



The *Best in Class* program builds on program characteristics that drive results – high quality, supported interactions between adults and children based on developmentally appropriate experiences.

50% of a program's enrollment should be reserved for

- Children whose household income is less than 60% of state median income or
- Children who have an identified developmental delay or disability or
- Combination of the two groups

Participants must be involved in 10 hours of research-based family engagement.

**Note:** The Best in Class special program **is visible** for all students in a school that receives the grant. You still need to:

- Load an Early Childhood program section code
- Mark each student being served by the program with the proper program section code
- Check the Best in Class special program
- Load information in the special program

# Step 1 – Load the Early Childhood Program Section Code on the Pupil Enrollment

The Program Section code identifies the program name and program information (start and stop dates, number of weeks and hours per week)

### Note: You can skip this step if you already have a Best in Class Program Section code loaded

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	Login Please enter your State of North Dakota Login ID Login ID: Password: Login
Select the <b>Enrollment</b> report group	on EDFacts Enrollment LEA/School Fall Re



Human Services



Narrative	Screenshot	
On the Enrollment report, select your school from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	Enrollment           Entity       DPI DISTRICT         School Year       2022-2023 •         Due Date       Fall Enrollment: 6/30/2023         Status       FALL ENROLLMENT NOT SUBMITTED         SPRING ENROLLMENT NOT SUBMITTED         Select Report	
Select 'Early Childhood' from the 'Sections' menu (left side menu)	Sections District Student Filter Notification Early Childhood Title I Private & Local Neglected Graduation Rate	
Select 'Add Section' to add a new Program Section Code	Early Childhood	
Note: A school could have multiple program section codes depending on how the school administers its PreK programs. You can check if the program section code is a Best in Class program by selecting the section name and verifying if the 'Best in Class' checkbox is selected; if so, you can skip to <b>Step 2</b>	Contact Shonda Wild 701-328-1980 Add Section Program Name EC Teacher	
Enter a 'Program Name' The program name will be displayed in enrollment dropdown	Contact Shonda Wild 701-328-1980 Program Name Section Code	
Enter a 'Section Code' – 5-character alpha/numeric code to identify the program	The school creates an identification code that is up to 5 characters of letters and/or numbers. Program Type Half Day AM	

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Human Services



Narrative	Screenshot
Select appropriate program type from the dropdown menu	Program Type Half Day AM Half Day AM Half Day PM Full Day Other
Enter anything else needed to describe the program (i.e., "Mon, Wed", "Tue, Thur", etc.)	Other Description
Enter the minutes per week the program will run	Weeks
Enter the total number of weeks the program will run	Start Date
Enter the Start and End dates of the program	mm/dd/yyyy
Check the box to identify a Best In Class program	
<b>Special Ed PreK program</b> –used to identify programs for PreK students who <b>only</b> receive SpecEd services and <b>do not participate</b> in the Best in Class program (this program and the 'Best in Class' program should never be checked at the same time)	<ul> <li>Check box to identify a special education pre-kindergarten program:</li> <li>Check box to identify a Best In Class program:</li> <li>Charging Tuition:</li> <li>B &amp; E ND (Step 3 or 4):</li> </ul>
<b>Charging Tuition</b> – select only if you're charging tuition to 'Best in Class' participants of the program	
<b>Bright and Early</b> (B&E ND) – select only if you're a licensed child care facility that is at step 3 or 4 participating in Bright and Early of ND	
Select 'Save' (from the upper right menu	<mark>∎ Save</mark> I Validate ✓ Submit

State Automated Reporting System (STARS) STARS – Enrollment – Early Childhood Grant V4.0 – 27 Feb 2023



Human Services

#### Narrative



Repeat this process for each iteration of the program

For example, if your school splits the students into two groups; one group come in Mon/Wed only, and another group come in Tue/Thur only; you'll need a Program Section Code for each group





# Step 2 – Add Program Section Code and select specific Best In Class program for students participating in the program and select

Linking students to the program section code we created in step 1. You also need to load information in the Best in Class special program for each student.

Narrative	Screenshot	
Log into STARS Enter login ID and Password Hit Login	Login Please enter your State of North Dakota Login ID . Login ID: Password: Login	
Select the Enrollment report group	Select a report category  Show all reports  Direct Certification EDFacts Enrollment LEA/Scho	
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	Enrollment           Enrity       State Responsible         Entity       State Responsible         School Year       2021-2022 ▼         Due Date       Spring Enrollment: 9/15/2022         Status       FALL ENROLLMENT NOT SUBMITTED         SPRING ENROLLMENT NOT SUBMITTED         Select Report	



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# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

Enter filter criteria in any of the fields to narrow your search for specific students or leave all blank and hit 'Filter'	Plant:   [No Plant Filter]   Grades:   (ex %.1.3° or "9.11" or "PK.4,5-6")   Last Name Begins With:   (ex "P" or "Sm")   State ID:   (mM/DD/YYYY   State ID:   (mM/DD/YYYY   ExitCode:   [Select all exit codes]   (Select all exit codes]   Open Enrolled   BIE   Title I   Home School   Military   Fater
Click on the 'Start Date' for the student who you need to add the program section code for (this student should be receiving services funded by the Best In Class grant) You'll need to do this for each student participating in the program	Start Date         End Date           Aug 15, 2021         May 26, 2022           Aug 15, 2021         Jun 15, 2022           Aug 15, 2021         May 26, 2022           Aug 15, 2021         Jun 26, 2022           Aug 15, 2021         Jun 15, 2022
If the student's grade is PK, you will see another dropdown field to select the Program Section Code you entered in <b>Step 1</b>	Grade: * PK Half Day PM - DPI PLANT - 36 weeks, 600 mins/week, 09/01/2021 - 05/15/2022  No Section Selected Half Day PM - DPI PLANT - 36 weeks, 600 mins/week, 09/01/2021 - 05/15/2022 DPI DISTRICT
If the PreK student is also participates in the National School (NS) Lunch Program; you will need to specify if the student receives <b>Free</b> or <b>Reduced</b> lunch	For NS Lunch students participating in the Early Childhood Grant, please indicate if student is identified for free or reduced meals: Reduced V NA Free Reduced

State Automated Reporting System (STARS) STARS – Enrollment – Early Childhood Grant V4.0 – 27 Feb 2023



#### Human Services

Find the Best In Class program from the Special Programs

If you don't see the Best In Class program, contact the program administrator or STARS support

Place a check next to 'Receiving Additional Services' indicates the student receives if the student is receiving additional services **not listed** on the students IEP

Place a check in the box next to the specific Family Engagement program(s) the student is participating in

Select 'Save' (from the upper right menu









# Step 3 – Loading Program Section Code to PowerSchool

PowerSchool has a field to load the program section code

STARS will pull the program section code from PowerSchool when it updates the PreK student's record in STARS; If the program section code is blank in the student's record in PowerSchool, it will update STARS with a blank (erasing the program section code in STARS)

Narrative	Screenshot	
Go to the student's record in	General Fall/Spring Submission EL/Imm/Ref *IEP/Special Ed Tr	tle I Migrant Homeless Military Info Rec
PowerSchool, click on the 'State	Fall/Spring Submission Information	
/Province page	Current Resident Educational Entity	▲ Missing required field
Click on the 'Fall/Spring Submission Tab	HS Units	
	21st Century	
	CTB Label Group	
	Program Section Code	
You will also need to load the program section code in PowerSchool		
You will also need to load the program section code in PowerSchool		



### Step 4 (BONUS) – STARS Validations



If a school is receiving the Best in Class grant, **all** students will need a program section code; one to identify student **participating** in the program, and possibly another to identify students **not participating** in the program (for example, those students that may only be receiving SpecEd services)

Narrative			Screenshot
When a school runs their			
validations and see the			
validation that says			
'Prekindergarten students			
that are participating in the			
Best in Class grant must have			
a program section identified';			
it means your school is			
receiving the grant and the			
PreK students enrollment			
need to include a program			
section code.	Caroor Interact Inventory		Studente must have althor a alte weak areas source OD as individual across somewhatian in grades 7 or 9
	Grade Career Interest Inventory	Program Section	Students must have a career course over an intovioual career consultation in grades 7 or o.  Prekindergarten students that are participating in the Best in Class grant must have a program section identified.  Studente must have a career interact investorie monthly of the student of the student of the students and the students in the students and the students are stud
Note: In some cases, a school	Career Interest Inventory		Students must have a career interest inventory in grades 5 or 10. Students must have a career interest inventory in oracles 9 or 10
may receive the grant, but			
have a PreK student that does			
not participate in programs			
funded by the Best in Class			
grant (i.e. student may <b>only</b>			
receive SpecEd services); if			
that is the same sentent			
that is the case, contact			
STARS support for assistance			
STARS support for assistance in creating a SpecEd program			
STARS support for assistance in creating a SpecEd program section code			
STARS support for assistance in creating a SpecEd program section code			