ID restricts the areas of NCPRE-KKids that you can access. Contract/Site/Classroom Administrator Roles give a user the ability to create, view, and edit Forms within their assigned access area. For example, a user who is assigned the role of Classroom Administrator for "Classroom A" in "Cardinal Elementary School" of "Cardinal County" may only create or view forms for children in that classroom within that site within that contract. The User Administrator role, shown under Other Administrator Roles below, gives a user the ability to add new or edit existing users for the Contract. The following table shows all possible Administrator Roles and Access Rights:

<b><i>Administrator Role:</i></b>	<b><i>Allows Access Rights to create/edit/view/delete Forms:</i></b>
<b>Contract Administrator</b>	Contract for your County/Region <i>Only Contract Administrators may Submit Forms and Change Requests, and grant reimbursement exceptions.</i>
<b>Site Administrator</b>	One or more Sites in the selected Contract
<b>Classroom Administrator</b>	One or more Classrooms (and associated Children) in the selected Contract and Site
<b><i>Other Administrator Role:</i></b>	<b><i>Allows User to:</i></b>
<b>User Administrator</b>	Create or Edit user information for other Users in their Contract. A User Administrator can only assign Roles and Access Rights at or below their own Access Rights level.
<b>Plan Administrator</b>	Log in to the NCPRE-KPlan system (to view and to change your County/Region Plan).

## Adding and Maintaining Users

If you are a User Administrator, you can add New Users and edit User information (change a User's Password or assign/change their Roles and Access Rights). To add a New User:

- ◆ Go to the "Admin" screen.
- ◆ Click "Add User".

Enter the New User demographic information (required fields are marked with an asterisk \*)

Make a note of the password you select so you won't forget it

- ◆ Be sure you click OK to save the Demographics record; after you click OK, you will be prompted to enter more information in the "Maintain User" screen. Here, the important section is called "Rights and Roles". (Refer to the table on page 44 to learn more about user rights and roles.)
  - If you want this user to be a Contract Administrator, put a checkmark in that box.
  - If you want this user to be a Site Administrator, put a checkmark in that box. Then click on the word *Site*. Choose *All Sites*, *one specific Site*, or *multiple Sites* (using the control button) which you want this person to be able to have access to. After you make each selection, it will bring you back to the Maintain User page and display what you just chose.

If you want this user to be a Classroom Administrator, put a checkmark in that box. Then click the word Classroom. Choose *All Classrooms, one specific Classroom, or multiple Classrooms* (using the control button) that you want this person to be able to access. After you make your selection, it will bring you back to the Maintain User page and display what you just chose.

If you want this user to be a User Administrator, put a checkmark in that box.

- ◆ You will only be allowed to assign new users in your Contract *at or below* your rights and roles level.
- ◆ Enter any other information about the User (optional).

Click the OK button at the bottom of the screen to save the settings and leave this area.

The screenshot shows the 'Maintain Users' page for 'test user'. The user is active and has the role of 'Contract Administrator'. The 'NCPK APPLICATION ROLES' section shows that the user has 'Can Access NC Pre-K Application' checked. A callout box points to the 'All Sites' selection under the 'Site:' dropdown menu.

This user has access to All Sites and All Classrooms (and children in those classrooms) for Test Chatham

Note: This screen is also be used to grant access for NC Pre-K APP users.

## Changing a User's Password

There are two ways to change a password. Use Method 1 if you are changing your own; use Method 2 if you are a User Administrator and you are changing another user's password.

**Method 1:** Go to "My Profile". Delete the contents of the Password box, type in the new password, and then click the OK button to save.

**Method 2:** Go to "Admin" and click "Maintain User". Select the username from the drop-down list. Delete the contents of the Password box, type in the new password, and then click the OK button to save. Remember to tell the person their new password!

## Inactivating a User

You may inactivate a User Logon ID, so that it will no longer provide access to the NCPRE-KKIDS system. To inactivate a user: Go to the "Admin" screen and click "Maintain User." Select the username from the drop-down list. Remove the checkmark from the box next to the word "Active".

## Archived Data

NCPRE-KKIDS holds forms and data for the *current school year only*. Users may access previous years' data at the following websites:

2011-2012	MAFKids	<a href="http://maf.ad.unc.edu/MoreAtFour20112012/Logon.aspx">http://maf.ad.unc.edu/MoreAtFour20112012/Logon.aspx</a>
2012-2013	NC Pre-KKIDS	<a href="http://maf.ad.unc.edu/ncpre-kkids_1213/logon.aspx">http://maf.ad.unc.edu/ncpre-kkids_1213/logon.aspx</a>
2013-2014	NC Pre-KKIDS	<a href="https://maf.ad.unc.edu/ncpre-kkids_1314/logon.aspx">https://maf.ad.unc.edu/ncpre-kkids_1314/logon.aspx</a>

## Appendix Screen Shots and Questions: NC Pre-KKids 2014-2015

### Site Form: Service Days

**Contract:** test Chatham    **Site:** Bennett Preschool    **Classroom:** BPS1    **Child:**

Forms    Admin    My Profile    Reports    Logoff    NCPK Plan

Service Days    Form Status

**Edit Site Form - Bennett Preschool**    **Reporting Period: 9-2013**

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.

Previous    Save    Next    Delete Form

Copy Calendars

**1. Operation days in current reporting period for Site:**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
8 <input type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input type="checkbox"/>
15 <input type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>
22 <input type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/>	27 <input checked="" type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input checked="" type="checkbox"/>					

**2. Teacher workdays in current reporting period for Site:**

NA

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>
8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>
15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>
22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input type="checkbox"/>					

Previous    Save    Next

- 1. Operation days in current reporting period for Site:** Check the box next to each day that this Site was in operation serving children this report period. Operation days are defined as days when children attended the NC Pre-Kindergarten Program or when home/community setting visit occurred. (Note that all days when Home/Community setting visits occurred are reported as Operation days, not Teacher Workdays). For convenience, you can use the "Check All Week Days" utility and remove the check mark from the unwanted days. Do not check a box if the site was not serving any children that day (for example, do not check box for a teacher workday or for a holiday).

2. **Teacher workdays in current reporting period for Site:** Check the box next to each day that was a teacher workday at this Site (teachers were working but children were not in attendance). \* Check the NA box if there were no teacher workdays that month. After Site Operation and Teacher Work Days are selected and saved, they may be copied to all Sites for any given month, using the *Copy Calendar* button.

\*Note that operation days and teacher workdays are mutually exclusive; that is, a given day cannot be listed as both. If an operation day and a teacher workday are in conflict with each other, you will get an error message when you click on the Form Status panel. For non-operational days or holidays, simply leave the box blank. Home visit days are to be reported as operation days.

# Classroom Form: General

General Form Status

## View Classroom Form - General (Bennett Preschool:BPS1)

Reporting Period: 8-20

This form is in edit mode. Clicking on the *Next* or *Save* buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the *Save* button will display any concerns with this section.

Previous Next Delete Form

1. Highest total enrollment this month (including NC Pre-K and non-NC Pre-K children):

Copy from Site Operation Days

### 8-2013 Child Attendance

- The classroom form must be in process to edit the grid.
- You can only edit attendance for children whose forms are in process.
- Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Reimbursement Exception	Exception Reason
<input type="checkbox"/>	Brown, September	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--																
<input type="checkbox"/>	Green, March	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--																
<input type="checkbox"/>	White, January	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--If exception, choose one--																

**1. Highest total enrollment this month):** Enter the highest total class size for this classroom. (including NCPre-K and non-NCPre-K children

The attendance grid shows the names of all the children in this Classroom who have a form IN PROCESS for the month, and all the calendar days in the selected reporting month. If a Site Form has been completed for this month, the Copy Site Operation Days button will be activated. Click this button to select all days that this Site was in operation as attendance days for each Child's attendance record. Then you can make adjustments for individual children's actual attendance by removing check marks from the days they were absent. The box on the left labeled "Student Enrolled but had 0 Days" should be selected if the child had no attendance days, but is still enrolled. (If the child has exited the program, be sure to indicate that on question #18 on the child form). Be sure to click Save when you are done. (If you leave the page by clicking Back, you will lose any changes.) Reimbursement Exceptions can be granted from this screen by the Contract Administrator (after receiving a written request and applicable verification documentation from the classroom or site). Click the check box as appropriate and select the reason from the drop-down list. When an exception is granted, that child will be reimbursed in full, regardless of their attendance.

## 2. Child Form: Demographics

**Contract:** test Chatham      **Site:** Bennett Preschool      **Classroom:** BPS1      **Child:** September Brown

**Forms**    **Admin**    **My Profile**    **Reports**    **Logoff**    **NCPK Plan**

**Demographics**    **Household Info**    **Eligibility Factors**    **Prior Placement**    **Assessment/Evaluation**    **Attendance/Disabilities**    **Form Status**

**Edit Child Info** **Reporting Period: 9-2013**

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.

**Previous**    **Save**    **Next**

1. Child's name:	September		Brown
2. Child's gender:	Female		
3. Child's identification numbers	NCWISE identification number: Not yet assigned.		
4. Child's date of birth: (Enter date as mm/dd/yyyy)	7/23/2009		
5. Child's Ethnicity	Hispanic <input checked="" type="radio"/> Yes <input type="radio"/> No		
5a. Child's Race (Check at least one, and all that apply)	American Indian or Alaska Native <input checked="" type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White / European American <input type="checkbox"/>		
6. Is Child a U.S. Citizen?:	<input checked="" type="radio"/> Yes <input type="radio"/> No / Do not know		
7. Is Child a NC Resident?:	<input checked="" type="radio"/> Yes <input type="radio"/> No		

**Previous**    **Save**    **Next**

1. **Child's name:** (information is drawn from another form or source in the system, but can be edited here).
2. **Child's gender:** Select male or female from the drop-down box.
3. **Child's identification numbers:** Child identification numbers are no longer collected in NCPre-KKids.
4. **Child's date of birth:** Type in date as mm/dd/yyyy or use calendar icon to select a date (defaults to current year).
5. **Child's Ethnicity:** Check Yes or No
- 5a. **Child's Race:** Check all that apply to indicate Child's race. (These are race categories as they appear on the US census).
6. **Is Child a U.S. Citizen?:** Choose Yes if you know child is a U.S. Citizen; otherwise, choose No/Do not know.  
Note: US Citizenship is not required for participation in NCPre-K.
7. **Is Child an NC Resident?:** Choose Yes if you know child is a resident of NC; otherwise, choose No. Note: NC residency is not required for participation in NCPre-K.

## Child Form: Household Information

### Edit Household Info

Reporting Period: 9-2013

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.

[Previous](#) [Save](#) [Next](#)

8. Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
9. Family size: Number of parent(s)/guardian(s) and the number of children for whom they have responsibility (include NC Pre-K child in this number)		<input type="text" value="5"/>	
10. Child's county of residence:		Cherokee	
11a. Answer all of the following questions concerning the child's parent/guardian: (Check Yes or No for each factor)		Mother/Female Guardian	Father/Male Guardian
Employed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Seeking Employment?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In post-secondary education?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In high school or in a GED program?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In job training?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
11b. What is countable family gross income?:		Income: <input type="text" value="1,500.00"/> <input checked="" type="radio"/> Monthly <input type="radio"/> Yearly	
		Total Calculated Yearly Income: 18,000.00	

[Previous](#) [Save](#) [Next](#)

8. **Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?:** Select Yes or No. See NC Pre-K Program Requirements for more information.
9. **Family Size:** Type in the number of Parent(s)/Guardian(s) and the number of children for whom they have responsibility (include NCPre-K Child in this number).
10. **Child's county of residence:** Select name of county in which this Child's household is currently located.
- 11a. **Answer all of the following questions concerning the child's parent/guardian:** Check yes or no for each factor: Employed, Seeking Employment, In post secondary education, In high school or in a GED program and In job training and Other as applicable to the Mother and/or Father. If "Other is checked please describe. (i.e. Disabled)
- 11b. **What is countable family gross income? Income, Monthly or Yearly:** Enter family gross income by either monthly or yearly amount. Click Monthly or Yearly for applicable entry. See NC Pre-K Program Requirements for more information.

## Child form: Eligibility Factors

Demo-graphics
Household Info
Eligibility Factors
Prior Placement
Assessment Evaluation
Attendance/Disabilities
Form Status

### Edit Eligibility Factors

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.

Previous
Save
Next

### Reporting Period: 9-2013

---

Questions 12a and 12b are now calculated based on the family size and income on the Household Info tab.

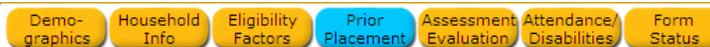
<b>12a. Is income at or below 75% of state median income (SMI)?</b>	Yes
<b>12b. What is the Poverty Status of this child?</b>	Below 130% of poverty Eligible for free lunch
<b>12d. Are there additional factors which apply to this child? (Check Yes or No for each factor)</b>	Limited English Proficiency (LEP) <input type="radio"/> Yes <input checked="" type="radio"/> No Chronic Health Condition <input checked="" type="radio"/> Yes <input type="radio"/> No Developmental/Educational Need <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>12e. Is at least one parent or legal guardian of this child an active duty member of the military, or was a parent or legal guardian of this child seriously injured or killed while on active duty?:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Note: This is not a complete list of information required to determine eligibility. Visit the [State NC Pre-K Program website](#) for further details about eligibility criteria and other program guidelines.

Previous
Save
Next

- 12a. Is income at or below 75% of state median income (SMI)?** NCPre-KKids automatically calculates this response based on family size and income on the Household Info panel.
- 12b. What is the Poverty Status of this child?** NCPre-KKids automatically calculates this response based on family size and income on the Household Info panel. See NC Pre-K Program Requirements for more information.
- 12d. Are there additional factors which apply to this child? Check Yes or No for each factor:** Select Yes or No for each of the additional factors that could apply to this child. See NC Pre-K Program Requirements for more information.
- 12e. Is at least one parent or legal guardian of this child an active duty member of the military, or was a parent or legal guardian of this child seriously injured or killed while on active duty?** Choose Yes if you know parent or legal guardian of child is an active member of the military; otherwise, choose No.

## Child Form: Prior Placement



### Edit Prior Placement

Reporting Period: 9-2013

This form is in edit mode. Clicking on the **Previous** or **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the **Save** button will display any concerns with this section.



<b>13. Child's Prior Placement at the time of enrollment</b>	<b>Prior Placement</b> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Child has <b>never</b> been served in any preschool or child care setting</li><li><input type="radio"/> Child is <b>currently unserved</b> (at home now but may previously have been in child care or some other preschool program)</li><li><input type="radio"/> Child is in unregulated child care</li><li><input type="radio"/> Child is not receiving subsidy but is in some kind of regulated child care or preschool program</li><li><input type="radio"/> Child is receiving subsidy and is in some kind of regulated child care or preschool program</li></ul>
<b>14. Was the child previously served by this site's program as a three-year old?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No



**13. Child's Prior Placement at the time of enrollment: Prior Placement:** Select the appropriate description for each child. See NC Pre-K Program Requirements for more information.

**14. Was the child previously served by this site's program as a three-year-old? Select Yes or No.**

## Child Form: Assessment Evaluation

Demo-graphics	Household Info	Eligibility Factors	Prior Placement	Assessment Evaluation	Attendance/Disabilities	Form Status
<b>Edit Assessment Evaluation</b>				<b>Reporting Period: 9-2013</b>		
<small>This form is in edit mode. Clicking on the <b>Previous</b> or <b>Next</b> or <b>Save</b> buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned. Clicking on the <b>Save</b> button will display any concerns with this section.</small>						
<b>Previous</b>			<b>Save</b>		<b>Next</b>	
<b>15. Has this child had a Health Assessment?</b>						
				<input type="radio"/> Yes; Provide Date: <input type="text"/>		
				<input checked="" type="radio"/> No		
<b>16. Has this child had a Developmental Screening?</b>						
				<input type="radio"/> Yes; Provide Date: <input type="text"/>		
				<input checked="" type="radio"/> No		
<b>Previous</b>			<b>Save</b>		<b>Next</b>	

- 15. Has this child had a Health Assessment?:** Select Yes or No; if Yes, provide date of assessment (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.
- 16. Has this child had a Developmental Screening?:** Select Yes or No; if Yes, provide date of screening (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.

## Child Form: Attendance/Disabilities

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds:	\$0.00
18. Did child withdraw from NC Pre-K this reporting period?	<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, indicate reason for withdrawal: <input type="radio"/> End of program year <input type="radio"/> Child moved out of service area <input type="radio"/> Child moved to another NC Pre-K classroom <input type="radio"/> Child moved to a non-NC pre-K setting <input type="radio"/> Disruptive behavior: Child moved to an alternate setting <input type="radio"/> Parent choice <input type="radio"/> Transportation problem <input type="radio"/> Do not know <input type="radio"/> Other (specify below)  <input checked="" type="radio"/> NA
19a. Should this child receive an exception for this month and receive full reimbursement? If so, please specify why. You must be a Contract Administrator to grant an exception.	Check box to grant exception: <input type="checkbox"/> Specify reason for exception: --If exception, choose one--

- 17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds:** Highlight this field and enter this number in the form "nnn.nn". The dollar sign does not need to be entered. This field may need to be updated monthly, if the Smart Start funds change. If you have any questions about what this amount should be, please contact your local Smart Start Partnership.
- 18. Did child withdraw from NCPre-K this reporting period?** Select Yes or No. If Yes, check one box to indicate reason Child withdrew from NCPre-K. If "Other", specify reason. If Child is still enrolled, NA should remain selected.
- 19a. Should this child receive an exception for this month and receive full reimbursement?** Only a contract administrator has the right to grant exceptions. Check the box if applicable, then select the appropriate reason from the drop down list. Once the exception is granted, that child will be reimbursed in full regardless of their attendance. Classroom or Site administrators can see question 19a, but are prevented from being able to check the box. The drop down list does not show for Classroom or Site Administrators.

## Child Form: Attendance/Disabilities (cont'd)

<p>19b. Child attendance in NC Pre-K classroom this period:</p> <p><a href="#">Copy From Site Operational Days</a></p> <p>Number of Days Attended: 18</p>	<p><input type="checkbox"/> Still enrolled but 0 attendance days</p> <p>September 2013</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/></td> <td>2 <input type="checkbox"/></td> <td>3 <input type="checkbox"/></td> <td>4 <input type="checkbox"/></td> <td>5 <input checked="" type="checkbox"/></td> <td>6 <input checked="" type="checkbox"/></td> <td>7 <input type="checkbox"/></td> </tr> <tr> <td>8 <input type="checkbox"/></td> <td>9 <input checked="" type="checkbox"/></td> <td>10 <input checked="" type="checkbox"/></td> <td>11 <input checked="" type="checkbox"/></td> <td>12 <input checked="" type="checkbox"/></td> <td>13 <input checked="" type="checkbox"/></td> <td>14 <input type="checkbox"/></td> </tr> <tr> <td>15 <input type="checkbox"/></td> <td>16 <input checked="" type="checkbox"/></td> <td>17 <input checked="" type="checkbox"/></td> <td>18 <input checked="" type="checkbox"/></td> <td>19 <input checked="" type="checkbox"/></td> <td>20 <input checked="" type="checkbox"/></td> <td>21 <input type="checkbox"/></td> </tr> <tr> <td>22 <input type="checkbox"/></td> <td>23 <input checked="" type="checkbox"/></td> <td>24 <input checked="" type="checkbox"/></td> <td>25 <input checked="" type="checkbox"/></td> <td>26 <input checked="" type="checkbox"/></td> <td>27 <input checked="" type="checkbox"/></td> <td>28 <input type="checkbox"/></td> </tr> <tr> <td>29 <input type="checkbox"/></td> <td>30 <input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/>	27 <input checked="" type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input checked="" type="checkbox"/>					
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<p>20. Has this child been referred for evaluation for or identified with a disability?</p>	<p><input checked="" type="radio"/> No (skip to end of form)</p> <p><input type="radio"/> Yes, prior to NC Pre-K entry (enter date in box below, as mm/dd/yyyy)</p> <p><input type="radio"/> Yes, after NC Pre-K entry (enter date in box below, as mm/dd/yyyy)</p> <p>Date of referral: <input type="text"/> <input type="checkbox"/> Date unknown</p>																																										
<p>20a. What was the decision from the disability evaluation for this child?</p>	<p><input type="radio"/> No disability identified (skip to end of form)</p> <p><input type="radio"/> Evaluation decision in process (skip to end of form)</p> <p><input type="radio"/> One or more disabilities identified</p> <p><input type="radio"/> Do not know</p> <p><input checked="" type="radio"/> NA</p>																																										

**19b. Child attendance in NCPre-K**

**Classroom this period (mm-yyyy):** If you have already filled out attendance on the classroom attendance grid, this calendar appears complete. If not, indicate, with a check mark all the days that the Child attended the NCPre-K Classroom this month. For convenience, you may FIRST click the "Copy from Site Operation Days" button, and then make adjustments for that particular child. Note that the system will warn you (at the Form Status Panel) if the child attendance days are inconsistent with Site Operation days.

**20. Has this child been referred for evaluation or identified with a disability?** Check one box to indicate if this child has been referred for evaluation for a disability or identified with a disability. If Yes, enter date of referral in the appropriate box - prior to NCPre-K entry or after NCPre-K entry. If the referral date is not known, click Date Unknown. If child has not been referred, select No and skip to the end of the form.

**20a. What was the decision from the disability evaluation for this child?** Check one box to indicate the decision status of this child's disability evaluation. If No disability was identified or if the evaluation decision is still in process, select appropriate response and skip to the end of the form.

**Child Form: Attendance/Disabilities (cont'd)**

20b. Type of identified disability(ies) for this child(check all that apply)

<input type="checkbox"/> Autistic	<input type="checkbox"/> Orthopedically impaired
<input type="checkbox"/> Deaf-blind	<input type="checkbox"/> Speech/language impaired
<input type="checkbox"/> Behaviorally/emotionally disabled	<input type="checkbox"/> Severe/profound mentally disabled
<input type="checkbox"/> Educable mentally disabled	<input type="checkbox"/> Trainable mentally retarded
<input type="checkbox"/> Hearing impaired	<input type="checkbox"/> Visual impaired
<input type="checkbox"/> Specific learning disabled	<input type="checkbox"/> Traumatic brain injured
<input type="checkbox"/> Multi-handicapped	<input type="checkbox"/> Preschool development delayed
<input type="checkbox"/> Other health impaired	<input checked="" type="checkbox"/> NA

---

20c. Does this child have an active IEP?  Yes  No  NA  
*An IEP does not automatically ensure that a child is eligible for NC Pre-K.*

---

20d. Has this child been referred for services related to disability?  Yes  No  NA

---

20e. Is this child receiving services related to disability?  Yes  No  NA  
 (if yes, then specify type of services:)

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notes about this child form (optional):

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[Previous](#) [Save](#) [Next](#)

**20b. Type of identified disability(ies) for this child:** Check all that apply to indicate type of disability(ies) with which this child has been identified.

**20c. Does this child have an active IEP?** Check one box to indicate whether or not this child has an active IEP (Individualized Education Plan). An IEP does not automatically ensure that a child is eligible for NC Pre-K. If No, skip to the end of the form.

**20d. Has this child been referred for services related to disability?** Check one box to indicate whether or not this child has been referred for services related to her/his identified disability. If No is selected, skip to the end of the form.

**20e. Is this child receiving services related to disability?** Check one box to indicate whether or not this child has received services related to her/his identified disability. If services have been received, specify type of service(s) if known.

**Notes about this Child Form (optional):** If desired, write in any notes about this Child Form here.