



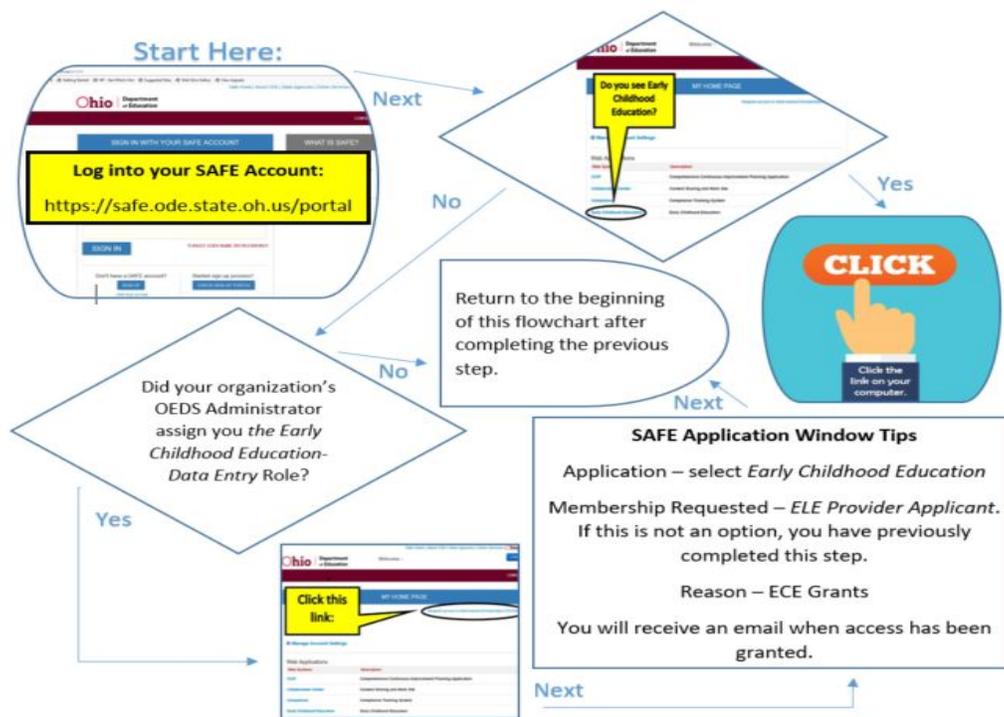
# Early Childhood Education

## HOW TO ENTER EARLY LEARNING ASSESSMENT SCORES IN THE ENTERPRISE APPLICATION SYSTEM

Early Childhood Education (ECE) Grants provide 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 child, teacher and program data. Public school districts, educational service centers, joint vocational schools, departments of developmental disabilities and community schools will use Education Management Information System (EMIS).

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



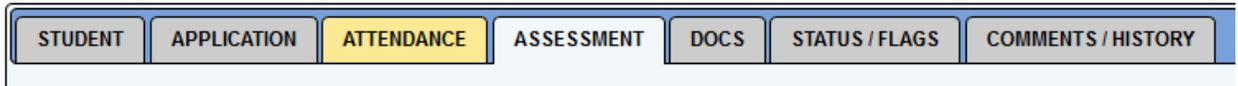
ECE Grants recipients are required to report Early Learning Assessment scores. Fall scores are to be entered by 12/31 and spring scores are to be entered by 6/30. This guide to enter Early Learning Assessment scores goes through each step of the process for programs using EAS. Please view the [corresponding tutorial video](#) for additional support. Contact [earlychildhoodeducation@education.ohio.gov](mailto:earlychildhoodeducation@education.ohio.gov) with any questions.



# Early Childhood Education

To enter Early Learning Assessment scores in EAS, programs must first do one of two things:

- a. Obtain the KReady vendor report for this administration, or
  - b. Convert Skills, Knowledge and Behavior (SKB) scores into Learning Progression scores. [Click here](#) for the Early Learning Assessment bridge (score conversion) form.
2. Click on **Student** to select the student module and then click **Search** to bring up a list of your students if not automatically populated.
  3. Access the individual student's application by selecting the magnifying glass in the details column next to the student file and click on the fourth tab – Assessment.



4. Click the **pencil** icon next to the fall or spring assessment box to input scoring information for the Early Learning Assessment.

**Early Learning Assessment:**

Please follow written guidance on the Early Childhood Program Requirements and Due Dates document. Below are the date parameters when Fall and Spring assessments will need to be completed.

- Fall Administration Window: August 15th - November 14th
- Spring Administration Window: February 15th - May 14th

Assessment	Assessment Completion Date:
Fall	Assessment Completion Date:
Spring	Assessment Completion Date:

**Assessment Completion Date:**

Awareness and expression of emotion:	NO SCORE
Communication:	NO SCORE
Cooperation with peers:	NO SCORE
Coordination Small Motor:	NO SCORE
Number Sense:	NO SCORE
Personal Care tasks:	NO SCORE
Phonological Awareness:	NO SCORE
Relationships with Adults:	NO SCORE
Safety and injury prevention:	NO SCORE
Vocabulary:	NO SCORE

**Student's Discipline Records:**

Student does not have any discipline records.

Add discipline record

5. Enter the date when the assessment was completed in the *Assessment Completion Date* entry section.



# Early Childhood Education

- Enter the corresponding Learning Progression scores for the 10 required Learning Progressions on the assessment. The assessment needs to be completed in both the fall and spring during the assessment windows noted on the screen.

If a score of “N” is entered, the program will be prompted to select one of the following reason codes:

<i>Assigned Letter</i>	<i>Reason Code</i>	<i>Meaning of Reason Code</i>
A	Medical Reason	The child has an ongoing medical reason that prevented the child from being assessed.
B	Parental Refusal	The parent/guardian refused to allow the child to be assessed.
D	Suspension/Expulsion	The child was suspended or expelled during the assessment window.
F	Other (reason not listed)	Any other reason than those identified in the other allowable reason codes.
J	Student moved in or out of district before assessment was administered	Student was not enrolled in the district at the time of the assessment.



# Early Childhood Education

M	Medical Emergency	Circumstances beyond the school district's control prevent a child from being assessed at any time during the assessment window due to a significant medical emergency (e.g., child is hospitalized due to an accident). Ongoing medical conditions should be reported using the <i>A – Medical Reason</i> code.
R	Parent requests results not be reported to the state	Parent allows child to be assessed, but does not want results reported.
S	Non-scorable item	Student did not exhibit any skills, knowledge or behaviors that resulted in a score being able to be recorded.

7. There are no actions required in the Student's Discipline Records section. Press the **SAVE** button.

Please complete a [test incident form](#) if there are issues when adding Early Learning Assessment scores. This form also covers incidences of missed deadlines.