EARLY ACHIEVERS GRANT

2021-22 GRANT GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
Olympia, WA 98504
SBCTC.edu
The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>March 18, 2021</td>
</tr>
<tr>
<td>Applications due in OGMS</td>
<td>April 29, 2021</td>
</tr>
<tr>
<td>Course Schedule and Credit Waiver Form Due to SBCTC</td>
<td>May 31, 2021</td>
</tr>
<tr>
<td>Grant Start Date</td>
<td>July 1, 2021</td>
</tr>
</tbody>
</table>

## Grant Contacts

### Grant Manager & SUE Questions

Heather Stock  
Grant Manager, Workforce Education  
[hsstock@sbctc.edu](mailto:hsstock@sbctc.edu)  
360-704-4337

### Program Oversight Questions

William Belden  
Policy Associate, Workforce Education  
[wbelden@sbctc.edu](mailto:wbelden@sbctc.edu)  
360-704-4359

### Fiscal Policy Questions

Denise Costello  
Policy Associate, Fiscal Management  
[dcostello@sbctc.edu](mailto:dcostello@sbctc.edu)  
360-704-4344

### Budget, Invoicing, & OBIS Questions

Dylan Jilek  
Contracts Specialist  
[djilek@sbctc.edu](mailto:djilek@sbctc.edu)  
360-704-4343

### OGMS, OBIS, & Invoicing Questions

Kari Kauffman  
Program Assistant  
[kkauffman@sbctc.edu](mailto:kkauffman@sbctc.edu)  
360-704-1021
Table of Contents

Deadlines and Milestones ........................................................................................................................ 2
Grant Contacts .......................................................................................................................................... 2
Table of Contents...................................................................................................................................... 3
Overview .................................................................................................................................................... 4
Applicant Guidelines ................................................................................................................................. 4
   What Institutions May Apply ................................................................................................................. 4
   How Does the College Apply ................................................................................................................. 4
   Application Process ............................................................................................................................... 4
   Disclaimer .............................................................................................................................................. 4
Administering the Grant ........................................................................................................................... 4
   Responsibilities of the College ............................................................................................................. 5
Waivers ............................................................................................................................................... 10
Funding ................................................................................................................................................... 10
   Student Support Budget Activity ....................................................................................................... 11
   General Budget Activity ..................................................................................................................... 13
   Budget Revisions ............................................................................................................................... 13
   Refunds ............................................................................................................................................... 13
Reporting and Coding ............................................................................................................................ 13
   Reports ............................................................................................................................................... 14
   Completions ........................................................................................................................................ 14
   Student Coding .................................................................................................................................. 14
   Financial Aid Coding .......................................................................................................................... 15
Appendix A: Document Samples ........................................................................................................... 17
   Student Application ............................................................................................................................... 17
   Student Consent to Data Release to DCYF ........................................................................................ 19
   Student Employment History and Verification Form ......................................................................... 20
   Waiver Form ....................................................................................................................................... 21
   Annual Schedule of ECE Courses Template ..................................................................................... 23
   Quarterly Report Template .................................................................................................................. 24
Overview

The Early Achievers Grant is a student financial aid program to help employed child care providers and early learning educators complete certificates and associate degrees in early childhood education. The Early Achievers Grant is offered in partnership with the Department of Children, Youth, and Families (DCYF). The funding is allocated by DCYF and administered by SBCTC.

Applicant Guidelines

What Institutions May Apply

This grant is open to all Washington State Community and Technical Colleges, as defined under RCW 28B.50.030, offering the common Early Childhood Education courses and standardized statewide stackable certificates. Certificate and degree programs must have received approval from the State Board for Community and Technical Colleges (see Program Approval Policy and Forms) and be listed on the college's program inventory.

How Does the College Apply

Access the 2021-22 Early Achievers Grant Application through the Online Grant Management System (OGMS).

If you do not have an account, contact your organization’s Security Contact for access; you will also need your Security Contact to give you permission for FY22.

Submit completed grant applications, including attachments, to the SBCTC through OGMS no later than April 29, 2021 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on April 29, 2021.

Application Process

We suggest writing applications in a word processing program and pasting the application content into OGMS. This will help ensure you do not lose any content if the OGMS application times out.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds, but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Administering the Grant

The majority of the duties, though not all, within this grant fall under the responsibility of the Early Achievers Grant Point-of-Contact. In order to successfully complete those duties, the Point-of-Contact requires the support of the ECE faculty and dean, staff within the financial aid office and finance office, and others dependent upon the organizational structure of the college. The majority
of the grant requirements are directly from the funder, the Department of Children, Youth, and Families.

If at any time throughout the execution of the grant uncertainties, questions, or concerns arise, contact the Grant Manager at the State Board for support. If there are difficulties in administering the grant as described below, contact the Grant Manager to clarify a path forward.

**Responsibilities of the College**

The responsibilities of the college include, but are not limited to:

- Establish and support an Early Achievers Grant Point-of-Contact (POC) to advise and support Early Achievers Grant recipients.

- Establish contact between the college's POC and the Grant Manager at the State Board. Maintain accurate grant contact information in OGMS/OBIS and with the State Board.

- Contact the Grant Manager to obtain access to the Secure Upload Engine (SUE). Reporting documents including the ECE course schedule, quarterly reports, and other grant related documentation will be uploaded in SUE for access by the State Board.

- Ensure accurate coding of students and student financial aid.

- Ensure monthly billing of the EAG to SBCTC.

- Maintain secure records including a copy of all reports, EAG student grant applications, employment verification, and other grant related documentation.

- Reach the FTES target equivalent to the funding amount.

**Early Achievers Grant Point-of-Contact**

College staff identified as the Point-of-Contact will:

- Develop partnerships with provider organizations in the area to be aware of and responsive to community needs. Communicate those needs relevant faculty, staff, and administrators at the college.

- Recruit a pool of potential grant recipients from family home child care businesses, child care centers, and ECEAP programs that reflects the diversity of the local provider community and the children they serve. Request the necessary supports from others at the college and provider organizations to accomplish that goal. For example, communicating the need for courses in additional languages to the faculty and dean.

- Provide accurate information to students about the Department of Children, Youth, and Families' initiatives such as the Early Achievers program - Washington's quality rating and improvement system (QRIS), the Career Portal, pertinent WACs, and the Managed Education and Registry Information Tool (MERIT).

- Provide accurate information about the college’s grant application process, including student eligibility, student consent to data sharing, and waitlist status. Provide accurate information
about the college's admission requirements and processes, financial aid forms, student placement assessments, registration procedures and student services provided to potential Early Achievers Grant recipients. Provide accurate information regarding updating residency status at the college.

• Provide information about financial aid, assist students with completion of forms, and coordinate the development of financial aid packages for each student according to their needs.

• Help students plan their college program and course schedule customized to the needs of each student.

• Coordinate prior learning assessments and the awarding of credit as requested by the student.

• Partner with ECE faculty, advisors, and members of the financial aid office to communicate openly about students' needs and support student success.

• Coordinate wrap-around support services such as tutoring, mentoring, study groups, eLearning workshops, or emergency assistance as needed.

• Contact all grant recipients each quarter. Track and discuss their progress, deploy support services as necessary, and assist with planning their course schedule for the following quarter.

• Verify student employment with annual employer signature and quarterly student self-attestation. Track student academic standing.

• Track student completions using transcript reports or other tools and assist students as they submit certificate and degree applications. Assist students in documenting their education in MERIT.

• Complete waivers and submit them to the EAG manager at the State Board as needed in order to support students' continued progress toward their goal. Maintain those records.

• Maintain a waitlist of potential EAG students not yet able to access the grant due to limited funding.

• Maintain a budget to ensure existing students will be able to continue progress towards their goals for the duration of the funding year.

• Assist students with any other issues that may arise related to the Early Achievers Grant program.

• By each due date, complete and submit reports to the Grant Manager. This includes the ECE Course Schedule.

• Prior to finals each quarter, consult with the registrar's office to ensure all EAG students are coded according to the SBCTC coding manual.

• Attend regional meetings offered in partnership with the Department of Children, Youth, and Families. If unavailable, a representative from the college will be sent in their place.
• Attend quarterly Point-of-Contact meetings organized by the State Board for Community and Technical Colleges. If unavailable, a representative from the college will be sent in their place.

Student Eligibility Determination
A student must:

• Be a Washington State resident as defined in RCW 28B.15.012 or a resident of a neighboring state who works and will attend college in Washington State.

• Be employed as a director, assistant director, program supervisor, teacher, or assistant teacher at a child care center, family home care or Head Start/ECEAP program that is actively participating in the Department of Children, Youth, and Families' (DCYF) Early Achievers (QRIS) program.

• Participating colleges will be provided information regarding eligible employers participating in the DCYF Early Achievers Program (QRIS).

• The student must provide documentation of their recent work history to the college and update the college with any changes to their employment or their employer's information.

• The student must work a minimum of 10 hours a week or 40 hours per month at an eligible child care facility.

• The student must have worked for one or more employers participating in the Early Achievers Program (QRIS) for a minimum of three (3) months.

• Make a formal application to the program.

• Enroll in an Early Achievers Grant-eligible education program.

To be eligible for Early Achievers Grant (EAG) consideration, the student must NOT:

• Be in unsatisfactory academic progress, per the college's definition.

• Owe a repayment to the EAG program.

• Receive funds beyond 52 credits. Credits awarded through a waiver option one, as described in the subsequent waivers section of this document, are not counted towards this total. If the student has completed a one-year credential in Early Childhood Education and is continuing their enrollment to pursue an associate degree in Early Childhood Education, then the student is eligible for grant funding for an additional 45 credits.

• Have exceeded the total grant funds awarded for tuition and fees, or textbooks.

Residency
The college will provide Early Achiever Grant funds to eligible grant recipients regardless of citizenship status. In 2003, HB 1079 changed the definition of “resident student” allowing certain undocumented students to be eligible for resident student status and pay resident tuition rates. See details in section 4.B of RCW 28B.15.012 and HB 1079.
If an applicant lives in a neighboring state, but works and will attend an educational institution in Washington state and meets student eligibility criteria, they are eligible to receive Early Achievers Grant funding because they are serving children in Washington. Please note in-state tuition should be applied to border county residents as defined in RCW 28B.15.0139.

**Income**
There are no income-based eligibility requirements.

**Financial Aid**
Students are not required to submit a completed Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) form. The college may encourage students to complete the FAFSA or WASFA in order to provide them with additional funding options. It is intended that students leverage all eligible funds to decrease their dependence on loans. An eligible student may also receive Worker Retraining, Work First, Opportunity Grant, Pell Grant, Washington College Grant, Work Study, and other forms of state and federal financial aid while receiving funding from the Early Achievers Grant.

The student has the ability to choose for themselves how they would like to fund their education. Their FAFSA results do not disqualify them from receiving Early Achiever Grant funds. There are no income level eligibility requirements.

**Academic Requirements**
The student must maintain satisfactory academic progress according to the college's policies. The college has the authority to establish a probationary period until such time as the student's grade point average reaches required standards.

**Student Application**
Students must complete a formal application to the Early Achievers Grant program. Each college has the authority to create a college specific Early Achievers Grant application. The application must include documentation of a personal interview, an essay, and/or written responses to questions, employer information, and verification of work history. Colleges must include a student release of information in the application so the student can be contacted in the future for an exit interview, media contact and/or Early Achievers Grant satisfaction survey. The release must also include the student's consent for the college and State Board for Community Colleges to share student data and information with the Department of Children, Youth, and Families for reporting and research purposes. See Appendix A.

**Head Start Employees**
Students employed by Head Start may receive Early Achiever Grant funding for one course (up to 5 credits) per quarter for a maximum of three quarters. Students employed by Head Start may not receive Early Achiever Grant funds after they have completed 15 credits or 3 quarters, however, they may be eligible for other types of financial aid. If students work in a mixed program, meaning the program is funded with a combination of Head Start, ECEAP or other public or private funds, those students who receive wages through Head Start funding are limited to one course per quarter for a maximum of three quarters. The college Point-of-Contact should work with Head Start students to explore other financial aid programs and facilitate a smooth transition onto other forms of funding by introducing the student to the appropriate staff.
Prioritizing Grant Recipients

In the event a college has more eligible Early Achievers Grant recipients than available funds, the college must prioritize funding based on the following information:

- First Priority – Students already receiving Early Achievers Grant funding for their educational program and are making satisfactory academic progress per college policy. See the preceding eligibility section on students employed by Head Start programs.

- Second Priority - Eligible providers who must complete minimum education requirements to maintain their license, per the established licensing WAC effective August 2019. Colleges will grant Early Achiever funds to eligible providers in the following order:
  A. Family Home providers
  B. ECEAP providers
  C. Center providers
  D. Head Start providers - reference Head Start eligibility

- Third Priority - Eligible providers who have met their staff qualifications and are required by their employer to complete one or more courses to maintain employment. The employer must provide documentation of the requirement to the college.

- Fourth Priority – Eligible providers who have:
  - Met their staff qualifications and
  - Are working at an EA rated facility, and
  - Not yet enrolled in an ECE certificate program or ECE associate degree program.

- Fifth Priority - Eligible providers who have:
  - Met their staff qualifications and
  - Are working at an EA participating facility, but not yet rated facility, and
  - Not yet enrolled in an ECE certificate programs or ECE associate degree program.

- Sixth Priority – Eligible providers who have accessed scholarship funding in the past, dropped their program without prior written notification and have not successfully completed their academic goal, but who now wish to re-enroll in an ECE program.
  - Current students who have talked with their POC and notified the college in writing that they need to stop out of their program for a period of time will retain their priority 1 status. They are considered continuing students even if they stop out of their program for 1-2 quarters. Summer quarter is not included for determining continuous enrollment.

Participating colleges will be provided information regarding eligible employers participating in the Department of Children, Youth, and Families' Early Achievers Program (QRIS).
Colleges are encouraged to explore and utilize other financial aid options for eligible students. Because EAG is not income-based, we serve students who may be just above the income requirements of need-based financial aid options. For those who qualify for need-based aid, we encourage to braiding those additional sources of funding into the student's financial aid package. Other funding sources that may be applicable include: Pell Grants, Washington College Grant, BFET, WorkFirst, and Worker Retraining, among others.

Please refer waitlisted or not eligible providers to other sources of aid.

Military Service Deployment
Eligible students who previously received Early Achievers Grant funding and are now returning from deployment should be considered 1st priority for grant funding upon returning to the college.

Waivers
Permission may be granted for eligible grant recipients to enroll in additional credits if they meet the following criteria:

1. Must complete one or more developmental courses in math and/or English to complete the one-year Early Childhood Education State Certificate and said courses exceed the 52 credit limit.
2. Are within a few courses of completing their Early Childhood Education one-year State Certificate, but could benefit from enrolling in one or two courses required for an Early Childhood Education Associate’s degree as they complete their State Certificate.
3. Have at least an Associate’s degree in Early Childhood Education or related degree as defined by DCYF, but need specific courses to retain employment. Communication from employer or DCYF requiring needed courses must be documented.

Colleges must submit a completed waiver form to the Grant Manager for processing. In the event the college has a student who may need a credit waiver, but does not fully meet the above criteria, please contact the Grant Manager for additional guidance.

Funding
The Early Achievers Grant is offered in partnership with the Department of Children, Youth, and Families (DCYF). The funding is allocated by DCYF and administered by SBCTC. Many of the grant requirements are directly from DCYF. Please reference the preceding section on waivers as they impact funding. Please see Fiscal Guidelines for more information.

The Early Achievers Grant funds must be expended no later than June 30, 2022.

Assumptions
The 2021-22 award recommendation assumes the following distribution of funds:

1. Early Achievers Grant (EAG) funds will be distributed to community and technical colleges that apply and are selected to participate in the financial aid program during the 2021-22 academic year.
2. One FTES is equivalent to 45 credits. For example, a student who enrolls for 18 credits fall quarter, 13 credits winter quarter and 15 credits spring quarter results in 1.0 FTES (18 + 13 + 15 = 45). The enrollment of several part-time students may be added together to determine FTES. For example, nine students who enroll in a five-credit course would total 45 credits or 1.0 FTES.

3. The EAG funding will be granted to the colleges in whole FTES increments (5, 7, 12, etc.) not partial FTES increments (3.4, 7.2, 15.7, etc.). Funding for an Early Childhood Education State Certificate

The contract with the Department of Children, Youth, and Families sets forth the requirements for Early Achievers Grant (EAG) funding. A student may receive EAG funding for up to 52 credits of eligibility.

**Additional Funding for an Associate Degree**

Students who successfully complete a one-year Early Childhood Education State Certificate are eligible to receive EAG funding supporting an additional 45 credits for coursework required for an Early Childhood Education Associate degree.

College Awards The college must apply for the full amount of funds per the following table. For example, if requesting 10 FTES, the college must apply for exactly $83,000. Once funding is determined, the college is expected to reach the FTES target equivalent to the funding amount. The chart below shows examples of FTES and corresponding funding.

**Examples**

<table>
<thead>
<tr>
<th>EAG Funding</th>
<th>1 FTES</th>
<th>2 FTES</th>
<th>3 FTES</th>
<th>4 FTES</th>
<th>5 FTES</th>
<th>6 FTES</th>
<th>10 FTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$4,800</td>
<td>$9,600</td>
<td>$14,400</td>
<td>$19,200</td>
<td>$24,000</td>
<td>$28,800</td>
<td>$48,000</td>
</tr>
<tr>
<td>Required Books and</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$6,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Support &amp;</td>
<td>$800</td>
<td>$1,600</td>
<td>$2,400</td>
<td>$3,200</td>
<td>$4,000</td>
<td>$4,800</td>
<td>$8,000</td>
</tr>
<tr>
<td>Wrap-Around Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Point-of-Contact</td>
<td>$1,700</td>
<td>$3,400</td>
<td>$5,100</td>
<td>$6,800</td>
<td>$8,500</td>
<td>$10,200</td>
<td>$17,000</td>
</tr>
<tr>
<td>Total</td>
<td>$8,300</td>
<td>$16,600</td>
<td>$24,900</td>
<td>$33,200</td>
<td>$41,500</td>
<td>$49,800</td>
<td>$83,000</td>
</tr>
</tbody>
</table>

Please see Fiscal Guidelines for information on how funds may be budgeted and how funds may be moved between budget categories.

The Early Achievers Grant funds must be expended no later than June 30, 2022.

**Student Support Budget Activity**

Three budget categories fall under Student Supports activity: Tuition and Fees, Textbooks and Instructional Materials, and Wrap-Around Student Services (budgeted in the “Misc.” cell). See Early Achievers Grant Fiscal Guidelines for a further information on these categories.

**Tuition and Fees**

The Early Achievers Grant funding provides up to $4,800 per FTES for tuition and fees. The grant
covers tuition and mandatory fees for eligible students up to 52 credits for an Early Childhood Education one-year State Certificate. If the student earns a one-year State Certificate in Early Childhood Education, they are then eligible for further Early Achievers Grant funding to support enrollment in an Early Childhood Education Associate degree program up to 45 additional credits. College Boards of Trustees approve college fees charged to students, therefore; each college shall determine the cost of full-time enrollment, not to exceed $4,800 per FTES. No additional application is needed for students who wish to pursue an Associate degree after completing the one-year State Certificate.

**Example:** 45 credits of tuition for 2021-22 is approximately $4,100. The college may also use grant funds for mandatory fees, such as lab or technology fees. The Early Achievers Grant funding will cover tuition and fees up to $4,800 for 52 credits.

Tuition funds may be moved to other budget categories within the Student Support budget activity if financial assistance from different programs (Pell, BFET, Worker Retraining, etc.) is used to backfill the funding that is being moved.

**Example:** The student receives tuition support for $2,000 from another financial aid program. The college may move $2,000 in Early Achievers Grant tuition funding to other budget categories such as textbooks or miscellaneous.

### Textbooks and Instructional Materials

Each college will receive $1,000 for each FTES funded through the Early Achievers Grant program to reimburse students for the purchase of required textbooks and other instructional materials.

Early Achievers Grant students may receive up to $1,000 for books and other instructional materials (printed materials used in place of in addition to textbooks) for their first 52 credits leading to an ECE one-year certificate. After completion of a one-year ECE certification, students are eligible for up to an additional $1,000 for textbooks and instructional materials to support completion of an ECE associate degree. To prorate the textbook and instructional materials maximum funding, divide $1,000 by the number of credits required for the 1-year certificate or second year of an associate degree. Students may be granted between $19.00 - $22.00 per credit for textbook and instructional materials purchases. If more than the prorated amount granted in a single quarter, future quarters must be adjusted to maintain a total under $1,000. This disbursement may be made directly to the student upon receipt of documentation the payment made was for eligible costs.

Grant funds may not be used to purchase computers, laptops, scientific calculators, etc. for students. Grant funds may not be used to purchase paper, notebooks, pens or other types of supplies.

If needed, these dollars may be moved to other budget categories within the Student Support budget activity to support additional FTES.

### Wrap-around Student Services

Each college will receive $800 for each FTES funded through the Early Achievers Grant program. The college may use this funding for wrap-around support services including, but not limited to; purchasing loaner laptops or textbooks, student success workshops, tutoring, advising, retention
strategies, and funding to mitigate student emergency conditions that if resolved will help students continue in the program.

In the event the college purchases laptops, textbooks, etc. for loan to students, the college must have a policy in place regarding the duration and conditions of the loan and consequences for damaging or not returning these materials. This policy must be communicated to students prior to their acceptance of the loaned item.

If needed, these dollars may be moved to other budget categories within the Student Support budget activity to support additional FTES.

**General Budget Activity**

Five budget categories fall under General budget activity: Salary and Wages, Employee Benefits, Goods and Services, Travel, and Contracts. See Early Achievers Grant Fiscal Guidelines for a breakdown of these categories.

**Staff Point-of-Contact**

The college will receive $1,700 for every FTES to support an Early Childhood Education Point-of-Contact. The Point-of-Contact will recruit, advise, and support Early Achievers Grant recipients. Please see the Early Childhood Education Point-of-Contact section of these guidelines. The college may utilize this funding for the salary, benefits, goods & services, and travel for one or more staff performing Point-of-Contact duties.

**Budget Revisions**

With SBCTC approval, funds may be transferred from General activity to Student Support Activity. With SBCTC approval, funds may be transferred from the Textbook category to the Tuition category, and funds in the Wrap-around Student Services category may be transferred to either Textbooks or Tuition categories. Budget revision requests must be submitted via the Online Budget and Invoicing System (OBIS). See Early Achievers Grant Fiscal Guidelines for further information.

The Early Achievers Grant - State funds must be expended no later than June 30, 2022.

**Refunds**

Any student receiving Early Achievers Grant funding who officially or unofficially withdraws will have funds returned to the Early Achievers Grant institutional account based on the college refund policy. All Early Achievers Grant funds collected from student refunds may be re-awarded to other Early Achievers Grant eligible students if refunds are received in the same fiscal year as disbursed. If returned after the close of the fiscal year, they must be returned to SBCTC to be returned to DCYF. Please follow your college’s standard refund policy.

Should the student re-enroll at a later date, those funds surrendered will apply and count toward the Early Achievers Grant tuition/fees funding maximum.

Typically, there are no refunds for books/instructional materials that have been purchased.

**Reporting and Coding**
Reports

The data within the FMS and SMS databases is used to complete a portion of the reporting by the State Board to the funder, the Department of Children, Youth, and Families (DCYF). Because data is shared with DCYF, students must complete a consent to data sharing at intake. It is essential to code students per the guidelines below in a timely manner in order for enrollments and completions to be recorded accurately.

To collect narrative information or data not available through the FMS and SMS databases, a quarterly report will be due on the following schedule. SBCTC will provide reporting templates after college grant applications are approved.

- September 27, 2021
- January 3, 2022
- March 28, 2022
- June 27, 2022

The data collected will assist the State Board to report information on student participation to the Department of Children, Youth, and Families.

Completions

As student retention is measured by continued enrollment and/or program completion, it is essential that all students completing one or more credentials be coded with the appropriate exit code. The most common exit codes for Early Achievers Grant students are as follows:

1. Associate Degree
2. Long Certificate + 90 credits
3. Long Certificate 45-89 credits
4. Short Certificate 20 to 44 credits
5. Short Certificate 1 to 19 credits

The full listing of exit codes can be found under “Completions” on the Guidelines for Reporting Degrees and Certificates web page or check with your college registrar.

Student Coding

Students receiving financial assistance, academic support, or other services from an Early Achievers Point-of-Contact, are to be coded as Early Achievers Grant students, using an unusual action code (Legacy) or student attribute (PeopleSoft). The coding is outlined below.

The Department of Children, Youth, and Families (DCYF) requires the colleges, through SBCTC, to report student enrollments, persistence and completions disaggregated by the grant recipients' employment categories. At in-take, potential grant recipients must identify the employment category that best describes their current employment situation: Family Home Child care owner or
employee, Child care Center owner or employee, ECEAP (Early Childhood Education and Assistance Program) employee, or Head Start employee.

**Student Unusual Action Codes in Legacy System**
Students are coded with one of three Unusual Action Codes on screen SM5003.

If multiple apply, use highest as listed below.

"E&" for students working at a family home child care business.

"E!" for students working at a child care center.

"E+" for students working at an ECEAP program.

"E-" for students working at a Head Start program.

The Unusual Action code is quarter specific, so the code must be applied each quarter, before finals. The student should not be coded for the Early Achievers Grant after departure from the ECE program. The quarterly records for these Unusual Action Codes do not need to be removed once coded, as they are quarter specific.

**Student Attribute Codes in PeopleSoft**
Student Plan Stacks are coded with one of three Student Attribute Codes. This code should be term activated each quarter. If multiple apply, use highest as listed below.

"SE02" for students working at a family home child care business.

"SE01" for students working at a child care center.

"SE03" for students working at an ECEAP program.

"SE04" for students working at a Head Start program.

These Student Attribute Codes will be coupled with a Student Group Code of "SEAG" coded to the student. This code should be verified each quarter, before finals. The student should not be coded for the Early Achievers Grant after departure from the ECE program.

**Financial Aid Coding**
An eligible student may receive Early Achievers Grant for tuition and mandatory fees up to 52 credits, not including credits documented on approved waivers. If the student has completed a one-year certificate in Early Childhood Education, and meets eligibility requirements, they may receive Early Achievers Grant funding for an additional 45 credits when enrolled in an Associate degree program in Early Childhood Education.

Early Achievers Grant students may receive up to $1,000 for books and other instructional materials for their first 52 credits leading to an ECE one-year certificate. After completion of a one-year ECE certification, students are eligible for up to an additional $1,000 for textbooks and instructional materials to support completion of an ECE associate degree. To prorate the textbook and instructional materials maximum funding, divide $1,000 by the number of credits required for
the 1-year certificate or second year of an associate degree. Students may be granted between $19.00 - $22.00 per credit for textbook and instructional materials purchases. If more than the prorated amount granted in a single quarter, future quarters must be adjusted to maintain a total under $1,000. This disbursement may be made directly to the student upon receipt of documentation the payment made was for eligible costs.

Students receiving Early Achievers Grant funds must receive an accepted award status code, (code 2) in the Financial Aid System (FAM). The financial aid award codes are the financial aid program codes (FAPC) below without the zero in the first space.

Financial Aid Program Codes in Legacy System

<table>
<thead>
<tr>
<th>Award Code</th>
<th>FAPC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA</td>
<td>0EA</td>
<td>EAG-Tuition (Tuition and Fees)</td>
</tr>
<tr>
<td>EB</td>
<td>0EB</td>
<td>EAG-Books (Books, supplies, etc...)</td>
</tr>
<tr>
<td>EC</td>
<td>0EC</td>
<td>EAG-Child care (Emergency child care)</td>
</tr>
<tr>
<td>ED</td>
<td>0ED</td>
<td>EAG-Trans Emergency transportation</td>
</tr>
<tr>
<td>E0</td>
<td>0E0</td>
<td>EAG-Other (Tutoring, exams/licensing fees, career services, etc...)</td>
</tr>
</tbody>
</table>

Financial Aid Program Codes in ctcLink

<table>
<thead>
<tr>
<th>FA Item Type</th>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>912000000700</td>
<td>Early Achievers Grant-Tuition</td>
<td>EAGTUTION</td>
</tr>
<tr>
<td>912000000710</td>
<td>Early Achievers Grant-Books</td>
<td>EAGBOOKS</td>
</tr>
<tr>
<td>912000000720</td>
<td>Early Achievers Grant-Chldcare</td>
<td>EAGCHLDCAR</td>
</tr>
<tr>
<td>912000000730</td>
<td>Early Achievers Grant-Transp</td>
<td>EAGTRANSP</td>
</tr>
<tr>
<td>912000000740</td>
<td>Early Achievers Grant-Other</td>
<td>EAGOTHER</td>
</tr>
</tbody>
</table>
Appendix A: Document Samples

This appendix contains samples of the documents referenced in the guidelines. Editable templates will be provided upon distribution of grant funds.

Student Application

---

## CONTACT INFORMATION

Name (Last, First, M.I.): __________________________________________________________

Street Address: ________________________________________________________________

City, State, Zip Code: ____________________________________________________________

Home Phone: ____________________ Cell: ____________________ Email: ____________________

---

## CHILD CARE EMPLOYMENT

To qualify for this grant, you must be employed at an Early Achievers site.

How long have you worked at your current employer? ____________________________ Current Schedule: ______ hours/week

Employer: __________________________ Employer’s Address: __________________________

Employer’s Phone: __________________________ Have you worked at this site for 3 months or more? ☐ Yes ☐ No

Your Rate of Pay Per Hour (optional): __________________________

---

## EDUCATION

☐ I am a new college student ☐ I am a returning student

Student ID Number (if one has been assigned): __________________________

I have earned: ☐ GED ☐ High School Diploma If not, what is the highest grade you completed? __________________________

Previous colleges or classes attended:

<table>
<thead>
<tr>
<th>SCHOOL / COLLEGE</th>
<th>CITY / STATE</th>
<th>DATES ATTENDED</th>
<th>FOCUS OF STUDY</th>
<th>CERTIFICATES / DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## SUPPORTIVE RESOURCES

Have you received financial assistance or support services through any community programs? Check all that apply.

☐ Financial Aid (Pell Grant, State Need Grant, Work Study, Loans)

☐ Adult Basic Education/GED

☐ English as a Second Language

☐ Student Support Services

☐ Worker Retraining Assistance

☐ Work Source / WIA

☐ Trade Act

☐ WorkFirst/WorkFirst Financial Aid

☐ Disability Support Services

☐ Displaced Homemakers Assistance

☐ Washington Department of Social and Health Services

☐ HBEST

☐ Career Exploration, Job Search Services or Career Assessment

☐ Other(s) __________________________

---

Please complete application on reverse side ▶
Early Achievers Grant, Scholarship Application, page 2

Please write a paragraph telling us why you want to be in the Early Achievers Grant program?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

STUDENT COMMITMENT

My signature below indicates that if I am selected, I understand and agree that;

• I am responsible for attending all my classes regularly.
• I am required to check in with my ECE Advisor / coordinator each quarter.
• I am required to maintain a minimum of a 2.0 GPA and complete a minimum of 50% of the credits attempted each quarter.
• I am responsible for maintaining up-to-date contact information with both Registration and Financial Aid offices.
• I give permission for my name and picture to be used to publicize this scholarship program, or I will leave written instructions on file with my advisor regarding restrictions.
• I hereby authorize the release of my academic records for the purpose of:
  1.) Determining eligibility  2.) Accessing student services  3.) Meeting reporting requirements and  4.) Analyzing the success of the grant program.

Signature ___________________________ Date ____________________________

Printed Name ____________________________

SAMPLE
Student Consent to Data Release to DCYF

Consent to the Release of Student Information to the Dept. of Children, Youth, and Families

When information about your college experience is combined with other student’s information, a picture of the Early Achievers program’s effectiveness emerges. Your consent is required in order for the information outlined below to be shared with the agency that funds Early Achievers scholarship program, the Department of Children, Youth, and Families (DCYF). DCYF studies this information to evaluate the program’s outcomes, challenges, and successes. Studying the program’s effectiveness helps DCYF obtain more funding for scholars. Only the information outlined below will be shared and sharing this information will not affect your ability to receive continued funding. This information will not be shared with any other state or federal agency. Thank you for consenting to the college sharing some information regarding your college experience with the scholarship funder.

As a participant in the Early Achievers Grant program, your consent to the following is required:

I __________________________ hereby authorize the release of data and information collected by my college regarding my Enrollment, Credential Completions, Demographics, Employment, and Student Support to the Department of Children, Youth, and Families, for the purposes of assessing program outcomes, challenges, and success.

Enrollment information includes:
- Student name and date of birth
- Credits completed
- Credits incomplete/dropped
- Enrollment from quarter to quarter
- Enrollment from year to year

Employment information includes:
- Employer name and type (center care, family home care, or ECEAP/Head Start)
- Employment verification data
- Required credentials to retain employment
- Job placement after completion

Student Support information includes:
- Student intent / chosen program of study
- Summary of student supports, successes, challenges, and reasons for dropped credits
- Types of assistance and amount of funding received (tuition, textbook, wrap-around services, advising and support, and enhanced Point of Contact services)

Demographic information, when provided by student, includes:
- Race/Ethnicity
- Gender
- Primary Language

Student Name (print)

Student Signature

Date Signed

Date Expires (7 years)

Point of Contact Name
Title
Phone
Email

College Name
College Address Line 1
College Address Line 2
City, State ZIP

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of a student’s educational records. These confidential records will not be released without written consent of the student. This consent is valid for 7 years. A copy of this form is valid to give my permission to share data and information. September 2018
Student Employment History and Verification Form

EARLY ACHIEVERS GRANT EMPLOYMENT HISTORY & VERIFICATION

SCHOLAR/EMPLOYEE NAME: ______________________________

EMPLOYER CONTACT

Employer: ______________________________ Early Achievers site? □ Yes □ No

Employer’s Address: ____________________________________________

Supervisor’s Name: ______________________________ Phone: __________

Email Address: ______________________________________________

EMPLOYEE INFORMATION

Employee’s Current Position: ______________________________________

Employee Start Date: ___________ Current Schedule: ______ hours/week

Over 3 months, has the employee worked min. of 10 hrs/week or 40 hrs/month? □ Yes □ No

EMPLOYMENT VERIFICATION BY EMPLOYER (completed annually)

My signature below indicates that I understand and agree that:
• The above information is accurate.
• I have received the Early Achievers Point-of-Contact’s contact information and I will notify them if the employee’s employment status changes.

Employer Signature: ______________________________ Date: __________

SCHOLAR ATTESTATION TO THEIR EMPLOYMENT STATUS (completed each subsequent quarter)

My signature below indicates that I understand and agree that:
• The above information is accurate.
• There has been no change in my employment status.

Quarter: _____ Scholar Signature: ______________________________ Date: __________

Quarter: _____ Scholar Signature: ______________________________ Date: __________

Quarter: _____ Scholar Signature: ______________________________ Date: __________

Employer – Please make a copy and save with your records
Waiver Form

Early Achievers Grant
Credits Waiver Form

This form is to be used when requesting permission to enroll grant recipients who:
1. Need more than 52 credits to complete the 1-year ECE State Certificate.
2. Have not yet finished the Early Childhood Education 1-year State Certificate, but could benefit from enrolling in 1 or 2 courses required for an ECE Associate’s degree.
3. Have at least an Associate’s degree in ECE, but need specific classes to retain employment.

Please fill out the college information below and either section 1, 2 or 3

College ___________________________ Date of Request ______________
Point-of-Contact ___________________ Phone ________________________
Email ______________________________
Student Name _______________________

Certificate student is pursuing: (check highest award student wishes to complete)
☐ Initial ECE Certificate
☐ One or more ECE Certificates of Specialization
☐ 1-year State ECE Certificate

Please fill in only section 1, 2 or 3:

1. Student completed developmental class(es) and has exhausted 52 credits of grant funding.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Qtr. Enrolled</th>
<th>Qtr. Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional classes requested for next quarter to complete an ECE Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Qtr. to be Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________________________________________
2. Student has completed many of the required classes for a 1-year State ECE Certificate, but additional required classes are not available during the next quarter, or the student has capacity to enroll in additional classes required for an ECE Associate’s degree.

How many classes does the student need to complete to be awarded a 1-year State Cert.? Additional classes requested for the next quarter to complete the 1-Year State ECE Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Qtr. to be Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional classes requested for the next quarter to complete an Associate’s Degree

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Qtr. to be Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Student already has an Associate’s or Bachelor’s degree, but needs to complete specific courses to retain employment.

Additional classes requested for the next quarter to retain employment.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Qtr. to be Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For State Board staff only

☐ Approved

☐ Denied

State Board Staff authorization
### Annual Schedule of ECE Courses Template

<table>
<thead>
<tr>
<th>College:</th>
<th>PoC Name:</th>
<th>PoC Phone:</th>
<th>PoC Email:</th>
</tr>
</thead>
</table>

#### SUMMER 19

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Day</th>
<th>Time</th>
<th>Mode</th>
<th>Location</th>
<th>Language</th>
</tr>
</thead>
</table>

#### FALL 19

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Day</th>
<th>Time</th>
<th>Mode</th>
<th>Location</th>
<th>Language</th>
</tr>
</thead>
</table>

#### WINTER 20

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Day</th>
<th>Time</th>
<th>Mode</th>
<th>Location</th>
<th>Language</th>
</tr>
</thead>
</table>

#### SPRING 20

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Day</th>
<th>Time</th>
<th>Mode</th>
<th>Location</th>
<th>Language</th>
</tr>
</thead>
</table>
### Quarterly Report Template

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th>SUMMER</th>
<th>Credentials Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Employee Type</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>College</td>
<td>Quarter</td>
<td>Current Worklist Headcount</td>
</tr>
</tbody>
</table>