EARLY LITERACY
Home-Based and Classroom-Based

This process is to be completed for all students participating in an Early Literacy program. More information on Early Literacy programs can be found [here](#).

CREATING ELIGIBILITY RECORD(S)

PATH: *Student Information > State Programs > Early Literacy*

1. Search for the student.
2. Open Early Literacy.
   a. PATH: *Student Information>State Programs>Early Literacy*.
3. Click New to add a new record.
4. Enter Record Entry Date (system will add the End Date automatically for 1 year out).
5. Enter School Year and State Grade (for year of eligibility – e.g. student is tested at the end of kindergarten year, school year is ensuing year and grade is 1).
6. Select Eligibility Domain(s) – Select all that apply.
7. Select Methodology Tool – if Other is selected, comments are required in the Methodology Comments field. (If Other is not selected, the Methodology Comments field must be blank.)
8. Enter any additional information in the Comments field.
9. Click Save.

Classroom-Based Early Literacy Program

Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet entering or has not completed kindergarten
- Programming must be between half and full-time (360 or 720 instructional hours).
- Must be determined eligible utilizing approved evaluation methodology.
- An eligible child may be included in enrollment counts for the purpose of ANB Calculations.
- Class size is capped at 10 students per 1 appropriately licensed teacher, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. See 10.63.107
- Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3) endorsement or an elementary (K-8) endorsement shall be considered to be appropriately licensed, endorsed.
- Instruction must align with the Early Learning Developmental Domains and Content Standards.

Infinite Campus Requirements

1. Child must have a **PK** enrollment at the school.
2. The enrollment can be a **P: Primary** or **S: Partial** enrollment.
3. The child must have an eligibility record for the current school year.
4. The same requirements apply as all other students for Title, FRAM, SPED, 504, and any other programs required for K-12.
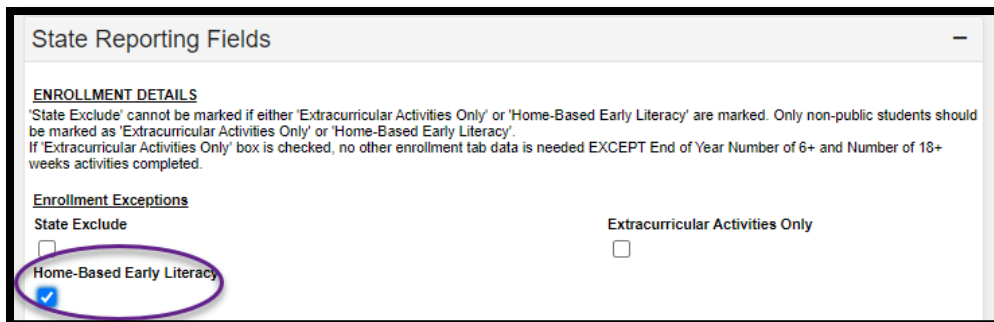
Home-Based Early Literacy

The home-based intervention program is designed to foster parental engagement and develop early literacy skills in students at risk of not being proficient in reading by the end of 3rd grade. The OPI and BPE have completed the request for proposal (RFP) process and have selected Waterford as the provider of the home-based intervention program.

Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet completed 2nd grade.
- Program must be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade.
- Access/license provided to school districts on a first-come, first-served basis.
- Programming contract has been awarded to Waterford.

Infinite Campus Requirements

1. The child must have an early literacy eligibility record for the current school year.
2. A separate calendar must be created for the home-based early literacy enrollments.
3. Each child in the program must have an enrollment in the home-based calendar with a grade level of **PK-2** and an **S: Partial** service type.
    - The Start Status must be *09: Transfer from home school within the state* for all students, even if the student attends public or private school.
    - Check the box **Home-Based Early Literacy** in the enrollment (much like Extracurricular).
4. Home-Based Early Literacy has no ANB eligibility (program is paid from another source).

Creating a Home-Based Early Literacy Calendar

PATH: Scheduling & Courses > Calendar Setup > Calendar Wizard

1. Open the Calendar Wizard and select "Create new blank Calendars"
2. Click Next

3. Enter Start and End dates that correspond with the fiscal year.
4. Select the School to associate the calendar with.
5. Click Run Wizard.

6. Open the new calendar and rename it to identify it as a Home-Based calendar.
   a. It may be necessary to refresh your browser or log out/log in again to see the new calendar.
7. Change the Type to O: Other.
8. Click Save.

9. Select Grade Level Setup and click New.
10. Enter in Name = PK, Sequence = 0, and State Grade Level Code = PK.
11. Click Save.

12. Repeat steps 9-11 for grade levels KF-2.
    a. Name = KF, Sequence = 1, and State Grade Level Code = KF
    b. Name = 1, Sequence = 2, and State Grade Level Code = 01
    c. Name = 2, Sequence = 3, and State Grade Level Code = 02

Grade Level Setup ☆

New **12**

Grade Level Editor	
Name	Seq
PK	0
KF	1
1	2
2	3
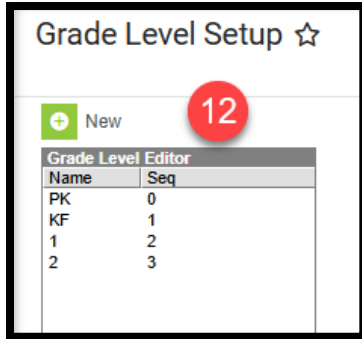
13. Enroll students in the new calendar using the Enrollment screen or using the Student Locator Wizard.