



## **FAQs: Completing the School District Field in Results Matter Child Records**

### **1. How do we determine the school district and when do we use the “not included in district reporting” selection?**

**Answer:** If the child is participating in a program and/or services that are funded through the Colorado Preschool Program (including ECARE preschool and ECARE kindergarten slots), or Preschool Special Education (Part B/Section 619), then you must select the school district that is flowing money to you for that child.

If the child is *not* funded through either CPP or Preschool Special Education sources, you may select a school district or “Not Part of School District Reporting”. Many local programs find it beneficial to their own reporting for all children but it is not a CDE requirement.

NOTE: Please don’t guess! When in doubt, please check with your school district contacts.

**It is very important that you work closely with administrators and your local partners to be sure this determination is made correctly as it impacts state and local accountability reporting. Teachers in a Head Start program, for example, may often assume the child is funded only through Head Start, when in fact they may also receive CPP/ECARE or special education funds via a partner school district or BOCES.**

- **Example 1:** Child is funded by CPP/ECARE dollars that flow from a school district to a local program. Select the school district that flows those CPP/ECARE dollars to the program.
- **Example 2:** Child is funded through preschool special education dollars that flow from a school district to the local program. Select the school district that flows those federal and state special education dollars to the local program.
- **Example 3:** Child is funded through preschool special education dollars that flow from a BOCES to the local program. Contact the BOCES for information as to the district of residence for each child and select that district on the child’s online record.
- **Example 4:** Child is funded through preschool special education dollars that flow from one school district that contracts with another school district for IEP services. Select the child’s district of residence.
- **Example 5:** Child is funded through multiple sources that **DO** include CPP/ECARE, preschool special education. Contact your program administrator for information on the school district source of those funds for each child in order to identify the correct school district.
- **Example 6:** Child is funded through one or more sources that do **NOT** include any CPP/ECARE or preschool special education. You may select the school district of residence for the child, or “Not Part of School District Reporting”.

### **2. What should I do if I can’t find the right school district in the drop-down list?**

**Answer:** First, check to see if it might be on the list under a different name. For example, Weld RE-3J is actually listed as Keensburg RE-3J. We pull our district names from a database at CDE, but occasionally a district has more than one common way of referring to themselves or there may have been a local change in the official district name. If you still can’t find the school district on the list, please contact Nick Ortiz [ortiz\\_n@cde.state.co.us](mailto:ortiz_n@cde.state.co.us) or 303.866.3368 as soon as possible.