Universal PreK (UPK) Café
January 28, 2020 – Issue 18

Welcome to Issue 18 of the **UPK Café**. The Early Education Team is excited to share and hope you will use **UPK Café** as a regular resource to support and inform your practice as an Early Childhood Educator and Early Childhood Special Educator. The Team shares research, updates, resources and professional articles research relevant to your daily work and practice.

We are coming up on the Spring 2020 Checkpoint period for Teaching Strategies Gold. Now is the time to review your student's portfolios - are the correct funding sources there? Learn how to upload documentation and when and how to finalize checkpoints. Knowing these tools as well as others can help you enter information and pull data reports quickly and efficiently.

1. **Documentation in GOLD®**
   Staff should make every effort to have enough documentation for each Objective and Domain, so checkpoint levels can be confidently chosen for each child. Documentation will vary depending on language of indicators. It is highly recommended that documentation be uploaded and/or added directly to MyTeachingStrategies® on an ongoing basis to have the most accurate information as well as not having a buildup of materials that needs to be entered the week before the checkpoint date.

2. **Student Transfers**
   When a child leaves a program, it would be helpful if the sending program asked the family if they intend to enroll their child in another PreK program. If it is another Prequalified PreK, both sending and receiving providers must complete and sign the necessary Vermont GOLD® Transfer Form and send it to the AOE GOLD® Administrator. The GOLD® Administrator will make changes ensuring the child's portfolio will transfer with the child.

3. **Disabling or Deletion of Administrators and Teachers and FERPA**
   It is the Program Administrator's responsibility to ensure that the correct administrators and teachers have access to a child's portfolio.
   The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Therefore, if an administrator, teacher, or other individual who has access to a child's GOLD® portfolio becomes no longer employed by the program, it is the program administrator or their designee's responsibility to delete or disable the administrator, teacher, or other individual from the GOLD® system.

Please contact Leslie Freedman, UPK Monitoring and Assessment Coordinator at leslie.freedman@vermont.gov if further clarification or information is needed.

4. **Vermont Agency of Education's definition of High-Quality Effective PreKindergarten Education**

What defines Vermont Universal Prekindergarten Education (UPK) is the implementation of high-quality, effective instruction by licensed educators who use evidence-based practices within intentionally designed early learning environments.

Early educators align curriculum with the Vermont Early Learning Standards while adapting experiences to support the full participation of each and every child to realize their full potential and promote successful outcomes.

As always, if you have a resource you would like to share on **UPK Café** or have been forwarded this issue and would like to be added to our mailing list, please contact Leslie at leslie.freedman@vermont.gov.

Thank you!