# Early Childhood Education

HOW TO COMPLETE AN ENTERPRISE APPLICATION SYSTEM STUDENT APPLICATION

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). 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:
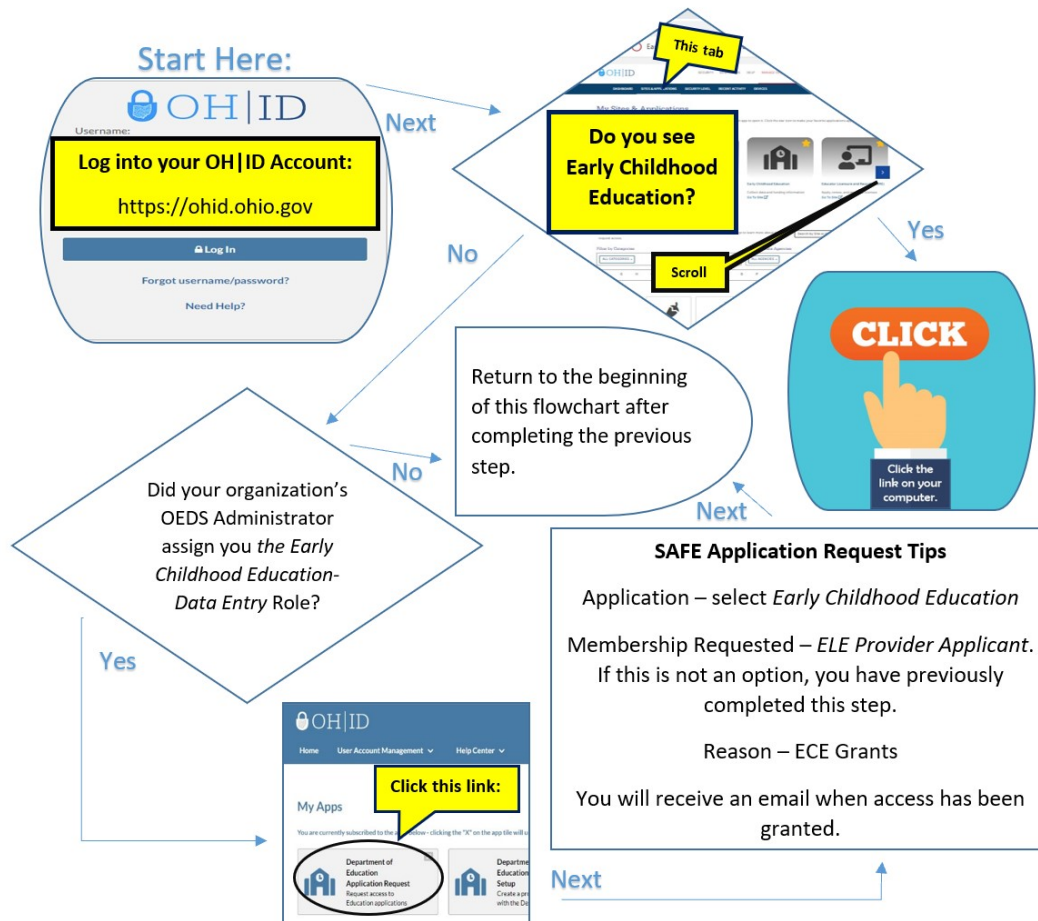
Applications are required for individual students. This guide to complete Student Applications goes through each step of the process. Student Applications are to be submitted by October 31, or within 30 days of enrollment. Please view the corresponding tutorial video for additional support. Contact earlychildhoodeducation@education.ohio.gov with any questions.

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The provider application must be submitted and approved prior to entering a new Student Application. After the provider application has been submitted and approved, click on the **New Student Application** button in the student drop-down to add a new student application.

1. Enter the student's Date of Birth.

2. Enter the first and last name, exactly as it appears on the birth certificate; click the **Search** button.

3. If the child comes up because they've been entered by another program, please email your regional specialist to complete the transfer to your program. Otherwise, click on the **HERE** link to add a new student application.

4. Enter the student's first, middle name and last name. Enter all names that appear on the birth certificate, even if there are more than one middle or last names. *Please use proper capitalization and do not use all caps or all lowercase.* If the student does not have a middle name, check the **Student has no middle name** box. If the child has a middle name, it must be entered. If the student has a suffix at the end of the name (ex. Jr., III), please use the suffix drop-down. Do not add the suffix to the last name.

5. Enter the student's Date of Birth.

6. Enter the Mother's Maiden Last Name.

7. Select Gender.

8. Select the Ethnicity and Native Language.
   a. If two boxes are checked for "Race" on the JFS 01121 Early Childhood Education Eligibility

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Screening Tool, please select **Multiracial**.

   b. If "Y" is indicated for Hispanic or Latino, select **Hispanic** for ethnicity.

9. Enter the last four digits of the student's Social Security Number, if available. If the Social Security number is not available, click the "SSN Not Available" box.

10. Enter the Birth Place City as shown on the birth certificate. If the birth certificate says "Ohio", please enter "Ohio".

11. Enter state which issued the birth certificate in the field for Birth Place State.

12. Enter the State Student Identifier (SSID), if available. If this information is not available, leave blank.

Application Information	
*Application Period	Early Child-Exp FY 2018 ∨
*County	---SELECT--- ∨
*Legal District of Residence	---SELECT--- ∨
*Residency Begin Date	07/01/2017
*Has IEP	○ Yes ○ No
*Poverty Level	---SELECT--- ∨
*Limited English Proficiency	---SELECT--- ∨
* Initial Provider	---SELECT--- ∨
*Lead Staff:	---SELECT--- ∨
*2017-2018 School Year Grade Level	Preschool (ages 3-5) ∨

13. Select the Application Period that matches the fiscal year in which this student received Early Childhood Education Grant services (example: FY 2019: July 1, 2017-June 30, 2019).

14. Select the County where the legal school district of residence is located.

15. Select the student's Legal District of Residence.

16. Enter the Residency Begin Date - this is the beginning day of the fiscal year (July 1, xxxx), or the date the student began attending your program through ECE Grant funding if after July 1.

17. Indicate whether the student has an existing Individualized Education Program (IEP).

18. Select the appropriate Poverty Level percentage option.

19. Select the proficiency of the English language.

20. Select the Provider.

21. Select the Lead Teacher teaching this student. If the lead teacher is not listed in the drop-down list, you will need to add this teacher in the Staff tab in the provider section.

22. After all required information has been entered in both the Student Information and the Application Information sections, click the **Create New Student Application** button at the bottom of the page.

[Create New Student Application] [Cancel]
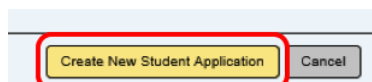
23. The first tab of the student application is Student. Basic information that the user just entered about the student should show on this tab. To make any edits, click the **Pencil** icon, make the needed changes and then click the **Update Student** button.

24. The second tab of the student application is Application. Here, users can add either the program's Ohio Department of Job and Family Services' License Number or Ohio Department of Education Building IRN, as well as edit application information, legal district of residency and provider list.

25. Click the **Pencil** icon by either the **ODJFS License Number** or **ODE Building IRN** to enter information for the building at which the child is enrolled. Once entered, click the **Save** icon.

26. The legal district of residence allows the user to edit the existing record by selecting the **Pencil** icon to the right of the record or add new information by selecting the **Add Residency District** button at the bottom.

27. The List of Providers section allows the user to edit the existing record by selecting the **Pencil** icon to the right of the record, or add a new record by selecting the Add\Transfer Provider button at the bottom.

  a. Enter the Enrollment Start Date, which is the beginning day of the fiscal year (July 1, xxxx), or the date the student began attending your program through ECE Grant funding if after July 1.
  b. Enter the Enrollment End Date, which is the date the student ended at the provider location.

28. Click on the Docs tab.

29. Click on the Birth Certificate link at the left in the yellow box. If the child's birth certificate is not in English, a notarized translation, passport, or residency card can be used instead. No other forms of age documentation can be accepted.

30. Browse to your electronic copy of the student's birth certificate and click Upload.

31. Click on the Status/Flags tab.

32. Click the **Submitted** link to forward the student application to the department for review.

You have completed an EAS Student Application and can start entering student attendance and Early Learning Assessment scores at any time. Please note that after submitting, you will not receive any additional status updates such as "Approved" or "Eligible". "Under Review" is the final status for this grant. Student eligibility is determined at the local level.