

**Instructions**  
**Virginia Preschool Initiative (VPI) Data Collection and Fall Verification**  
**Reporting Requirements for 2007-2008**

Beginning in 2007-2008, all eligible localities must mail a certification form that certifies participation or non-participation in the Virginia Preschool Initiative in the spring and again in the fall.

The data collection and fall verification report will be collected through the Department of Education's Single Sign-On for Web Applications System (SSWS). Access to the data collection and fall verification report must be requested through the school division's SSWS account manager.

Once you have access to the Virginia Preschool Initiative Application and Data Collection site, click on Application and Verification Report. Then select reporting period (Fall Verification-Actual). Finally, select fiscal year 2008.

All eligible school divisions, regardless of participation, are required to mail a copy of the signed certification form to Cheryl Strobel, Office of Elementary Instruction, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218. The signed certification form is due by October 1, 2007.

**Please note that each jointly-operated school division (Bedford County and Bedford City, Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg) must submit separate certifications for each participating locality.**

If your locality is eligible and chooses to participate, additional information will be collected. All data must be entered by October 1, 2007. Please have the following information available before you begin entering the data.

- Lead agency contact information
- Program contact information
- Number of actual full-day and/or half-day students served in 2007-2008
- Number of VPI classrooms
- Number of schools or centers
- Total number of VPI teachers
- Number of VPI teachers with BA degree or higher
- Number of VPI teachers certified in NK or PK
- Number of VPI teachers with Associate degrees
- Number of VPI teachers with Child Development Associate (CDA) credentials
- Total number of paraprofessionals
- Number of paraprofessionals with BA degrees
- Number of paraprofessionals with Associate Degrees
- Number of paraprofessionals with Child Development Associate (CDA) credentials
- Number of paraprofessionals with high school diplomas or GED credentials
- Types of schools or centers-check the type of entity that is directly paying the VPI staff. The choices are public, private for profit, and private nonprofit. You must also enter how many students attend each type.
- Name of curriculum
- Test/assessment (in addition to PALS-PreK)

**Complete all data entry and print the Certification of Participation form. Sign and mail the certification by October 1, 2007, to Cheryl Strobel, Office of Elementary Instruction, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218.**