



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 Enrollment report group	on EDFacts Enrollment LEA/School Fall Re



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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 Entity 2022-2023 • 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 Step 2	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 Haif Day AM	

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Narrative	Screenshot
Select appropriate program type from the dropdown menu	Program Type 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	
Special Ed PreK program –used to identify programs for PreK students who only receive SpecEd services and do not participate in the Best in Class program (this program and the 'Best in Class' program should never be checked at the same time)	 Check box to identify a special education pre-kindergarten program: Check box to identify a Best In Class program: Charging Tuition: B & E ND (Step 3 or 4):
Charging Tuition – select only if you're charging tuition to 'Best in Class' participants of the program	
Bright and Early (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	Save. 🖻 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 Login Please enter your State of North Dakota Login ID Login ID: Password: Login Login		
Log into STARS Enter login ID and Password Hit 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 Image: Constraint of the system of the syst		



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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 Step 1	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 Free or Reduced 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



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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 Rece		
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.	Career Interest Inventory		Students must have either a nine week career course OR an individual career consultation in grades 7 or 8.
	Grade Career Interest Inventory	Program Section	Prekindergarten students that are participating in the Best in Class grant must have a program section identified Students must have a career interest inventory in grades 9 or 10.
Note: In some cases, a school	Career Interest Inventory		Students must have a career interest inventorv 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 only			
receive SpecEd services); if			
that is the case, contact			
STARS support for assistance			
in creating a SpecEd program			
section code			