

The information contained in this document will assist providers in completing administrative requirements on prekla.org for the NSECD Program .

Eligibility Determination/Matching

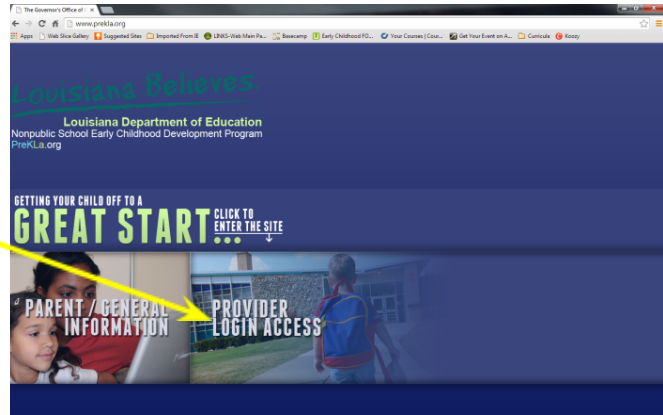
The Coordinated Enrollment process differs across parishes. As a provider, you must work with your [community network lead agency](#) to participate in the Coordinated Enrollment process. Use the following guidance to enroll children in NSECD at your site.

IF ELIGIBILITY IS DETERMINED AT THE SCHOOL/CENTER LEVEL AND CHILDREN ARE ENROLLED ON-SITE	IF ELIGIBILITY IS DETERMINED AT THE NETWORK LEVEL AND YOU HAVE BEEN PROVIDED A LIST OF STUDENTS MATCHED TO YOUR SITE
<ol style="list-style-type: none"> Providers will complete the Family Eligibility Worksheet to determine whether a child is eligible for participation. See Appendix A: Income Verification Guidance or contact the NSECD Office immediately if you are unsure how to complete this form or determine student eligibility. <ul style="list-style-type: none"> ✓ Income – Family must be at or below 200% of the Federal Poverty Limit. ✓ Age – Child must be 3 or 4 years old on or before September 30 of their Pre-K year. ✓ Residence – Child must be a resident of Louisiana. Once a child’s eligibility has been determined, complete the NSECD Student Information Form Enter the child into PreKLA.org Email the completed and signed 2-page NSECD Student Information Form to pheriche.perkins@la.gov <ul style="list-style-type: none"> • All required verification items on file must be clearly checked and/or marked. • All highlighted blanks must be filled in. • Original signature of authorized school personnel must be included. • Original signature of parent or guardian must be included. 	<ol style="list-style-type: none"> Complete the NSECD Student Information Form <ul style="list-style-type: none"> • Provider AND Parent signatures are required. Enter the child into PreKLA.org Email the completed and signed 2-page NSECD Student information form. <ul style="list-style-type: none"> • All required verification items on file must be clearly checked and/or marked. • Highlighted blanks must be filled in. • Original signature of authorized school personnel must be included. • Original signature of parent or guardian must be included.

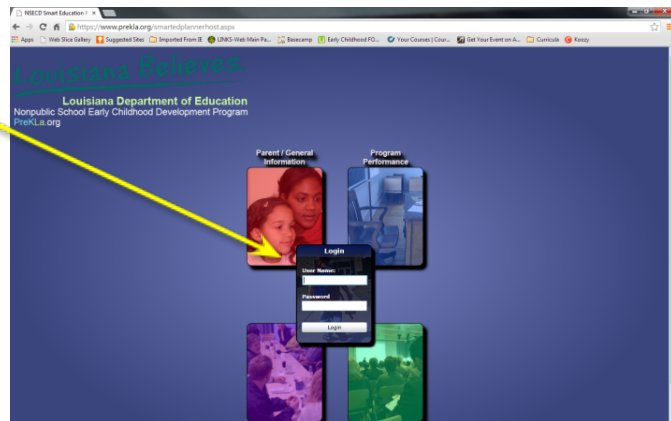
Using prekla.org: Enrollment

Log on to www.prekla.org using your assigned username and password. If you need your password/username please email pheriche.perkins@la.gov.

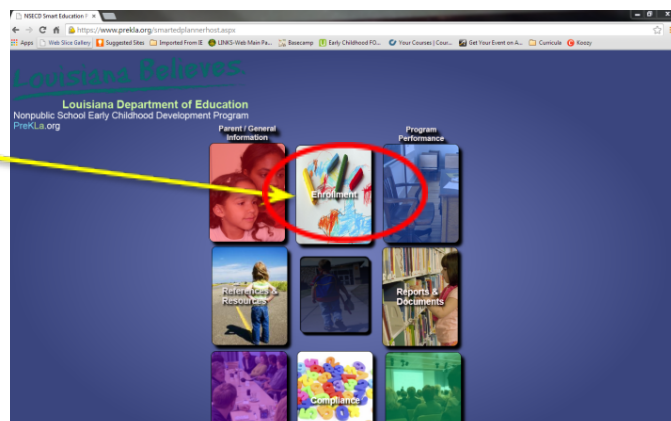
1. Click **"Provider Login Access"**.



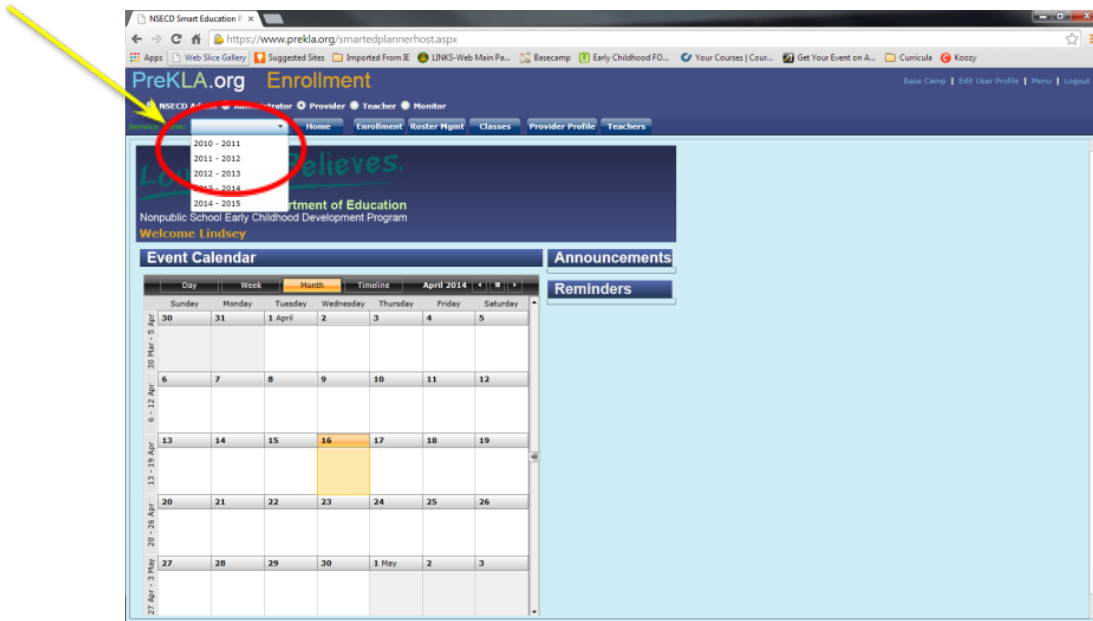
2. Enter the login credentials (email pheriche.perkins@la.gov if you need them). This will bring you to the Home screen.



3. From the Home screen, select the **"Enrollment"** tile.



4. On the upper lefthand side of the screen, select the correct service term (“**2021-2022**”) and then select the “**Enrollment**” tab.



5. Select “**Add New Enrollment**” to add a new student to the system.
6. Input the student’s information:
 - Social Security Number
 - **Please note: If the rest of the child’s information automatically populates after you enter their social security number, stop!** This child is already in the system. Click “**cancel**,” go back to your list, and confirm that this student is NOT already listed at your school. If you do not see the child anywhere on your list, you may add them by clicking “**save**” on the pre-populated entry screen.
Note: Clicking “save” multiple times will result in duplicate entries.
 - Child’s First Name
 - Child’s Middle Name
 - Child’s Last Name
 - Date of Birth
 - Parent’s First Name
 - Parent’s Last Name
 - Address
 - City
 - Zip Code
 - Parish
 - Phone Number
7. Click on “**save**” to confirm the information. *Note: Clicking “save” multiple times will result in duplicate entries.*

Approved students

After the LDOE receives the **Student Information Forms**, they will be reviewed and updated online:

- Students appearing in black have not been received or reviewed.
- ✓ Students appearing in green are approved.
- Students appearing in blue are incomplete. You must click on the student and view the comment box on their profile to see what is needed for approval.
- X Students appearing in red are ineligible due to income or age restrictions.
- ? If you have students who appear in orange, their parents have “pre-registered” them online, and they have expressed interest in your school. You should contact them and invite them to come in and fill out the application.

For Providers whose approved applications exceed their allocated slots in networks who have not implemented a procedure for over-enrollment, the LDOE NSECD Office may conduct a computer-generated lottery to select student participants.

On August 25, providers may log on and view their final rosters. You will be provided with:

- a. A list of students that are selected to participate in the Program. (If your site was not in the lottery, this will be all of your approved applications.)
 - b. A waiting list (if you were in the lottery - highlighted in yellow) - to be exhausted in the order in which the children are listed by lottery draw.
2. These lists can be found by selecting the **“Roster Mgmt”** tab and then clicking on the **“Unassigned”** list

Roster Management

To add a child to your roster, complete the following:

1. Go to your Unassigned list.
2. Select the child(ren)s name(s) by checking the box to the left of their name.
3. Under "Request Type" you will select **"Add to Roster."**
4. Under "Class" you will select the teacher to whom the child will be assigned.

REMINDER: Roster requests cannot be submitted for schools that do not have classes set up online (previously submitted with your [2021-2022 NSECD startup information](#)).

5. Check the box acknowledging that Parent Slot Confirmation/Acceptance Form has been received.
6. Enter the Effective Start Date which should be that child's 1st day of school.
7. Click Submit.

To remove a child from your roster who isn't part of any class, complete the following:

1. Go to your Unassigned list.
2. Select the child(ren)s name(s) who will NOT be attending your school.
3. Under "Request Type" you will select **"Remove from Lottery Results."**
4. Enter the Effective Date, which should be the date of your request.
5. Click Submit.

To remove a child from your roster who is listed as being part of a class, complete the following:

1. Go to your Assigned list.
2. Select the child(ren)s name(s) who are being disenrolled.
3. Under "Request Type" you will select **"Disenroll."**
4. Enter the Effective Date, which should be the child's last day of school.
5. Click Submit.

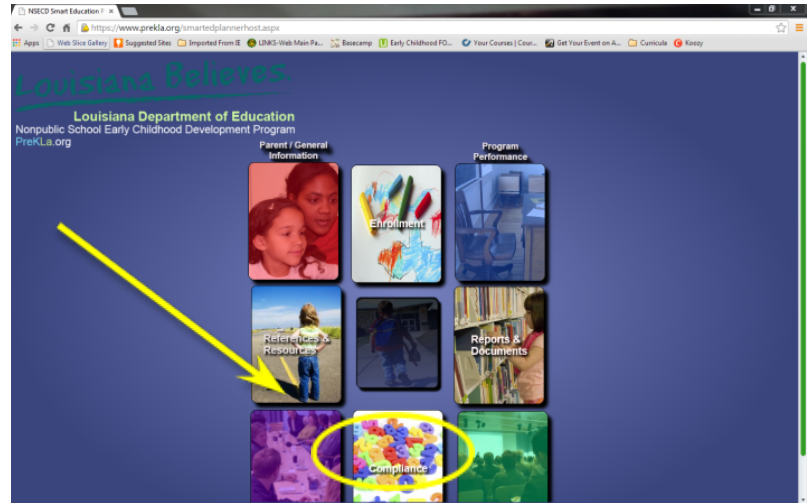
To transfer a child on your roster from one classroom to another, complete the following:

1. Go to your Assigned list.
2. Select the child(ren)s name(s) who are being moved.
3. Under "Request Type" you will select **"Intra School Transfer."**
4. Under the "Class" drop down, select the classroom the child will be moving to.
5. Enter the Effective Date, which should be the child's first day in the new classroom.
6. Click Submit.

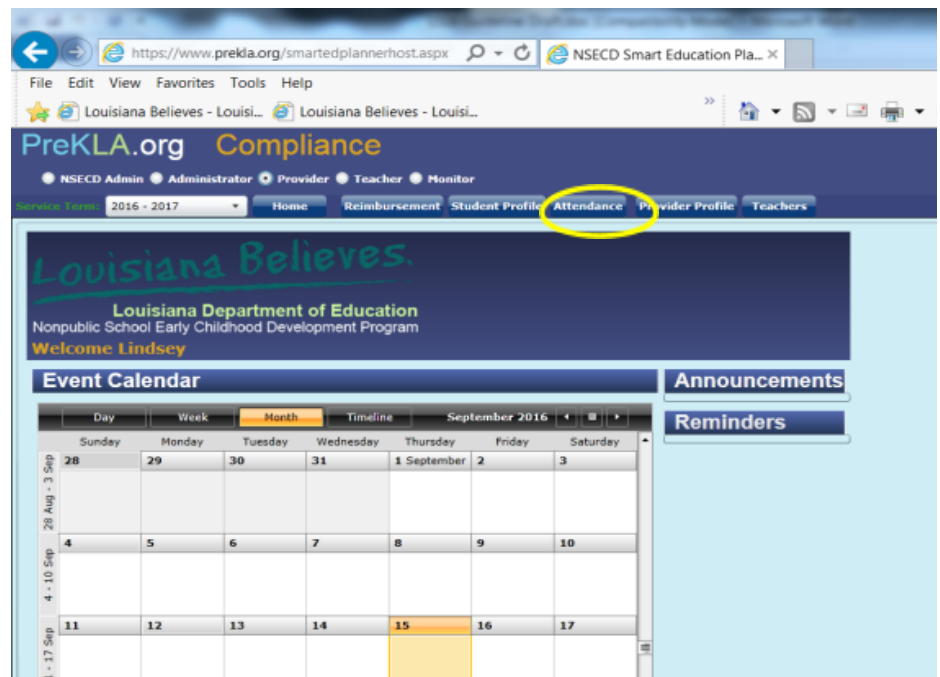
Attendance Procedures

Once your children have been added to their respective rosters, ensure that attendance for each class is entered by 10 a.m. daily.

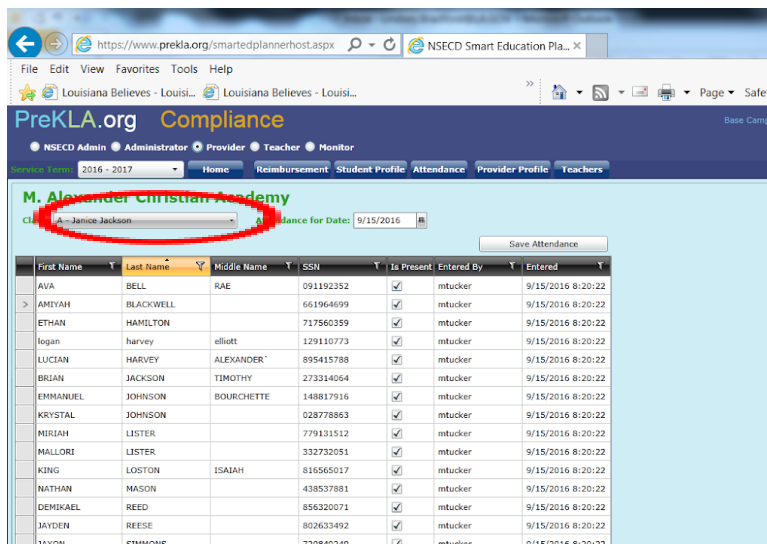
- The Attendance Entry screen is found by selecting the **“Compliance”** tile on the Home screen:



- Select the **“Attendance”** tab:



- On the Attendance screen, you will select the classroom and check the “**Is Present**” box for each child in attendance that day.



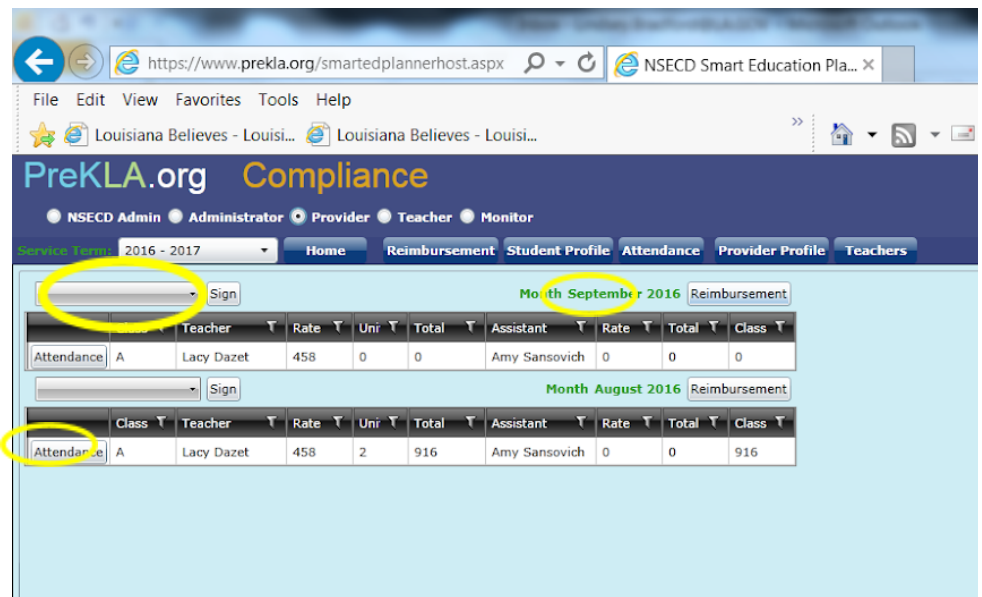
First Name	Last Name	Middle Name	SSN	Is Present	Entered By	Entered
AVA	BELL	RAE	091192352	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
AMITYAH	BLACKWELL		661964699	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
ETHAN	HAMILTON		717560359	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
logan	harvey	elliott	129110773	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
LUCTAN	HARVEY	ALEXANDER	895415788	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
BRIAN	JACKSON	TIMOTHY	273314064	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
EMMANUEL	JOHNSON	BOURCHETTE	148817916	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
KRYSTAL	JOHNSON		028778863	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
MIRIAH	LISTER		779131512	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
MALLORI	LISTER		332732051	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
KING	LOSTON	ISAIAH	816565017	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
NATHAN	MASON		438537881	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
DEMIKAE	REED		856320071	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
JAYDEN	REESE		802633492	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22
JAXON	SIMMONS		720849249	<input checked="" type="checkbox"/>	mtucker	9/15/2016 8:20:22

- Attendance reports shall be electronically submitted by 10 a.m. each day. The system will lock at 10 a.m.
- If you are unable to enter your attendance before 10 a.m., you must submit a “lockout” request by 11 a.m. on that same day. The request must be submitted by clicking the “**Request Unlock**” button, typing your reason for the unlock request, and clicking “**save**.” You will receive an email notification letting you know your attendance has been unlocked.

Using prekla.org: Reimbursement

At the end of the month, once you have entered all attendance, you will go into the **“Reimbursement”** tab, which is also found in the Compliance section, and submit your electronic signature:

- Locate the month for which you are submitting your reimbursement request.
- You are able to review your attendance log for that month and check for any discrepancies by clicking on the **“Attendance”** button.
- Once you have reviewed your attendance and all information is correct, you will select your name from the drop down and click **“Sign.”**



The screenshot shows the PreKLA.org Compliance website. The navigation bar includes tabs for Home, Reimbursement, Student Profile, Attendance, Provider Profile, and Teachers. The Reimbursement tab is active, displaying a dropdown menu for the month (September 2016) and a table of attendance data. The 'Attendance' button is highlighted in yellow.

Class	Teacher	Rate	Unr	Total	Assistant	Rate	Total	Class
Attendance	A	Lacy Dazet	458	0	0	Amy Sansovich	0	0

Month August 2016 Reimbursement

Class	Teacher	Rate	Unr	Total	Assistant	Rate	Total	Class
Attendance	A	Lacy Dazet	458	2	916	Amy Sansovich	0	0