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MEMORANDUM

TO: Vermont Principals
FROM: Tracy Watterson, Multi-tiered System of Supports (MTSS) Program Manager,
tracy.watterson@vermont.gov
SUBJECT: PreK Exclusionary Discipline Reporting
DATE: December 13, 2018

The following is information regarding PreK program's data submission this school year (2018-19) related to any exclusionary discipline.

1. **PreK Providers:** Will complete forms and submit them to the Superintendent of the child excluded within 10 days of exclusion.
2. **Superintendents/Early Learning Coordinators:** Will forward the report to the appropriate public school principal.
3. **Principals:** Will ensure that data about exclusionary discipline is entered wherever you store your records for discipline prior to submitting it to the state for all PreK students who reside in their school districts. This might be SWIS, your student information system or some other platform. The reporting form (sent in attachment) for PreK schools is slightly different from that currently used in K-12 schools. However, it does include all the needed data to facilitate your data-entry.

Additional Information

- A. PreK data will be kept separately from other data reported by each school.
- B. It is advised that Principals begin reporting this data to the State as forms are received. This will help ensure that data is accurate and may be useful in trouble shooting unanticipated issues.
- C. Submission of disciplinary data to the State has changed with the implementation of Vermont's Statewide Longitudinal Data System (SLDS). This change will affect schools that have previously used the CIRS data collection software as their primary student discipline database.

Thank you for your attention to these changes. If you have immediate questions or concerns, please contact: Tom Faris (802) 479-1359 thomas.faris@vermont.gov.