

EMIS Change 23-72

This change updates the reporting guidance for preschool courses found in EMIS Manual Section 4.4: Student Course (GN) Record. It removes the outdated subject codes.

SECTION 4.4: STUDENT COURSE (GN) RECORD

General Guidelines

Reporting Preschool Courses

As indicated above, preschool courses are to be reported as self-contained courses. Do not report separate course records for each course/subject in which the preschool student is participating, such as reading, math, etc. The following self-contained subject codes ~~are~~ is applicable for preschool students/teachers:

~~180050~~ ~~Early Education (Ages 0-2)~~

180108 Preschool: preschool program in a self-contained classroom, this includes courses related to ECE, Federal Head Start, and other local programs.

~~180280~~ ~~Title I Preschool: A preschool program funded with Title I funds.~~

~~196095~~ ~~Early Education of the Handicapped (for children below 6)~~

Reporting Special Education Preschool Courses. Students who are receiving center-based preschool special education services are to be scheduled with a Local Classroom Code of a special education teacher with a subject code of ~~196095~~ 180108 and a Student Population of D8 or DP. The following students may also be scheduled into special education preschool a class, ~~with the subject code of 196095.~~

- Regular or “Typically Developing Peers” in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that teacher’s Staff Course Record. The subject code should be ~~196095~~ 180108.

Students receiving preschool special education itinerant services are reported with a program code (220100) for itinerant services. If the student is receiving preschool itinerant services and also center-based services, then both a Student Course (GN) Record (showing the local classroom code of the special education teacher) and a Student Program (GQ) Record (with the itinerant services program code and the itinerant teacher’s state ID) are to be reported for the student.

Reporting Regular Preschool Courses. Each non-disabled student reported with a “PS” in the Grade Level Element is required to have at least one Student Course (GN) Record reported with an appropriate local classroom code. All regular preschool courses are to be reported with a Student Population of PR. ~~It is possible that a non-disabled preschool student is enrolled in a center-based special education course (196095 subject code) as a typically developing peer (as noted above).~~ If ~~this~~ a typically-developing peer is not “dually enrolled” into another preschool class (such as a locally funded preschool class), then this is the only subject code that is required for him/her. If he/she is dually enrolled into another class, such as a locally funded preschool class, then he/she is reported with two Student Course (GN) Records. ~~one with~~

~~the local classroom code of the 196095 subject code and one with the local classroom code of the 180108 subject code.~~

~~A student enrolled in the Early Childhood Education grant program is required to be scheduled into the 180108 course. Only those students who are scheduled into this preschool course (and who meet the income eligibility requirements and admission requirements) will count towards the grantee's preschool child count. The number of students scheduled into this course is used to determine the state-funded Early Childhood Education Grant head count as of December 1. This head count is the baseline for the Early Childhood Education Grant allocation for the following school year. Please note that the Early Childhood Education head count is different from the Federal Child Count for students with disabilities.~~

Dually Enrolled Students. Any student who is dually enrolled into two preschool programs (~~e.g., subject codes 196095 and 180108~~) is required to be scheduled into both preschool courses and should have two Student Course (GN) Records reported for him/her.