

# Starting the New School Year in ELMS

Revised March 2017

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

- ELMS will always open in the current school year.
- Between April 1 and July 10, you may view or enter data for both this year and next year. To do this, you change the year in the drop-down menu in the upper right corner.
- On July 1, ELMS begins opening in the new school year.
- After July 10, you can no longer enter data in the previous year. Contact [elms@del.wa.gov](mailto:elms@del.wa.gov) if you need to change data in that year.
- ELMS will stay in the year you selected as you move through screens.

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

*ELMS Administrators or ECEAP Directors do this.*

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

- Select the new school year in the upper right corner of your ELMS screen.
- Review and update the Contractor Info, Staff and Service Area pages.
- You may use the Contractor Slots page to allocate slots between your subcontractors, sites and classes.

## 3. Update subcontractor data between April 1 and August 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 new 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 the new year, click the “Change Status” button at the bottom right of the Subcontractor Info page.

#### **4. Update site data between April 1 and August 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 new 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 the new year, click the “Change Status” button at the bottom right of the Site Information page.

#### **5. Update class data by August 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 new 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 new year, click the “Change Status” button at the bottom right of the Class Information page.

## 6. 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.

- 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.
- You may begin entering new child records for the upcoming school year on April 1.

Each year on April 1, records for children who are age-eligible for the following year will be automatically moved to the next school year in ELMS.

For children who were 3-year-olds in Year One:

- If they were enrolled prior to April 1, they will automatically move to the waiting list for the same site in the new year and are ready to enroll.
- If they were on the waiting list to April 1, you'll find them on the same waiting list in the new year.
- If they were never on a waiting list, you will find them in Child Search in the new year.
- If they did not attend class, you will need to re-verify their eligibility and update their application before enrolling them for the new year.
- If you enter a prescreen for a new 3-year-old in Year One after April 1, their records will show up in the new school year as well. However, you must manually place them on waiting lists for the new year.

For children who were 4-year-olds in Year One:

- Their record will roll forward to the new year only if they were enrolled and attended during their 4-year-old year.
- They can be enrolled in summer classes if they meet the eligibility requirements for those classes.
- They cannot be enrolled once they are age-eligible for kindergarten. They must be exited from classes in order to submit your September Monthly Report in ELMS.

For children who were in Extended Day classes in Year One:

- You must exit them as of June 30 (even if they are continuing). This is because ELMS keeps years distinct.
- Then you can enter them again as of July 1.
  - Before you enroll them for the new year, you'll need to verify family work and training hours again to make sure they are still eligible for Extended Day. Use the button in the child's Enroll popup to do this.

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

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