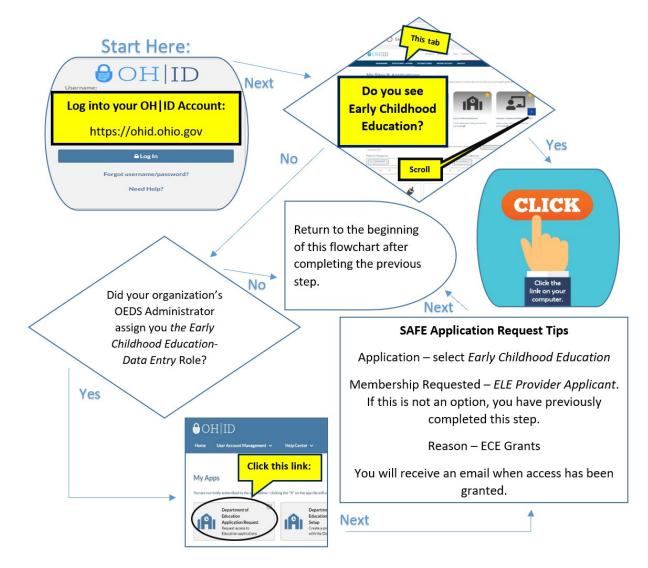


## HOW TO RUN STUDENT APPLICATION STATUS REPORTS IN ENTERPRISE APPLICATION SYSTEM

The Early Childhood Education (ECE) Grant provides funding to support high-quality early learning preschool services that prepare children for success in kindergarten. The grant funding allows programs to maximize children's early educational experiences before kindergarten and provide high-quality early learning services to eligible children.

Chartered non-public schools and programs licensed by the Ohio Department of Job and Family Services will use the Enterprise Application System (EAS) to report program and child data. Public school districts, educational service centers, joint vocational schools, departments of developmental disabilities and community schools will use the Education Management Information System (EMIS).

The following diagram will help you with initial steps to access to the EAS system:





A Student Application is required for each student and must be submitted by October 31, or within 30 days of enrollment. Student attendance must be reported monthly. ECE Grant recipients are required to report Early Learning Assessment scores by 6/30. Please view the <u>corresponding tutorial video</u> for additional support. Contact <u>earlychildhoodeducation@education.ohio.gov</u> with any questions.

Programs can generate an EAS report to assist in an internal review of compliance with these data submission requirements. The steps below outline the process for generating a report.

Step One: In the STUDENT tab, Search Student Applications.

Step Two: In the basic search tab, select the desired application status' to search and click the blue SEARCH button.

	Separtment Education		Wilkiona : New Pattor				
hio	Education		(20096 - One Department of Education				
			· mana anay-	neros:	CONTRACTOR POPUL	- ODITATION	
Notile State Program Scion	e Inti Geptendia						
dvanced Shat	ent Search						
Base Sumb	Erest In and Second	550 See 1					
(and a distance)		Application Provide	tax.	•	Malatina	104	
Isan D		Application Type			PA080004		
		*8			360'083		
558)		Cones Dadetas	41		Conversion Newsland		
					Secline1		
Fact Nation		Frankler Share			Highte		
					Nor Flightin		
and Narris		Predict PN			Reeders and		
108	The Report of	Carlet Series			Technic Complement		
ARE LODDING	Landaurer	THERE WAS			Unried Date Red		
		Overal TR			Lange Rad		
		Contrast.			herebead		
Hav Pres Page					terreprint		

Step Three: Click the FULL EXPORT button to generate an excel spreadsheet that you can save to your computer and manipulate as you wish.

Firel Name	Probler Name	Dates Tex Dates	V = 0 C (a reconstruction)		A # 0 **** 1
Last hane	Provide 454	Paulothed Parent Conjune	Net Service Breathing		an o onere: Gores Brooner -
DOB Date Baterbal	District Name	Dated			
Has Falar Pageo	Costral PRI	Termani Termani		ere he ter	
East Color Data Farrad Statio, Name	•	The class to its annuals, "convex the class same and the class same and the classes	the second se	0.000	Name Ser 6 x 1 P Statute and
Qinath Chan			10 Section 2010 Section 2010		Much Shandka Anne Angel Maran
Search Results					
Ten forst - 1122 motist microst. 1983 (and Castoner South Costs page	4 # 257 mill 21 mills 1		janut Kanda dari Kara Manda Kara Manaka dalah	1	
	PECIENTI COLORIT PERIANO Netro C PECIATRI IN	TRANSFERRORD DETINCT ANY MILLION ANY MILLIONANA ANY MILLIONA			atre ( 🔗

The following are three recommended areas to review internally to determine data submission compliance:

Identify applications in the APPLICATIONSTATUS column which are in "started" status.

- Update the status of the identified student applications to "submitted" using the final step in the <u>EAS</u> <u>Student Application</u> tutorial.
  - Student is not eligible for funding without all required documentation on file; if not submitted, application status should be updated to "withdrawn"

Identify applications with no data or 0 hours entered in the ATTENDANCE column.

- Enter attendance as directed in the Entering Student Attendance in EAS tutorial.
  - Students who never attended are not eligible for funding and their student application status should be updated to "withdrawn"

Identify applications with no data entered in the applicable X\_ASSESSMENT\_COMPLETION\_DATE columns.
Enter scores as directed in the Entering ELA Scores into EAS tutorial document.

 If the student was not administered the assessment due to enrollment/withdrawal date, scores should still be entered using the <u>Early Learning Assessment Non-Scorable Reason Code</u> "J".