

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.

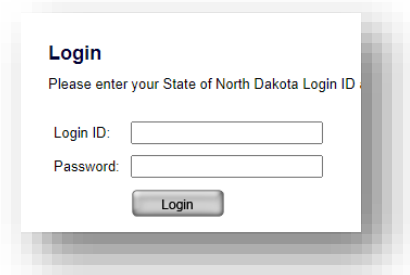
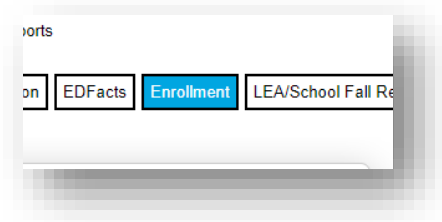
Note: The Best in Class special program **is visible** for all students in a school that receives the award. You still need to:

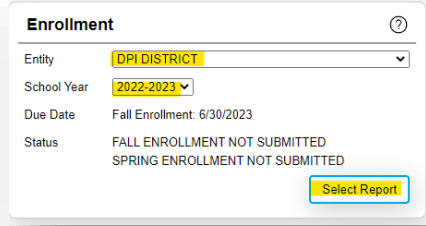
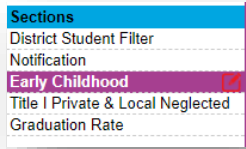
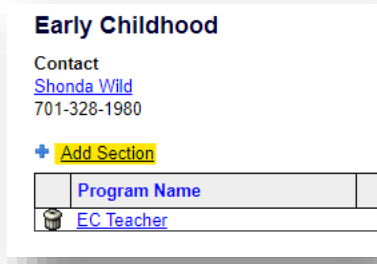
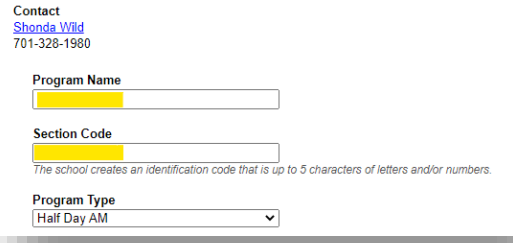
- Load an Early Childhood program section code
- Mark each student being served by the program with the proper program section code
- Check the Best in Class special program
- Load information in the special program

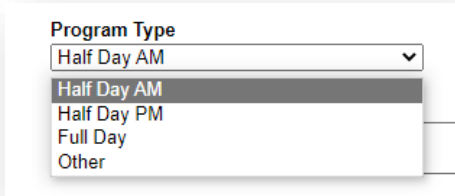
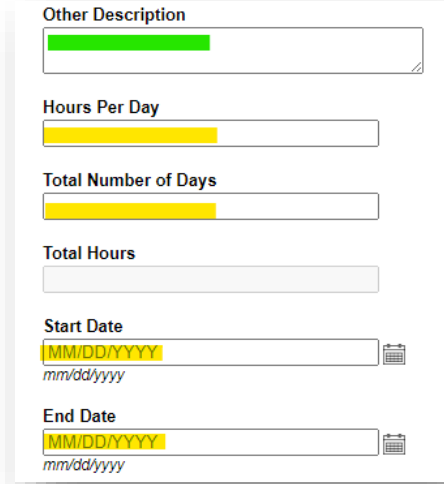
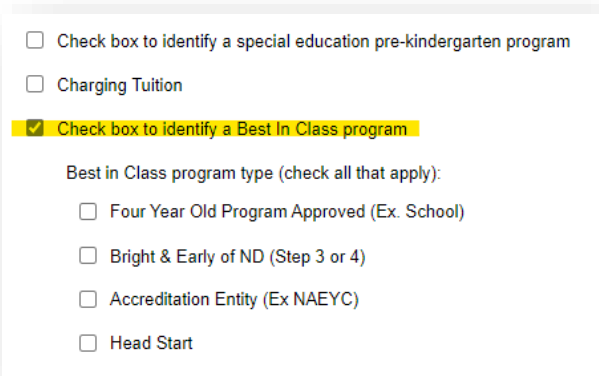
Step 1 – Load the Early Childhood Program Section Code on the Pupil Enrollment

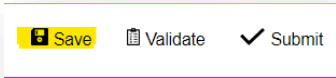
The Program Section code identifies the program name and program information (start and stop dates, number of weeks and hours per week)

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> |  |

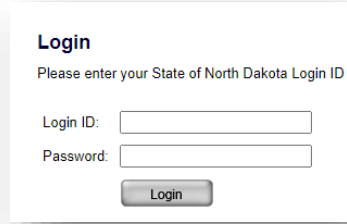
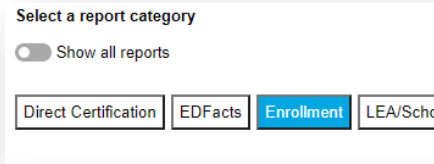
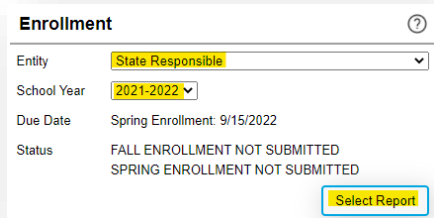
| Narrative | Screenshot |
|---|--|
| <p>On the Enrollment report, select your school from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p> |  |
| <p>Select 'Early Childhood' from the 'Sections' menu (left side menu)</p> |  |
| <p>Select 'Add Section' to add a new Program Section Code</p> <p>Note: A school could have multiple program section codes depending on how the school administers its PreK programs.</p> <p>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</p> |  |
| <p>Enter a 'Program Name' The program name will be displayed in enrollment dropdown</p> <p>Enter a 'Section Code' – 5-character alpha/numeric code to identify the program</p> |  |

| 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 hours per day the program will run</p> <p>Enter the total number of days the program will run</p> <p>The Total Hours will be calculated</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>Best in Class – check this box to identify this as a Best in Class program Checking this box will reveal 4 additional Best in Class types</p> <p>Check all program types that apply</p> |  |
| <p>STARS Support – 701-328-2236</p> | <p>State Automated Reporting System (STARS) STARS – Enrollment – Early Childhood Award V4.5 – 23 Aug 2023</p> |

| Narrative | Screenshot |
|---|--|
| <p>Select 'Save' (from the upper right menu</p> |  |
| <p>Repeat this process for each iteration of the program</p> <p>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</p> | |

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 award)

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 15, 2022 |
| | Oct 15, 2021 | May 28, 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**

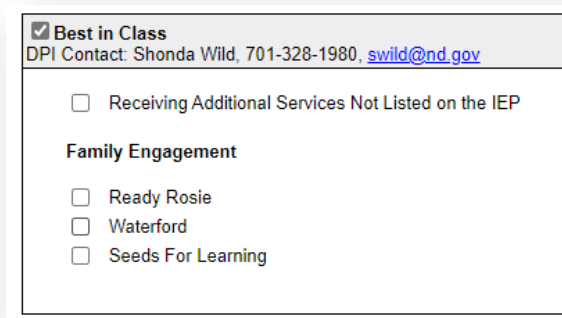
If the PreK student also participates in the National School (NS) Lunch Program; you will need to specify if the student receives **Free** or **Reduced** lunch

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

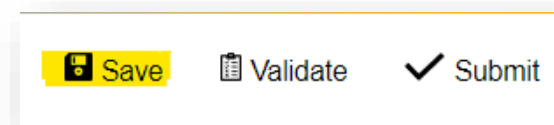
Family Engagement




☐ Ready Rosie

☐ Waterford

☐ Seeds For Learning

Select 'Save' (from the upper right menu

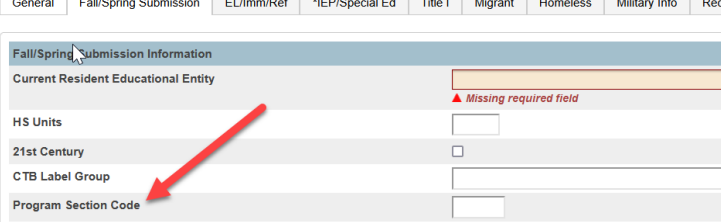


 **Save**  **Validate**  **Submit**

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 award, **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 award must have a program section identified'; it means your school is receiving the award and the PreK students enrollment need to include a program section code.</p> <p>Note: In some cases, a school may receive the award, but have a PreK student that does not participate in programs funded by the Best in Class award (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 with the following content:</p> <table border="1"> <tr> <td>Career Interest Inventory</td> <td>Students must have either a nine week career course OR an individual career consultation in grades 7 or 8.</td> </tr> <tr> <td>Grade</td> <td>Prekindergarten students that are participating in the Best in Class grant must have a program section identified.</td> </tr> <tr> <td>Career Interest Inventory</td> <td>Students must have a career interest inventory in grades 9 or 10.</td> </tr> <tr> <td>Career Interest Inventory</td> <td>Students must have a career interest inventory in grades 9 or 10.</td> </tr> </table> | Career Interest Inventory | Students must have either a nine week career course OR an individual career consultation in grades 7 or 8. | Grade | Prekindergarten students that are participating in the Best in Class grant must have a program section identified. | Career Interest Inventory | Students must have a career interest inventory in grades 9 or 10. | Career Interest Inventory | Students must have a career interest inventory in grades 9 or 10. |
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