

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.

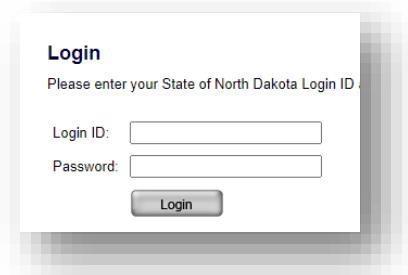
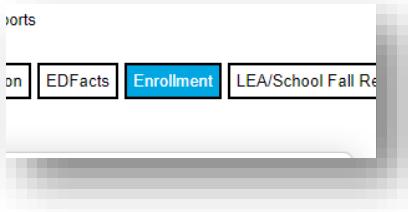
You still need to:

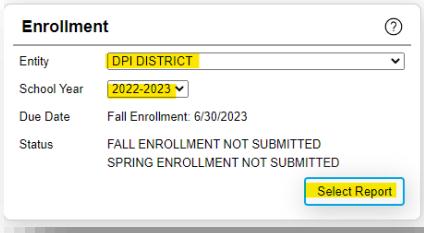
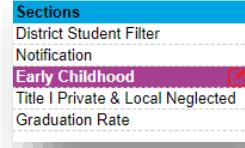
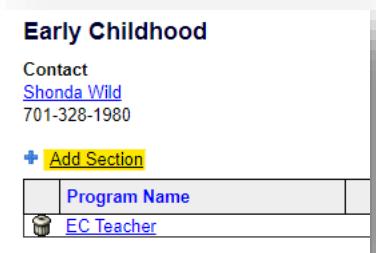
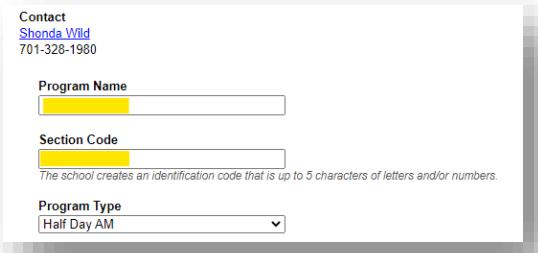
- Load an Early Childhood program section code
- Mark each student being served by the program with the proper program section code
- Check the Best in Class special program
- Load information in the special program

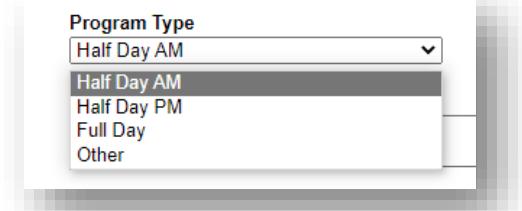
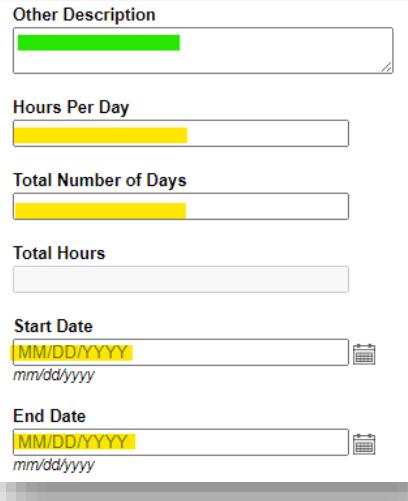
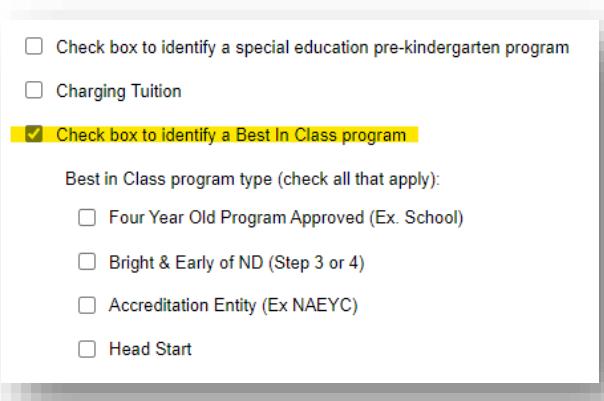
Step 1 – Load the Early Childhood Program Section Code on the Pupil Enrollment

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>	

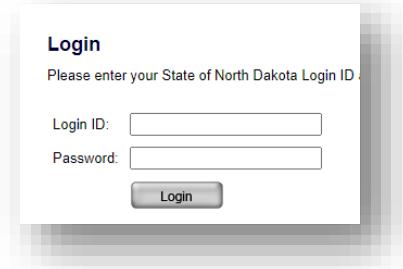
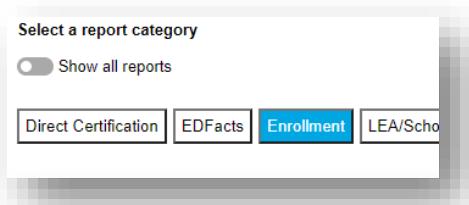
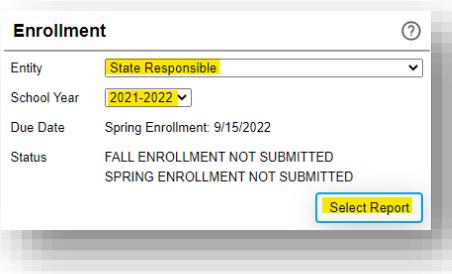
Narrative	Screenshot
<p>On the Enrollment report, select your school from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select 'Early Childhood' from the 'Sections' menu (left side menu)</p>	
<p>Select 'Add Section' to add 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>Program Type</p> <p>Half Day AM</p> <p>Half Day AM</p> <p>Half Day PM</p> <p>Full Day</p> <p>Other</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>Other Description</p> <p>Hours Per Day</p> <p>Total Number of Days</p> <p>Total Hours</p> <p>Start Date MM/DD/YYYY mm/dd/yyyy</p> <p>End Date MM/DD/YYYY mm/dd/yyyy</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><input type="checkbox"/> Check box to identify a special education pre-kindergarten program</p> <p><input type="checkbox"/> Charging Tuition</p> <p><input checked="" type="checkbox"/> Check box to identify a Best In Class program</p> <p>Best in Class program type (check all that apply):</p> <p><input type="checkbox"/> Four Year Old Program Approved (Ex. School)</p> <p><input type="checkbox"/> Bright & Early of ND (Step 3 or 4)</p> <p><input type="checkbox"/> Accreditation Entity (Ex NAEYC)</p> <p><input type="checkbox"/> Head Start</p>

Narrative	Screenshot
Select 'Save' (from the upper right menu	
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
<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'

Plant:

Grades:

Last Name Begins With:

State ID:

Start Date: End Date:

ExitCode:

Special Ed Section 504 Refugee
 NS Lunch Program Open Enrolled BIE
 Title I Home School Migrant
 Immigrant EL CTE
 Ed Career Planning Military Foster Care

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

Grade: *

For NS Lunch students participating in the Early Childhood Grant, please indicate if student is identified for free or reduced meals:

Find the Best In Class program from the Special Programs

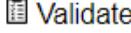
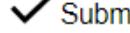
If you don't see the Best In Class program, contact the program administrator or STARS support

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

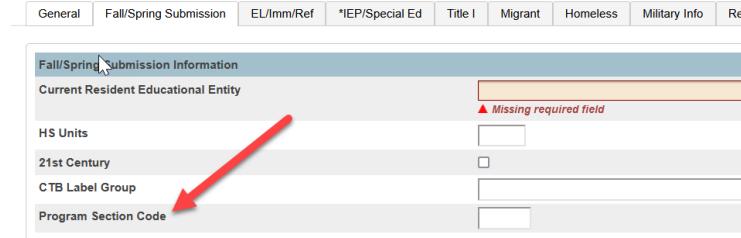
<input checked="" type="checkbox"/> Best in Class DPI Contact: Shonda Wild, 701-328-1980, swild@nd.gov
<input type="checkbox"/> Receiving Additional Services Not Listed on the IEP
Family Engagement
<input type="checkbox"/> Ready Rosie
<input type="checkbox"/> Waterford
<input type="checkbox"/> Seeds For Learning

 Save  Validate  Submit

Step 3 – Loading Program Section Code to PowerSchool

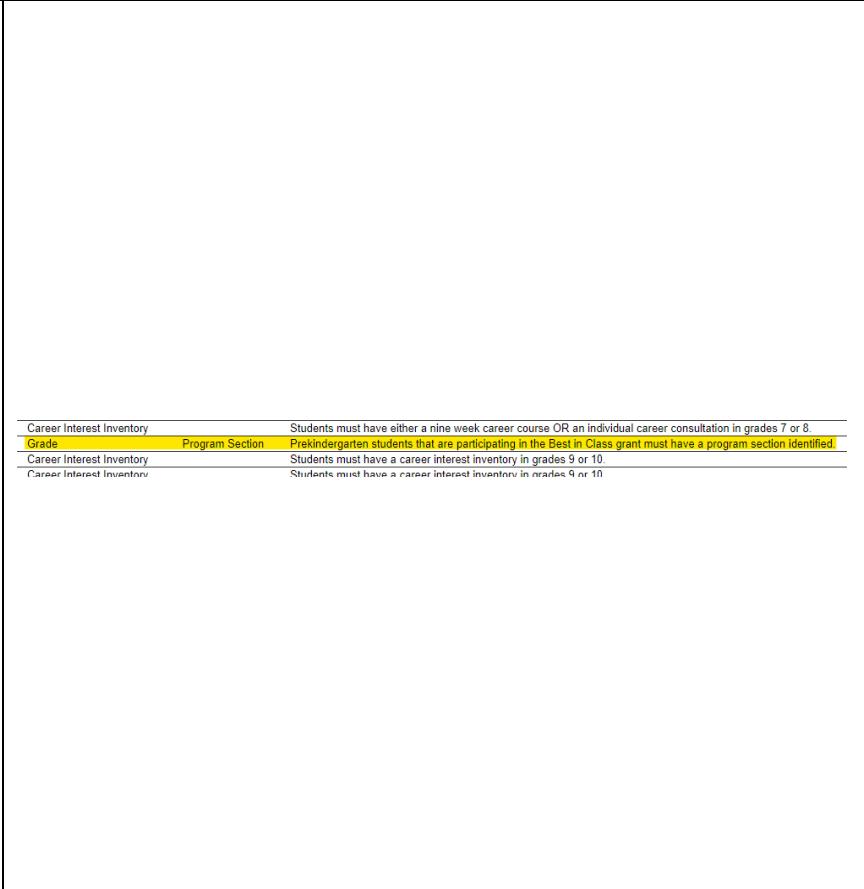
PowerSchool has a field to load the program section code

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>	 <p>The screenshot shows a 'Fall/Spring Submission Information' form. At the top, there are tabs for General, Fall/Spring Submission (which is selected), EL/Imm/Ref, *IEP/Special Ed, Title I, Migrant, Homeless, Military Info, and Record. The 'Fall/Spring Submission' tab is active. Below the tabs, there are several input fields: 'Current Resident Educational Entity' (with a red box and 'Missing required field' message), 'HS Units' (with a red box and 'Missing required field' message), '21st Century' (with a red box and 'Missing required field' message), 'CTB Label Group' (with a red box and 'Missing required field' message), and 'Program Section Code' (which is the target of a red arrow). The 'Program Section Code' field is empty.</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 validation message: "Prekindergarten students that are participating in the Best in Class grant must have a program section identified." Below this message, there is a table with three rows:</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>Program Section</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> </table>	Career Interest Inventory	Students must have either a nine week career course OR an individual career consultation in grades 7 or 8.	Grade	Program Section	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 either a nine week career course OR an individual career consultation in grades 7 or 8.							
Grade	Program Section	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.							