

Data Management Systems and Record Keeping

Pre-K for All programs are responsible for maintaining accurate and timely data utilizing the appropriate New York City Department of Education (NYCDOE) data systems for pupil accounting and other purposes.

What You Need to Know

Data Systems

Pre-K Integrated Data System (Pre-KIDS)

The Pre-KIDS Vendor Portal (vPortal) is an NYCDOE online management tool for vendors. Payments to programs are made based on the data your program enters into Pre-KIDS.

Pre-KIDS must be used to:

- Enter student enrollment information
- Create and amend budgets
- Submit mid-year and end-year expenditure reports
- Certify student attendance on a monthly basis
- Generate invoices on a monthly basis
- Enter developmental screening outcomes
- Manage staff rosters (must be updated monthly)*

*Only staff members with a status of "Active" and "Eligible" in the Personnel Eligibility Tracking System (PETS) can be listed on your Pre-KIDS budget. Pre-KIDS will not allow a program to list a staff member on their budget who has a status of "Inactive" or "Ineligible" in PETS. See "Personnel Eligibility Tracking System (PETS)" below for additional details on the PETS system.

For questions about how to utilize Pre-KIDS or on managing staff rosters in Pre-KIDS and PETS, please contact the Operations Analyst (OA) at your designated DECE Field Office.

For detailed user information on Pre-KIDS, please utilize the [Pre-KIDS Vendor User Manual](#).

Please note that EarlyLearn NYC programs are only responsible for entering student enrollment information into Pre-KIDS.

Special Education Information in Pre-KIDS

- To help support collaboration between NYCEECs and Special Education providers, Pre-K for All programs receive information on mandated special education services for individual students (e.g., Special Education Itinerant Teacher (SEIT) services and/or Related Services, including physical therapy, occupational therapy, speech/language therapy and counseling) in Pre-KIDS. This information becomes available in Pre-KIDS over the summer.
- Programs can use this information to help guide steps taken prior to the school year, including, but not limited to:
 - Supporting teachers with strategies to work with special education providers
 - Making informed decisions regarding classroom placements and the creation of schedules with special education providers
 - Developing and sharing a system with staff to track special education services in the classroom for individual students
 - Engaging families of special education students about the services and supports their child will receive
- Please e-mail prekIEP@strongschools.nyc with questions about the Pre-KIDS enhancement
- Please e-mail relatedservices@schools.nyc.gov with questions regarding pre-K related services

Personnel Eligibility Tracking Systems (PETS)

PETS is an NYCDOE web-based application that tracks and shares real-time information on the eligibility status of employees working in Pre-K for All programs. If your Pre-K for All program receives direct funding from the NYCDOE, your program is responsible for using PETS on an ongoing basis to track background security information about your staff members and the status of their security clearance.

All staff members who may have unsupervised contact with students or who have access to student or staff information (e.g. medical data) must be entered into PETS.

Programs must maintain up-to-date information about applicable staff members in PETS at all times. Conditionally hired staff may NOT start working at your Pre-K for All program until their security clearance is marked "Satisfactory and Eligible" in PETS. If an employee is terminated or resigns, you must immediately mark him/her as "Inactive" in PETS.

You must immediately remove staff from contact with students, access to student information and/or, if appropriate, access to PETS, if the staff member is deemed ineligible based upon any notification generated by PETS, screen-shots displayed in the PETS application or as otherwise directed by the DECE Field Office, NYCDOE Office of Personnel Investigation, or other designated office.

Please email PETS@schools.nyc.gov for PETS questions, including help if you have forgotten your PETS login information or are having trouble logging in.

**EarlyLearn NYC Programs are not required to utilize PETS*

Student Enrollment Management System (SEMS)

SEMS supports programs in managing enrollment processes. Additionally, SEMS is the application tool through which families apply to Pre-K for All.

Programs must utilize SEMS to:

- Verify admissions priorities,
- Track student offers, and
- Manage student waitlists.

For detailed information on SEMS guidance please utilize the [SEMS Website](#) or contact the Office of Student Enrollment (OSE) by emailing ESEnrollment@schools.nyc.gov.

To request access for an additional user at your program, please email EarlyChildhood@schools.nyc.gov.

Student Record Keeping

To support student learning and provide staff with easily accessible information on student health and safety needs, it is required that programs maintain all required students' records.

Programs must maintain student records in an easily accessible and confidential space on site. In keeping with the individual's right to privacy, no part of a student's record may be divulged with personally identifiable information to any person, organization, or agency in any manner unless there is:

- Informed written consent by the parent
- A valid court order or lawfully issued subpoena requesting such information
- A request for disclosure by authorized representatives of the officials or agencies headed by Federal, State or local education authorities
- A health and safety emergency and disclosure of personally identifiable information is necessary to protect the health and safety of the student or other individuals
- Another reason permitted by law

The original student data below must be maintained on-site through the end of the school year in which the student is enrolled, and for six years after the termination of the provider contract (seven years if classroom is funded through EarlyLearn NYC):

- Student Health and Safety
 - Emergency Contact Card
 - Child and Adolescent Health Exam Form (CH205)
 - Immunization Records (If not provided on CH 205)

- Student Information
 - Individualized Education Program (IEP)
 - Home Language ID Survey
 - Parent/Guardian Student Ethnic Identification Form
- Student Educational Data
 - Attendance Card
 - Cumulative Record (*see below for more information*)

The student data below must be maintained at all times through the end of the school year in which the student is enrolled in pre-K, and for one year thereafter (seven years if classroom is funded through EarlyLearn NYC):

- Child Screening Data
 - Parent Questionnaire
 - Scoring Sheet
- Authentic Assessment Data
 - Student Portfolio Items
 - Developmental Summary Reports
 - Hard Copy Student Portfolio Items

After maintaining student records for the required period of time, you must properly dispose the information. When records containing confidential information are to be disposed of, they must be shredded to ensure that the confidential information is destroyed. Boxes containing student records designated for disposal must be carefully labeled.

Cumulative Folder and Record Transfer Process

Cumulative folders will form the foundation of each child's public school record and are expected to be for transmitted to the student's Kindergarten program, programs are responsible for organizing cumulative folders on behalf of each student.

You are responsible for contacting your designated DECE Field Office to arrange a time to pick up cumulative folders. The DECE will email programs with more specific instructions for pick up.

Cumulative folders must include the following information:

- Family option letter, indicating where their child will be attending Kindergarten
- [Cumulative attendance card](#),
- A minimum of one Authentic Assessment or Developmental Summary Report.
- [Cumulative Record Card](#) (to be completed by program)

All programs must submit these records to their designated DECE Field Office by the date specified by the DECE. You are responsible for contacting your designated DECE Field Office to arrange a time to drop of your program's student records.

Additional Student Record Transfer guidance can be found under the Pre-KIDS Vendor Portal Resources Tab.

If you have any questions about helping families complete the Family Option Letter, or about the Student Record Transfer process in general, please contact your Operations Analyst.

Frequently Asked Questions

1. Which program staff can access student records?

Staff members who seek access to a student's records must have a specific and legitimate educational reason. The validity of the educational reason is to be determined by the Program Director. You should contact your designated DECE Field Office with any questions.

In addition, all staff with access to student records must have received the appropriate security clearance. *For more information, please see the Security Clearances section of the Handbook.*

2. Must a student's IEP be transferred to the school the student will be attending for Kindergarten?

No, you do not need to transfer the IEP. District schools can access IEPs via the Special Education Student Information System (SEIS) for students entering Kindergarten.

Programs should store IEPs on-site in a secure and locked location for a minimum of 6 years after the student is enrolled. When disposing of IEPs, documents must be shredded to ensure that the confidential information is destroyed.

3. What are the FERPA Requirements?

Programs should consult [Chancellors Regulation A-820](#) for more information on the Family Educational Rights and Privacy Act (FERPA).