

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.

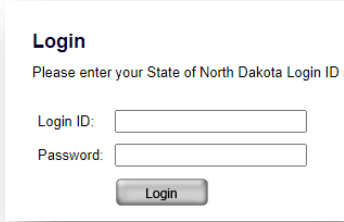
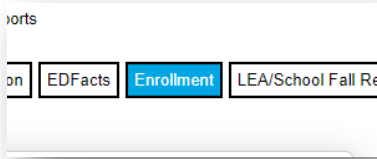
Note: The Best in Class special program **is visible** for all students in a school that receives the grant. You still need to:

- 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
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	

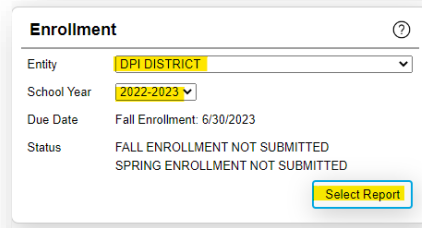
Narrative

Screenshot

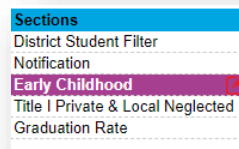
On the Enrollment report, select your school from the 'Entity' dropdown

Select the current school year from the 'School Year' dropdown

Hit 'Select Report'



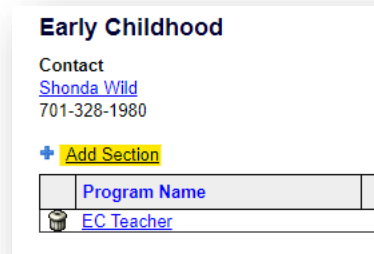
Select 'Early Childhood' from the 'Sections' menu (left side menu)



Select 'Add Section' to add a new Program Section Code

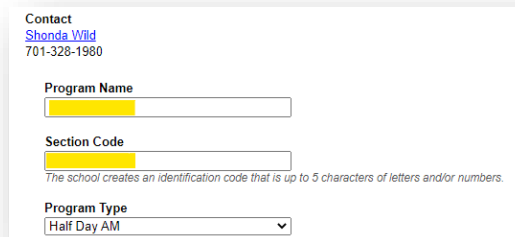
Note: A school could have multiple program section codes depending on how the school administers its PreK programs.

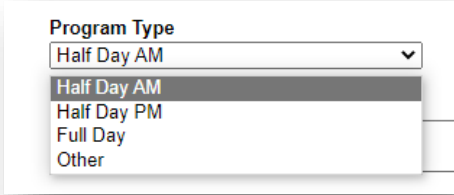
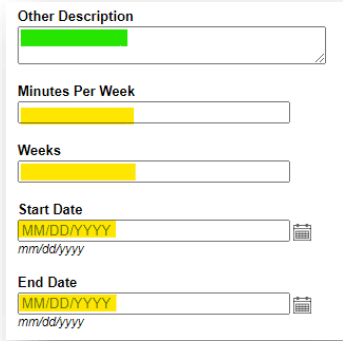
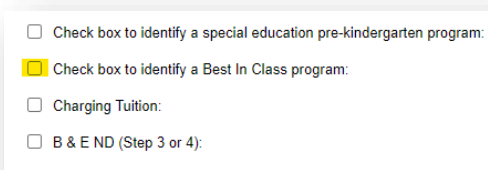
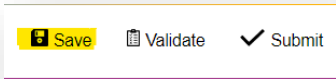
You can check if the program section code is a Best in Class program by selecting the section name and verifying if the 'Best in Class' checkbox is selected; if so, you can skip to **Step 2**



Enter a 'Program Name'
The program name will be displayed in enrollment dropdown

Enter a 'Section Code' – 5-character alpha/numeric code to identify the program



Narrative	Screenshot
<p>Select appropriate program type from the dropdown menu</p>	
<p>Enter anything else needed to describe the program (i.e., “Mon, Wed”, “Tue, Thur”, etc.)</p> <p>Enter the minutes per week the program will run</p> <p>Enter the total number of weeks the program will run</p> <p>Enter the Start and End dates of the program</p>	
<p>Check the box to identify a Best In Class program</p> <p>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)</p> <p>Charging Tuition – select only if you’re charging tuition to ‘Best in Class’ participants of the program</p> <p>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</p>	
<p>Select ‘Save’ (from the upper right menu)</p>	

Narrative

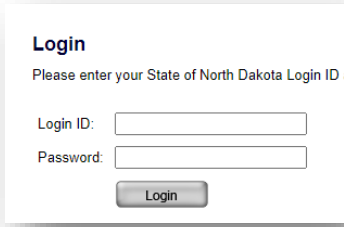
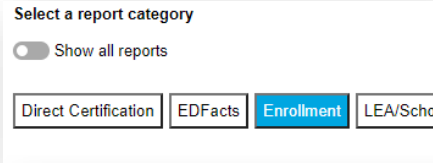
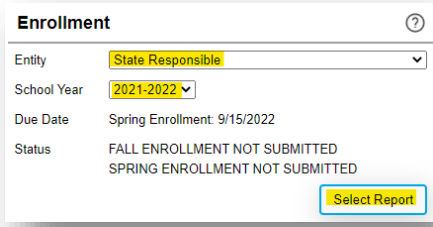
Repeat this process for each iteration of the program

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

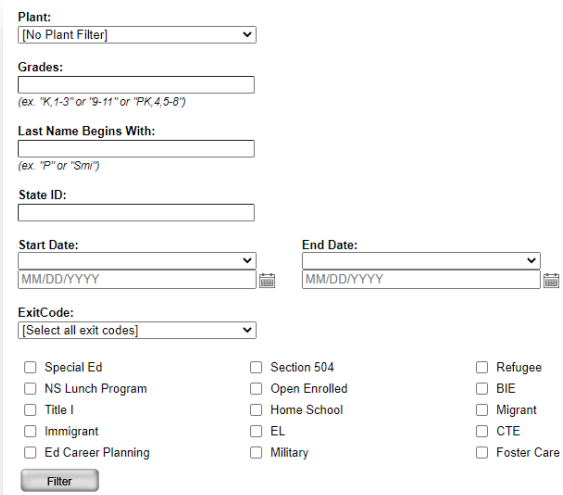
Screenshot

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
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your district from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	

Enter filter criteria in any of the fields to narrow your search for specific students or leave all blank and hit 'Filter'

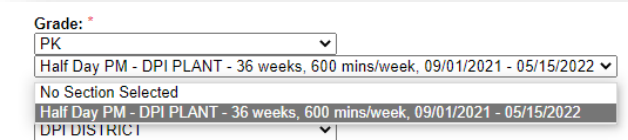


Click on the 'Start Date' for the student who you need to add the program section code for (this student should be receiving services funded by the Best In Class grant)

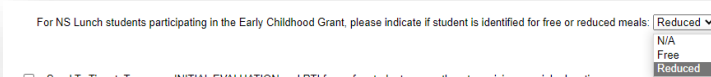
	Start Date	End Date
	Aug 15, 2021	May 26, 2022
	Aug 15, 2021	Jun 15, 2022
	Aug 15, 2021	May 26, 2022
	Aug 15, 2021	Jun 15, 2022
	Oct 15, 2021	May 28, 2022
	Aug 15, 2021	Jun 15, 2022

You'll need to do this for each student participating in the program

If the student's grade is PK, you will see another dropdown field to select the Program Section Code you entered in **Step 1**



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





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


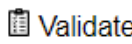
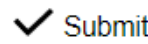
Best in Class
DPI Contact: Shonda Wild, 701-328-1980, swild@nd.gov

Receiving Additional Services Not Listed on the IEP

Family Engagement

Ready Rosie
 Waterford
 Seeds For Learning

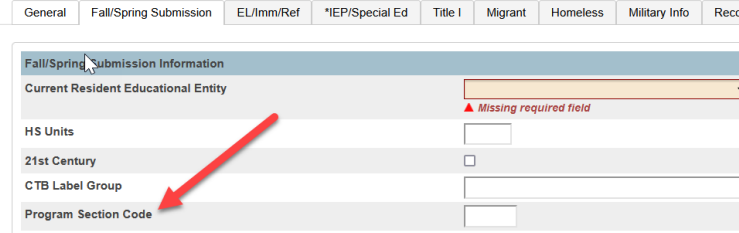
Select 'Save' (from the upper right menu

 Save  Validate  Submit

Step 3 – Loading Program Section Code to PowerSchool

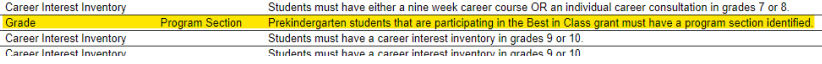
PowerSchool has a field to load the program section code

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
<p>Go to the student’s record in PowerSchool, click on the ‘State /Province page</p> <p>Click on the ‘Fall/Spring Submission Tab</p> <p>You will also need to load the program section code in PowerSchool</p>	

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
<p>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.</p> <p>Note: In some cases, a school 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</p>	 <p>The screenshot shows a table of validation rules. The second row is highlighted in yellow and reads: 'Grade Program Section Prekindergarten students that are participating in the Best in Class grant must have a program section identified.'</p>