

Please submit your UPK Developmental ESI-R Screening Results at the following website
<http://upk.elearningnyc.org/>.

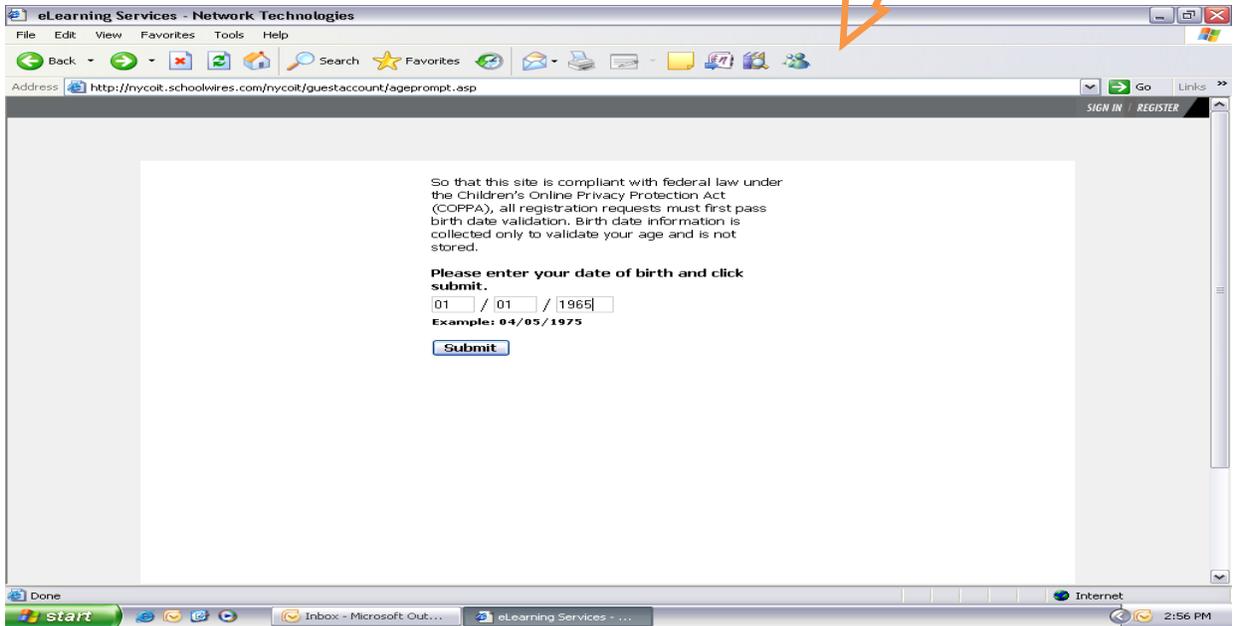
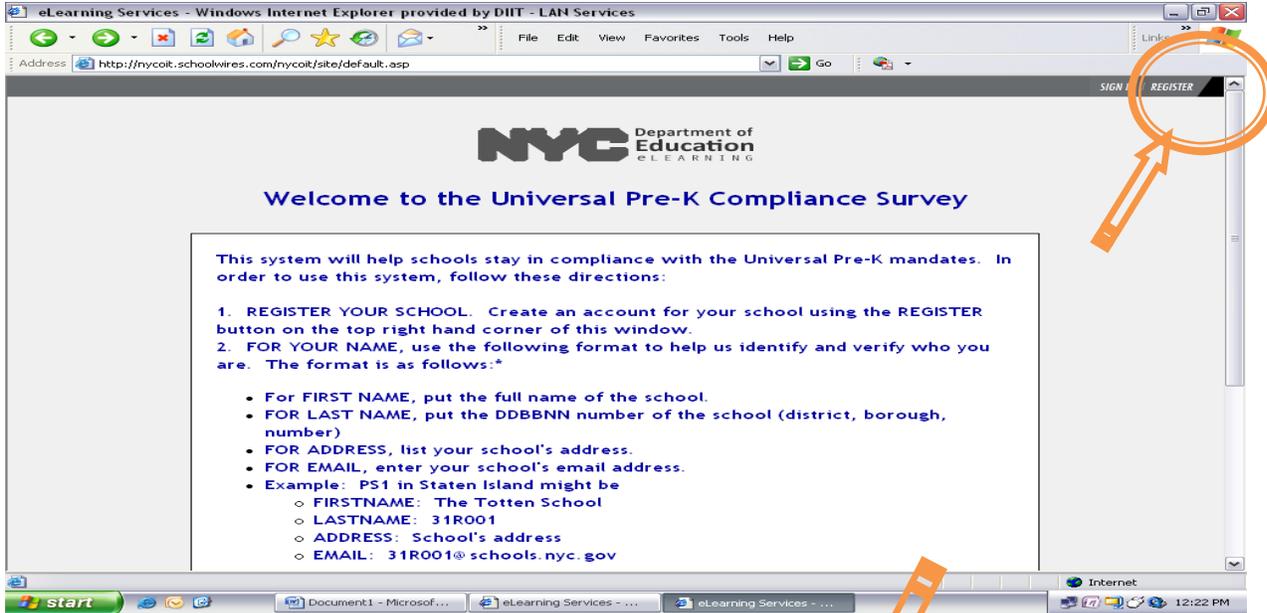
Please **select one person for your school/CBO** to input and submit the results for all the PreK Classes at your school/CBO. This person will need to register on the website and then sign in prior to inputting the information for each student. This will allow us to know which student belongs to which school/CBO.

We strongly recommend that each teacher complete the **Results Summary Spreadsheet** and provide that information to the person who will be responsible for submitting the results for your school/CBO.

NOTE: You will need your School's/CBO's DBN # (*also known as a Unique Identifier for CBOs*) to register to use the online tool to submit your results. Please contact your Early Childhood Borough Office if you do not know your DBN #.

Tool Registration Process

1. From the main page, please select **REGISTER** at the top right hand corner of your screen. Start by entering your birth date.



2. Input the **registration** information as follows (*please note that a red asterisk* indicates a required field*)

SCHOOL INFORMATION

- a. First Name* (Required Field)
 - i. Please input the **NAME OF YOUR SCHOOL/CBO**
- b. Last Name* (Required Field)
 - i. Please input the **DBN #** for your school/CBO
 - If you are in a CBO and do not know your DBN #, please contact your Early Childhood Borough Office.
- c. Title (Optional Field)
 - i. Please input either your own name OR your title in the school/CBO
- d. Address Lines (1 & 2), City, Zip Code (Optional Field)
 - i. Please input the address of the school/CBO.
 - If your site has multiple locations, please input the one for your own location.
- e. Phone & Fax (Optional Field)
 - i. Please input the Phone Number and Fax Number for the school/ CBO.
 - If your site has multiple locations, please input the one for your own location.

Please fill in the form below to register with this site.

* = Required Field

First Name:	school name *
Last Name:	DDBBNN # - 2M123 *
Title:	Ms ABCD
Address 1:	456 Main Street
Address 2:	
City:	New York
State:	NY
Zip Code:	10000
Phone:	212-555-5555
Fax:	212-777-7777
Email Address:	abcd@hotmail.com *
Sign-In Name:	abcd *
Password:	***** *
Confirm Password:	***** *

Please send me email about Events and Activities.

CREATING YOUR SIGN IN INFORMATION

- f. **Email Address*** (Required Field)
 - i. Please enter a **valid** Email address that you have access to and frequently use. Once you register, your information will be sent to that Email address.
- g. **Sign-In Name*** (Required Field)
 - i. Please input a sign-in name. Please select one that you will easily remember (e.g. the first part of your email address)
- h. **Password*** (Required Field)
 - i. Please input a password. Please select one that you will easily remember
- i. **Confirm Password*** (Required Field)
 - i. Please input same password again.

Please fill in the form below to register with this site.

* = Required Field

First Name: school name *

Last Name: DDBBN # - 2M123 *

Title: Ms ABCD

Address 1: 456 Main Street

Address 2:

City: New York

State: NY

Zip Code: 10000

Phone: 212-555-5555

Email Address: abcd@hotmail.com *

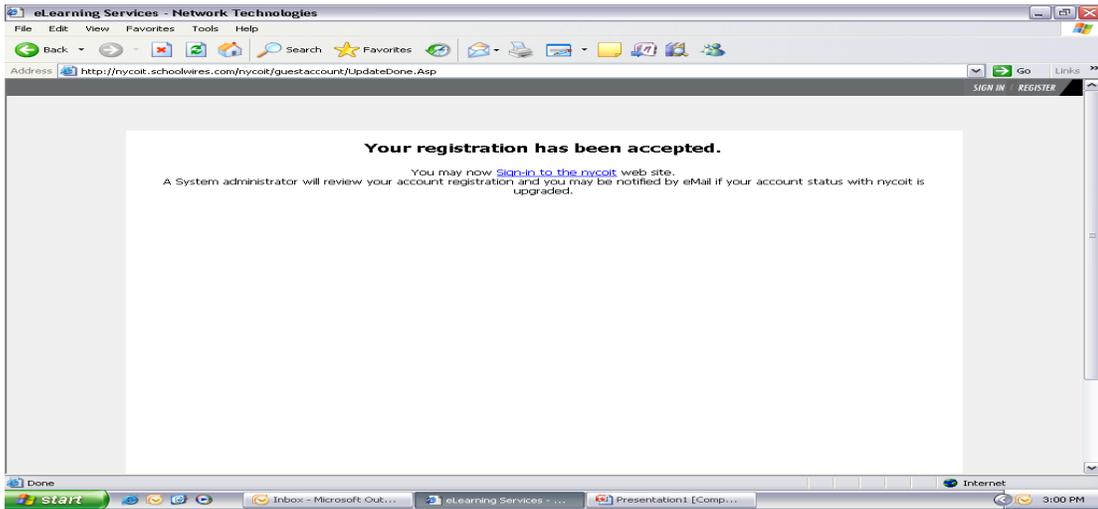
Sign-In Name: abcd *

Password: ***** *

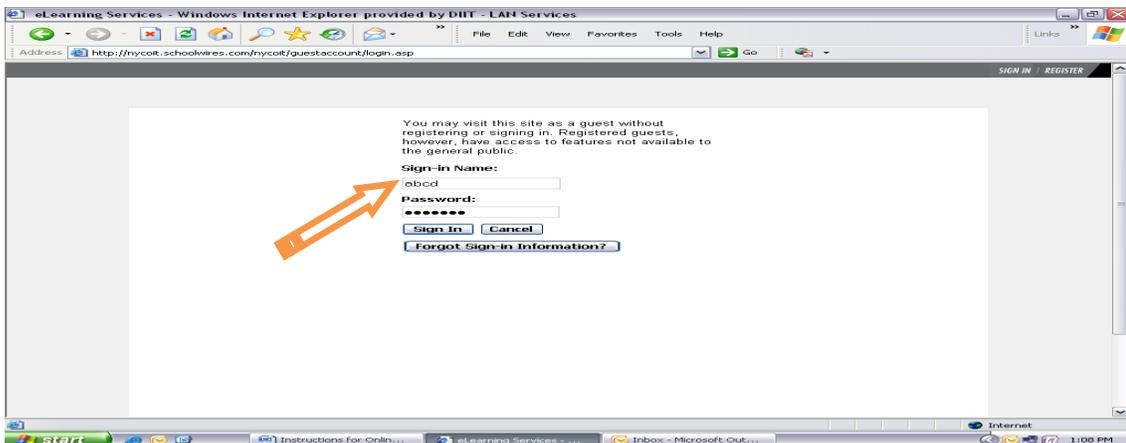
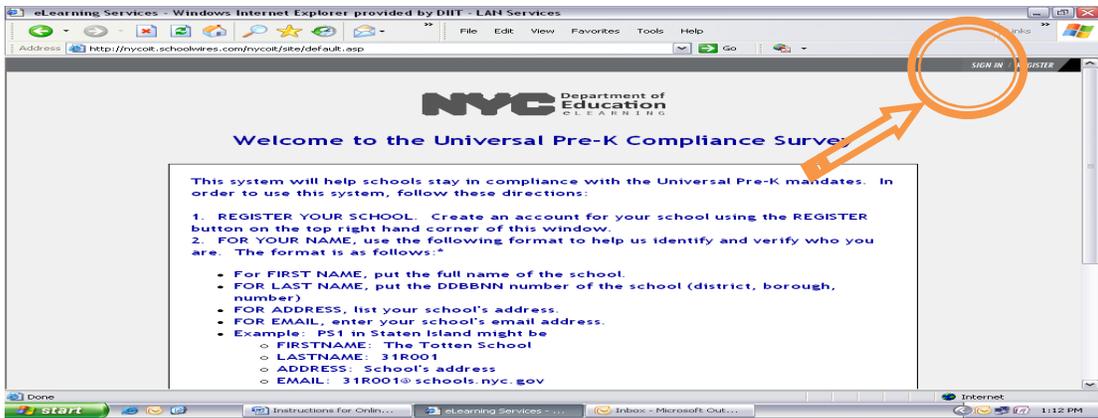
Confirm Password: ***** *

Please send me email about Events and Activities.

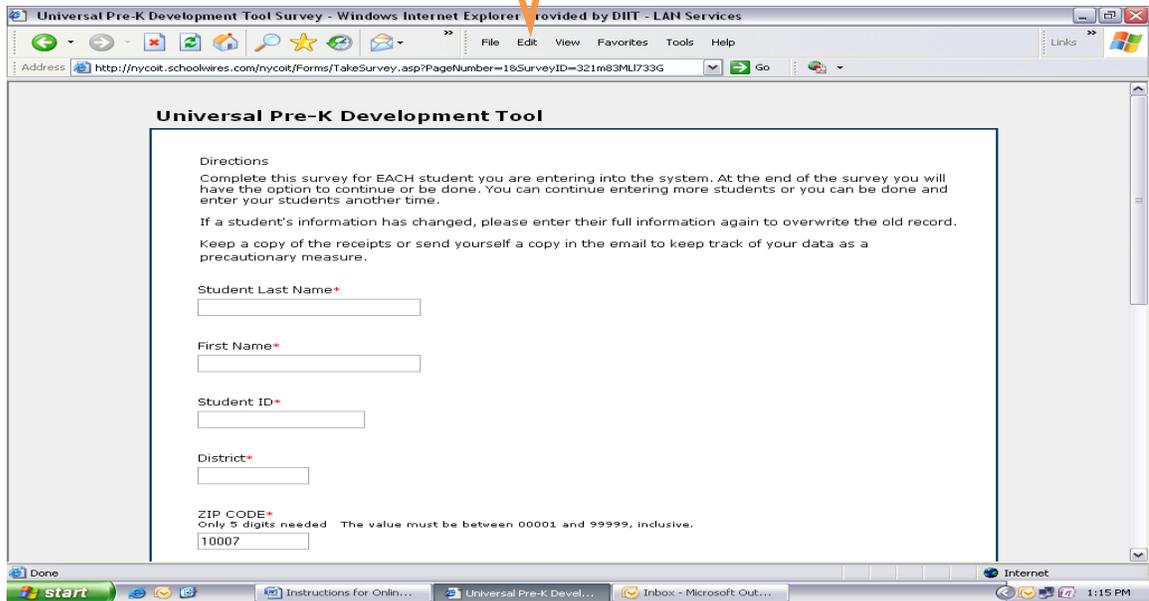
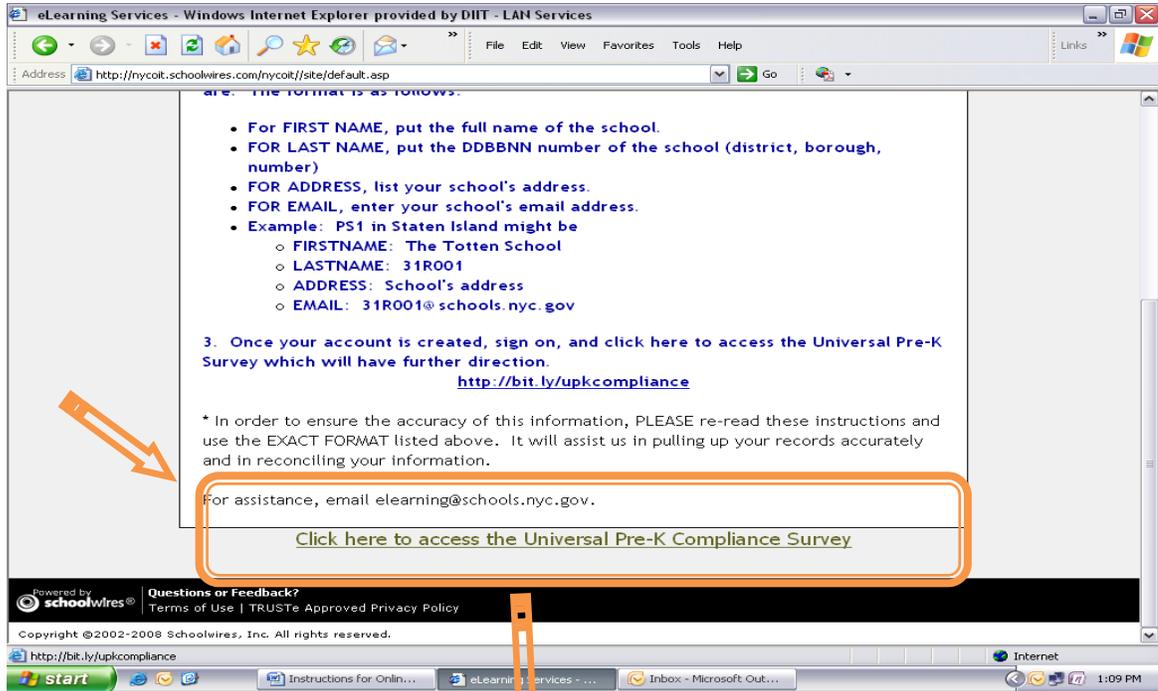
3. Once registration is completed, you will receive an email in the provided email account with your sign-in information.



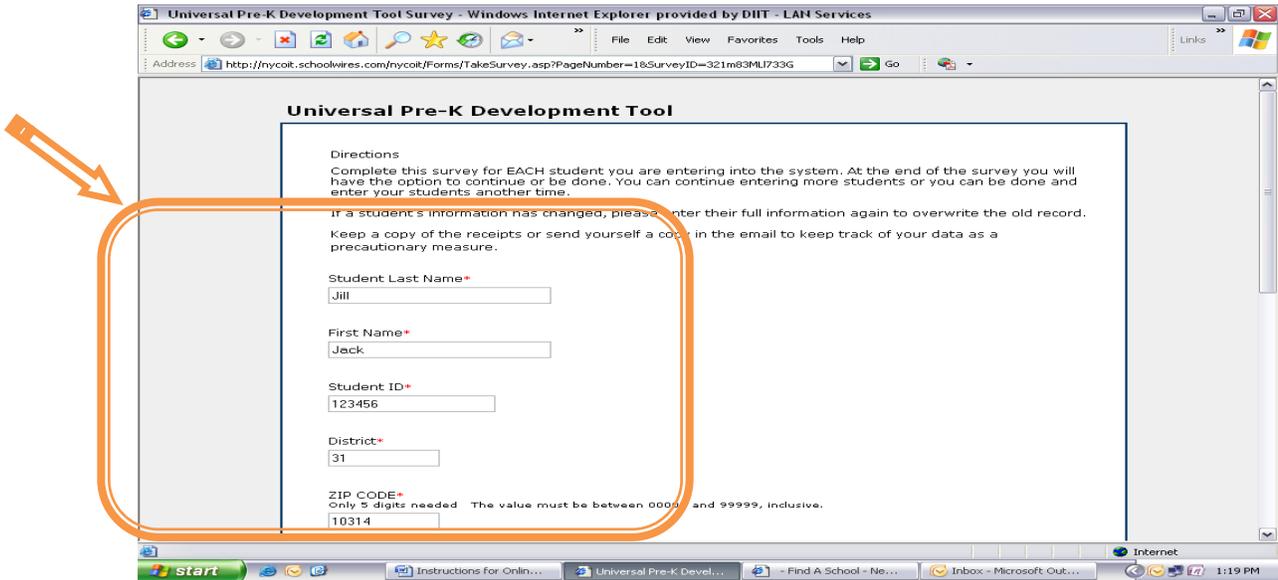
4. Please **sign in** to the Online Tool with your Sign-In information.



- Once signed in, please go to **“Click here to access the Universal Pre-K Compliance Survey”**. This will take you to the first page to start inputting the Student information/

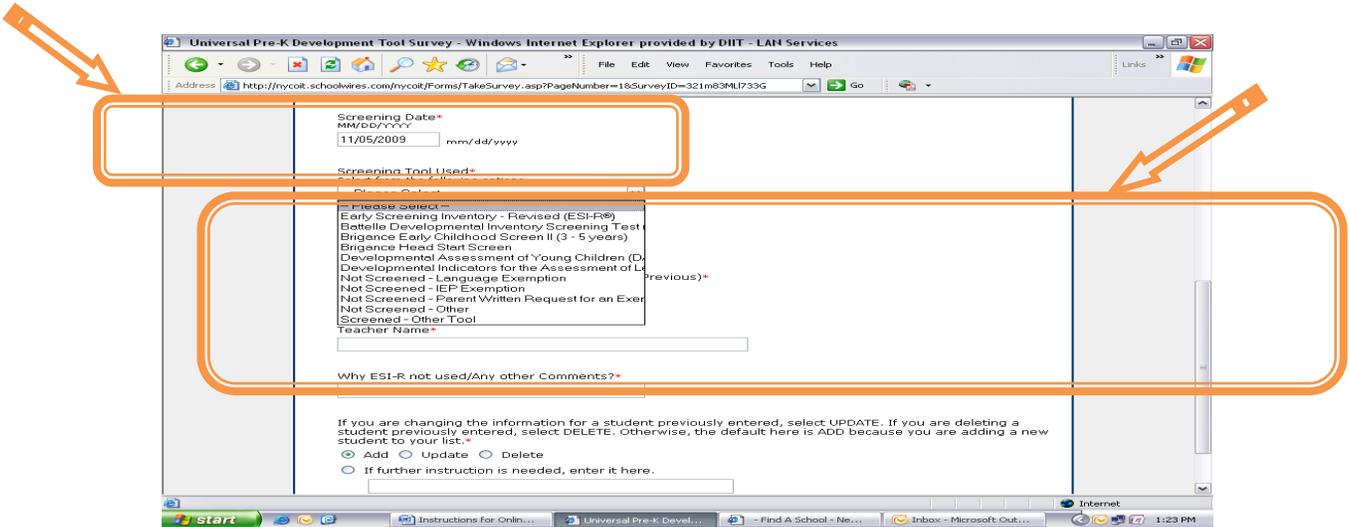


6. Input the **Student information** in the data fields at the top of the page.



7. Input the **Screening Date** and **Tool** used information per the following:

- a. Screening Date* (Required Field)
 - i. Please input the date the child was screened.
 - ii. If the child was screened in a previous school year, please input that information.
 - iii. If the child was not screened, please enter *any* date (e.g. 09/09/2009) as the tool requires that a date be entered for each entry.
- b. Screening Tool Used* (Required Field)
 - i. Please select from the list of applicable screening tools from the list.
 - ii. If the child was not screened, please select the appropriate response.



8. **RESULTS** - Select the appropriate screening result for the child

NOTE: If a child was screened and the result was the **REFER** Category, please select **NOT APPLICABLE**. Please ensure that the tool used and the date of the screening is selected and accurate.

If a child was screened with a tool other than ESI-R Revised, please select the appropriate results (Ok or Not Applicable)

Universal Pre-K Development Tool Survey - Windows Internet Explorer provided by DIIT - LAN Services

Address: http://nycoit.schoolwires.com/nycoit/Forms/TakeSurvey.asp?PageNumber=1&SurveyID=321m83MLI733G

Screening Date*
MM/DD/YYYY
11/05/2009 mm/dd/yyyy

Screening Tool Used*
Select from the following options
Early Screening Inventory - Revised (ESI-R®)

Result*
Select one answer from the dropdown box below

Rescreen
- Please Select -
OK
Not Applicable
Rescreen
- Please Select -

Teacher Name*

Why ESI-R not used/Any other Comments?*

If you are changing the information for a student previously entered, select UPDATE. If you are deleting a student previously entered, select DELETE. Otherwise, the default here is ADD because you are adding a new student to your list.*

Add Update Delete

If further instruction is needed, enter it here.

9. **Proof of a Result of a Screening (Current or Previous)** – Select the appropriate response

Universal Pre-K Development Tool Survey - Windows Internet Explorer provided by DIIT - LAN Services

Address: http://nycoit.schoolwires.com/nycoit/Forms/TakeSurvey.asp?PageNumber=1&SurveyID=321m83MLI733G

Screening Date*
MM/DD/YYYY
11/05/2009 mm/dd/yyyy

Screening Tool Used*
Select from the following options
Early Screening Inventory - Revised (ESI-R®)

Result*
Select one answer from the dropdown box below
Not Applicable

Proof of the Results of a Screening (Current or Previous)*
Select from drop-down menu

Yes
- Please Select -
Yes
No
Not applicable

Why ESI-R not used/Any other Comments?*

If you are changing the information for a student previously entered, select UPDATE. If you are deleting a student previously entered, select DELETE. Otherwise, the default here is ADD because you are adding a new student to your list.*

Add Update Delete

If further instruction is needed, enter it here.

10. Input the name of the Classroom Teacher.
11. Input any reasons why ESI-R was not used or any additional comments.
12. If adding a student's information please select DONE. Please follow the instructions on the next page to add information for another student or close the uploading session for your school.

NOTE: Please note that your school will receive a report from the Office of Early Childhood Education once all information has been captured. This is dependent on the lead for your school/CBO signing in prior to inputting the results information.

The screenshot shows a web browser window titled "Universal Pre-K Development Tool Survey - Windows Internet Explorer provided by DIIT - LAN Services". The address bar shows the URL: <http://nycot.schoolwires.com/nycot/Forms/TakeSurvey.asp?PageNumber=1&SurveyID=321m83ML733G>. The form contains the following fields and options:

- Screening Tool Used***: Select from the following options:
- Result***: Select one answer from the dropdown box below:
- Proof of the Results of a Screening (Current or Previous)***: Select from drop-down menu:
- Teacher Name***:
- Why ESI-R not used/Any other Comments?***:
- Instructions: "If you are changing the information for a student previously entered, select UPDATE. If you are deleting a student previously entered, select DELETE. Otherwise, the default here is ADD because you are adding a new student to your list." Below this are radio buttons for Add, Update, and Delete.
- Additional instruction: "If further instruction is needed, enter it here." followed by an empty field.
- Buttons: and

The screenshot shows the "Survey Completed" screen of the Universal Pre-K Development Tool. The text on the screen reads:

Universal Pre-K Development Tool
Survey Completed

If you are done entering students, select CLOSE.
OTHERWISE, select CONTINUE.
If you want a copy of the report, select view reports or email it. KEEP A COPY FOR YOURSELF AS A RECEIPT OF YOUR ENTRY.

Please enter your email address below if you want a copy of your submission emailed to you.

13. Once you have completed uploading the results for your school, you will receive a confirmation email within 5-10 days. If you do not receive such confirmation, please send an Email to earlychildhood@schools.nyc.gov.

For any questions/concerns, please contact your Early Childhood Borough Office or the Office of Early Childhood Education at earlychildhood@schools.nyc.gov.