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TO: Superintendents and Elementary Principals

FROM: Tara Bitz, Early Childhood Administrator

DATE: July 5, 2016

RE: Important Update: Approval for Pre-kindergarten Programs

Pre-kindergarten Approval

School districts or any person interested in operating an early childhood education program must request approval annually from the Superintendent of Public Instruction under North Dakota Century Code (NDCC) 15.1-37-01. **To receive approval to operate during the 2016-2017 school year, please complete the attached SFN 60869 and submit to [Angie Thomas](#) by Friday, September 2, 2016.** As a reminder, school districts seeking first-time approval must submit school board minutes approving the grade reorganization and a copy of the district's most recent fire marshal report. Please reference the attached approval guidance when completing the form.

Title I Pre-kindergarten

Please see the attached Title I pre-kindergarten program chart for the 2015-2016 school year. If your district will be utilizing Title I funds for the 2016-2017 school year, please email [Angie Thomas](#) with the contact information for your Title I authorized representative and Title I teacher. As a reminder, this information must be included in your federal Title consolidated application which is completed in STARS.

STARS Enrollment

The North Dakota Department of Public Instruction will now be collecting pre-kindergarten enrollment data in STARS. All pre-kindergarten students, regardless of how the program is funded, must now be enrolled in STARS beginning in the 2016-2017 school year. Those districts that receive the Early Childhood Commerce Grant, please remember to update your enrollment monthly.

If you have any questions or concerns, please contact me at tbitz@nd.gov or (701) 328-4646 or [Angie Thomas](#) at (701) 328-2317.