

# Starting the New School Year in ELMS

Revised March 2015

## 1. Always check the school year before working in ELMS.

- ELMS will always open in the current school year.
- Between April 1 and June 30, you may view or enter data for both this year and next year. To do this, you must change the year using the drop-down menu in the upper right corner.
- On July 1, ELMS begins opening on the 2015-16 school year.
- After July 1, if you want to view or enter data for the 2014-15 school year, you must change the year using the drop-down menu in the upper right corner.
- ELMS will stay in the year you selected as you move through screens.

## 2. Update contractor data between April 1 and September 15.

*ELMS Administrators or ECEAP Directors do this.*

Most ELMS contractor data automatically rolls forward to the next school year. DEL will enter your funded slot counts. To review:

- Select the 2015-16 school year in the upper right corner of your ELMS screen.
- Review and update the Contractor Info, Staff and Service Area pages.
- The Contractor Slots page may be useful to you to allocate slots between your subcontractors, sites and classes.

## 3. Update subcontractor data between April 1 and September 15, if applicable

*ELMS Administrators or ECEAP Directors do this.*

Most ELMS subcontractor data automatically rolls forward to the next school year. If you have subcontractors you must:

- Select the 2015-16 school year in the upper right corner of your ELMS screen.
- Continuing subcontractors:
  - On the Info page, enter ECEAP services and update if there are changes.
  - On the staff page, update staff and primary contact, if changed.
  - On the Funding & Slots page, enter funded ECEAP slots and funds per slot for each model. The rest is optional.
- New subcontractors: if you will have new subcontractors for next school year, click the “+New Subcontractor” button and complete the subcontractor Info, Staff and Funding & Slots pages.
- Inactive subcontractors: If a subcontractor will not have ECEAP in 2015-16, click the “Change Status” button at the bottom right of the Subcontractor Information page.

#### **4. Update site data between April 1 and September 15.**

*ELMS Administrators, ECEAP Directors, ELMS Subcontractor and Site Contact/Managers do this.*  
Most ELMS site data automatically rolls forward to the next school year. The following information must be manually entered for the new year:

- Select the 2015-16 school year in the upper right corner of your ELMS screen.
- Continuing sites:
  - On the Info page, answer all yes/no questions. Review and update all other fields.
  - On the Staff page, update staff and primary contact, if changed.
  - On the Slots page, enter number of slots you are assigning to this site. If this site is operated by a subcontractor, you must assign the subcontractor slots first.
  - On the Recruitment page, review and update your responses.
- New sites: if you will have new sites, click the “+New Site” button and complete the Info, Staff, Slots, and Recruitment pages.
- Inactive sites: If a site will not have ECEAP in 2015-16, click the “Change Status” button at the bottom right of the Subcontractor Information page.

#### **5. Update class data by September 15 and before enrolling children**

*ELMS Administrators, ECEAP Directors, Subcontractor and Site ELMS Contact/Managers do this.*  
Part of your ELMS class data automatically rolls forward to the next school year. You must enter additional information before enrolling children:

- Select the 2015-16 school year in the upper right corner of your ELMS screen.
- Continuing classes:
  - On the Info page, review and update the top section, and complete all fields in the Schedule section.
  - On the Staff, Slots & Ratio page, review and update the Staff Assigned to Class, and complete the Plan for Reserving Slots. Funded ECEAP slots must first be entered for the subcontractor, if any, and the Site in order to be made available to assign to the class.
- New classes: If you will have new classes, click the “+ New Class” button and complete the Class Info and Staff, Slots & Ratio pages.
- Inactive classes: If a class will not have ECEAP in 2015-16, click the “Change Status” button at the bottom right of the Class Information page.

#### **6. Customize priority points by September 15 (optional)**

*ELMS Administrators can complete this task.*

See instructions in the [ELMS Administrators Manual](#).

## 7. Determine child eligibility and enroll children in classes in ELMS

*ELMS Eligibility & Enrollment Staff and ELMS Administrators can complete child prescreens and applications and enroll children.*

- **You may begin entering new child records** for the upcoming school year on April 1. See the [ELMS Eligibility and Enrollment Manual](#) for detailed instructions. Classes must be set up in ELMS before children can be enrolled. See #2-5 above.
- **All child records for 3-year-olds** automatically rollover to the new school year in ELMS.
  - Note: for the purposes of ELMS, a child is a 3-year-old for the entire school year if they were 3 on August 31 at the beginning of that year.
  - If the child was enrolled at any time during their 3-year-old school year prior to April 1, they are on the waiting list for the same site in the new year and are ready to enroll.
  - If they were on the waiting list during their 3-year-old school year prior to April 1, you'll find them on the same waiting list for the following year.
  - If they were never on a waiting list, you will find them in Child Search.
  - If they did not attend class during their 3-year-old school year, you will need to re-verify their eligibility and update their application before enrolling them for the following year.
  - If you enter a prescreen for a new 3-year-old in the 2014-15 school year after April 1, they will show up in the 2015-16 school year as well. However, you must manually place them on waiting lists in 2015-16.
- **Child records for 4 year olds are handled as follows:**
  - If ever enrolled or on the waiting list, this child's record stays in ELMS in the original school year. Their records will continue to be available to view after June 30.
  - If never enrolled or on a waiting list, this child's ELMS record is deleted on June 30.

**Reminder:** *Always check you are in the correct year before enrolling, transferring, exiting, etc.*

### **ELMS Resources**

[ELMS administrators manual](#) (PDF)

[ELMS Data Entry - Minimum Requirements](#) (PDF)

[ELMS Eligibility and Enrollment Manual](#) (PDF)

[Eligibility Training](#) – required for all eligibility and enrollment staff

[ELMS Waiting List and Enrollment Training](#)

**ELMS Help** - Email [elms@del.wa.gov](mailto:elms@del.wa.gov)