

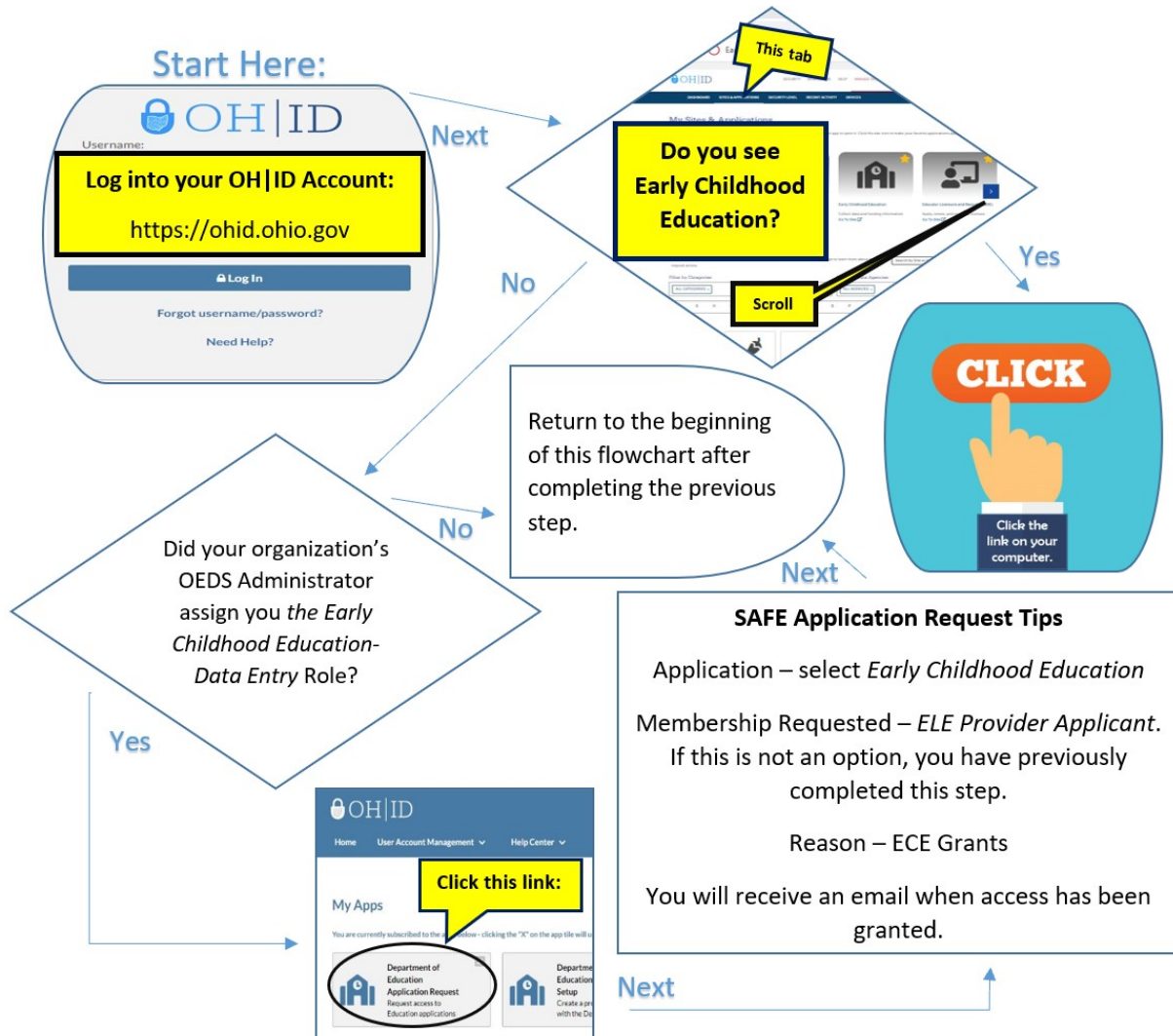
# Early Childhood Education

## 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:



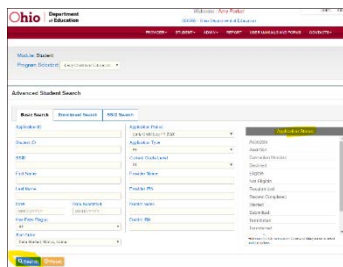
# Early Childhood Education

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 [corresponding tutorial video](#) for additional support. Contact [earlychildhoodeducation@education.ohio.gov](mailto:earlychildhoodeducation@education.ohio.gov) with any questions.

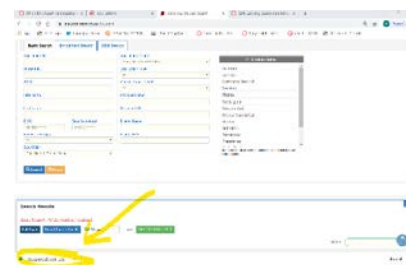
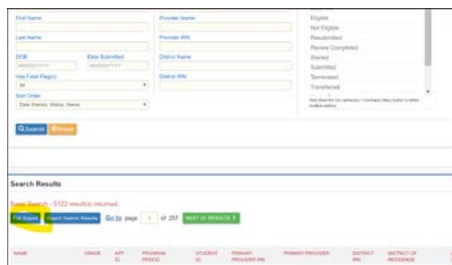
Programs can generate an EAS report to assist in an internal review of compliance with these data submission requirements. The steps below outline the process for generating a report.

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.



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



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 [EAS Student Application](#) 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 [Early Learning Assessment Non-Scorable Reason Code "J"](#).