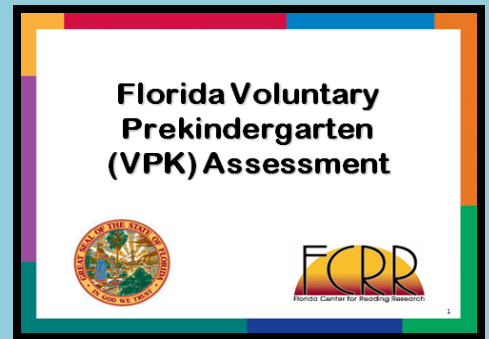


RESPONSES TO PROVIDER CALLS & EMAILS - AUGUST 2012



Requirement

- 1. Do I have to use the VPK Assessment with the children in my center/school?**
Yes. All private and public VPK providers are required by statute to use the Florida VPK Assessment as a pre- and post-assessment. It is the expectation of the Legislature that each child in Florida attending a VPK program will be assessed using the VPK Assessment instrument.
- 2. How often am I required to administer the VPK Assessment?**
All private and public VPK providers are required to administer the VPK Assessment to each child in the VPK program as a pre- and post-assessment during Assessment Period 1 and Assessment Period 3.
- 3. What are the dates for the Assessment Periods?**
The Assessment Period windows for the administration of the VPK Assessment are as follows: **(*required)**
 - **Assessment Period 1 – the month of September***
 - Assessment Period 2 – the month of January
 - **Assessment Period 3 – the month of April/May (end of program year)***

VPK Assessment Kits

- 4. When will I receive my VPK Assessment Kit and how much will it cost?**
All private and public VPK providers will receive a **free** VPK Assessment kit for each of their VPK classrooms **by the end of August 2012.**
- 5. What should I do if I don't receive my VPK Assessment Kit(s) by the end of August 2012?**
For more information regarding the status of your VPK Assessment Kit(s), **contact Drummond Press at 1-800-247-5361.**
- 6. How will you determine the correct number of kits for my center/school?**
Each Early Learning Coalition and School District provided the Department with the current enrollment for each VPK provider and one assessment kit for each VPK classroom.

7. What is in the VPK Assessment Kit?

The **Florida VPK Assessment Kit (AP 1, 2, and 3) – Second Edition** consists of the following;

- VPK Assessment Teacher's Manual – Third Edition
- VPK Assessment – Assessment Booklet (AP 1, 2, and 3)
- VPK Assessment - AP1 Response Booklets (20)
- VPK Assessment - AP2 Response Booklets (20)
- VPK Assessment - AP3 Response Booklets (20)
- VPK Assessment Administration DVD
- Accurate Sound Productions for Teachers to Model DVD
- VPK Assessment Online Reporting System flyer

8. My teachers already have a VPK Assessment kit. Should they continue using the kits we have or the new kit we will receive in the mail?

Only the **Florida VPK Assessment (with AP 1, 2, and 3) – Second Edition** should be administered to children. All other versions of the VPK Assessment should be properly discarded.

9. Can teachers make copies of the Response Booklets?

Response Booklets may only be copied for the purpose of assessment. Providers may also purchase response booklets and other replacement kit items as needed.

To place an order;

- Call Drummond Press at 1-800-247-5361 or
- Visit – <https://www.nationsprint.com/clients/earlylearning>

- **Welcome page** – Click on the “**Start Order**” button.
- **Login page** – Enter User Name: vpkassessment
Password: vpk
- Click on the “**Continue On**” button and follow the prompts on each page to complete the ordering process.

Paying for an order;

- Acceptable methods of payment include; credit cards, purchasing cards, and purchase orders.

If providers need assistance accessing the website, placing an order, or paying for an order, they should **contact Drummond Press at 1-800-247-5361.**

Training

10. Do I have to attend training on the VPK Assessment?

Providers should participate in professional development on *How to Administer the Florida Voluntary Prekindergarten (VPK) Assessment* to ensure the proper administration of the VPK Assessment measures. **Providers on Probation who chose the DOE-Approved Staff Development Plan must participate in instructor-led professional development to receive credit on their DCF transcript.** This instructor-led professional development includes information on the development of the VPK Assessment and how to administer, record, and score each of the VPK Assessment measures.

VPK providers who are not on probation may choose to use the **VPK Assessment Administration DVD** (which contains the same information provided in the instructor-led training) and **read the VPK Assessment Teacher's Manual**, included in each assessment kit.

11. How do I sign-up for instructor-led training on the VPK Assessment?

To register for instructor-led training opportunities in your area, visit the Florida Department of Children and Families' website at <https://t1-dcf.Myflorida.com/dcf/cct/inf0001.html>.

VPK Assessment Online Reporting System

12. What is the purpose of the VPK Assessment Online Reporting System?

The VPK Assessment Online Reporting System was developed to provide teachers with a user friendly tool to track children's progress in attaining the skills in the Standards for Four-Year-Olds, so that teachers may use this information to guide instructional decisions in the VPK classroom.

VPK teachers can use the system to;

- Create reports to track children's progress
- Analyze assessment data in order to plan lessons that meet the individual needs of all children
- Access instructional strategies and resources that are aligned with the Standards for Four-Year-Olds
- Create a letter to parents about their child's performance on each assessment measure

13. Are VPK providers required to use the VPK Assessment Online Reporting System?

Yes. VPK providers are required to enter each child's results into the VPK Assessment Online Reporting System after Assessment Period 1 (AP1) and Assessment Period 3 (AP3).

14. How do I get a temporary User Name and Password to access the VPK Assessment Online Reporting System?

New VPK Administrators **MUST register** their center/school to access the VPK Assessment Online Reporting System for the first time. The VPK Administrator at each center/school will receive a letter in the mail from the Department regarding the new process for registration and logging in within the next few weeks.

15. I used the Online Reporting System last year, but now my User Name and Password don't work. How do I access the system?

Beginning in 2012-13, **existing** VPK Administrators **MUST reset** their password to access the Online Reporting System each program year. The VPK Administrator at each center/school will receive a letter in the mail from the Department regarding the new process for registration and logging in within the next few weeks.

16. I received a letter with my Provider ID, but I don't know how to access the system. How do I complete the registration process?

- Go to <https://brightbeginningsfl.org/Register.aspx> and follow the directions on each screen to complete the registration process.
- **Directions on how to register are available:**
 - **Online** at <https://brightbeginningsfl.org> in the **Announcements** section at the bottom of the page. Click on the Register to Access the VPK Assessment Online Reporting System link to view and download/print the document
 - **On page 19** of the **VPK Assessment Teacher's Manual – Third Edition** (included in each assessment kit)

17. My address, phone number, and/or email address is incorrect in the Online Reporting System. How do I update my Provider Profile?

The provider information contained in the Online Reporting System was provided by Florida's Office of Early Learning (FOEL) and is based on provider information reported in the Enhanced Field System (EFS). If the information is incorrect, the VPK Administrator should contact the local Early Learning Coalition with any updates to the VPK Center Details. Please understand that updates may not occur immediately in the Online Reporting System.

18. What should be entered for the Student ID on the Children tab?

The "VPK Child/Student ID" is currently not a required field. Although some providers do enter a number of their choosing for tracking purposes.

19. If a child starts the VPK program after AP1 (e.g., late October or early November), should the teacher administer the VPK Assessment and enter the assessment scores on the VPK Assessment Online Reporting System?

Providers are **required** to administer the VPK Assessment **and** enter the scores for each child for Assessment Period 1 (AP1) and AP3. If a child enrolls after AP1, then the VPK provider may choose to administer the assessment and use the scores to guide instructional decisions. However, *the provider is not required to enter the scores for children who enter the VPK program after an Assessment Period has passed.*

20. What should providers do if children withdraw from the center/school before the end of the program year?

Providers are **required** to administer the VPK Assessment **and** enter the scores for each child for Assessment Period 1 (AP1) and AP3. If a child withdraws after AP1, the VPK Provider should check the “Did Not Participate” box for that child on the Assessment Data tab for the remaining Assessment Periods.

21. If a child is administered the VPK Assessment then transfers to another VPK provider, will the new VPK provider be able to see the assessment scores entered by the previous provider?

No. The VPK Assessment Online Reporting System does not allow VPK providers to access a child’s VPK Assessment scores from another VPK provider.

22. If a child is enrolled in a School Readiness or Head Start program for the first semester (e.g., August – December) then enrolls in the VPK program for the second semester (e.g., January – April/May), should the VPK Assessment be administered and the child’s scores entered on the Online Reporting System for all three Assessment Periods (e.g., AP1, AP2, AP3)?

During AP1, the assessment scores would be for instructional purposes only, because the child technically isn’t in the VPK program until January. Then for **AP2, administering the assessment is optional** and the assessment scores may be entered into the online reporting system. During **AP3, administering the assessment is required** and the **assessment scores must to be** entered in the online reporting system.

The VPK Assessment

23. How long does it take to administer the VPK Assessment?

It takes approximately 12-15 minutes to administer the four VPK Assessment measures (e.g., Print Knowledge, Phonological Awareness, Mathematics, Oral Language/ Vocabulary) to each child.

24. How long should providers retain the Response Booklets completed for each child after the program year is complete?

If providers wish to use VPK Assessment data for a Good Cause Exemption, then they must have at least **three years** of data to show learning gains or growth.

25. Are VPK providers allowed to add or delete words in the parent letter provided in the VPK Assessment Teacher’s Manual?

No. The DOE-Approved parent letter announcing the use of the VPK Assessment should not be edited by VPK providers. If VPK providers choose to create their own letter to parents, then it should be clear that the Department in no way endorses the provider’s letter and assumes no responsibility for the content thereof.

26. Is a parental consent form required before children are administered the VPK assessment?

It is best practice and the responsibility of the VPK provider to notify parents prior to administering assessments to their children. The Department has provided a parent notification letter regarding the VPK Assessment in the VPK Assessment Teacher's Manual.

27. Can teachers decide if it is "reasonable" to administer the VPK Assessment to children with disabilities and children who are English Language Learners?

Yes. See pages 53-54 in the VPK Assessment Teacher's Manual for the list of acceptable accommodations allowed for each assessment measure.

When deciding whether not to assess a child with a disability or a child who is an English language learner, teachers should ask themselves the question, "Is it reasonable to administer these measures to this child?"