

Data Dictionary

Site Details

Data field	Description of what to include
Name	In the Name box, please enter the site name that matches the County, Town, District, Site (CTSD) number. For example, "Arizona Elementary" is typed in as such and not "AZ Ele"
Address 1 & 2	In Address 1, please include the address of the physical site. In Address 2, please include the mailing address if different.
City	In the City box, please include the city of the physical site.
State	In the State box, please select Arizona.
Zip	In the Zip box, please include the zip code of the physical site.
Province	Please leave this box empty
Country	In the Country box, please include the "United States of America"
Phone	In the Phone box, please include the phone number of the site for general questions.
Fax	
Setting	In the Setting box, please indicate the type of setting (rural or urban) of the site.
Affiliation	In the Affiliation box, please indicate if the site is a smaller site reporting to a larger program (like an elementary school within a large district), or is an entity stand-alone (like a private child care provider).
Identifier	In the Identifier box, enter the site's Entity ID, please reach out to your program administrator if you need this number. If the program administrator needs this number, please reach out to KEAInbox@azed.gov or ECEInbox@azed.gov

Class Details

Data field	Description of what to include
Site	Please select the site name where the classroom is located
Teacher	Please select the lead teacher in the classroom, if there are co-leads please include the next teacher in Asst. Teacher 1 and click the box 'co-teacher'
Asst. Teacher 1	Optional data field! Please select the teacher that will be the co-teacher or the paraprofessional that will be in the classroom most of the time. Selecting a co-teacher, allows that teacher to be able to select preliminary levels and complete checkpoints. If you do not click co-teacher, then this teacher will only be able to upload documentation into portfolios.
Asst. Teacher 2	Optional data field! Please select the teacher that will be the co-teacher or the paraprofessional that will be in the classroom most of the time. Selecting a co-teacher, allows that teacher to be able to select preliminary levels and complete checkpoints. If you do not click co-teacher, then this teacher will only be able to upload documentation into portfolios.
Asst. Teacher 3	Optional data field! Please select the educator that will also be working in the classroom or with the children that may be able to capture pieces of documentation. This educator will not be able to set preliminary levels or complete checkpoints. You might want to consider related service providers for this data field.
Asst. Teacher 4	Optional data field! Please select the educator that will also be working in the classroom or with the children that may be able to capture pieces of documentation. This educator will not be able to set preliminary levels or complete checkpoints. You might want to consider related service providers for this data field.
Asst. Teacher 5	Optional data field! Please select the educator that will also be working in the classroom or with the children that may be able to capture pieces of documentation. This educator will not be able to set preliminary levels or complete checkpoints. You might want to consider related service providers for this data field.
Class Name	In the box for Class Name, please type in the name of the class as you'd like to identify it on reports. This is the permanent name of the class and does not need to include the year.
Age or Classes/Grades	In the box for age or classes/grade, please check the age levels of all the children in this class. In this data field, please check all that apply. Kindergarten (Purple)
Class Identifier	Optional data field! Please use this data field if the program has a nickname or unique identifier for each classroom. This name will not be included in most reporting features.
Curriculum Used	Please select "None"
Supplemental Curricula Used	Please select "None"

Child Portfolio Details-as a best practice, teachers should review this data at the beginning of every year for every child in their class as some of this information may change from year to year.

Data field	Description of what to include
Site	Please select the size of the classroom where the child is attending
Teacher	Please select the lead teacher of the classroom where the child is attending
Class	Please select the name of the class that child will be attending
Age or Class/Grade	Please select Kindergarten
First Date in Program	Please type in the date when the child started attending the program
First Name	Please type in the child's first name as listed on the birth certificate or other legal document
Middle Initial	Optional Data Field! Please type in the child's middle initial as listed on the birth certificate or other legal document
Last Name	Please type in the child's last name as listed on the birth certificate or other legal document
Nickname	Optional Data Field! Please type in the name a child prefers to be called if not their first name.
Identifier	Please type in the child's valid student ID (AZED#) as given by the Arizona Department of Education.
Gender	Please select the child's gender as listed on the birth certificate or other legal document
Birth Date	Please type in the child's date of birth as listed on the birth certificate or other legal document
Primary Language	Please select the primary language of the child as listed on the primary home language other than English form (PHLOTE) or another legal document
Ethnicity	If the parent has provided information about the child's ethnicity, please select the appropriate answer. If the parent has not provided this information, please select "No Response"
Race	Please select the appropriate response as listed on the birth certificate or another legal document
Student ID#	Optional Data Field! Please type in a unique identifier for the student as provided by the program, if applicable. Do not type in the child's student ID number (AZED#) in this data field.
Child Profile Picture	Optional Data Field! Please include a picture of the child.
Funding Source	This question is asking what funding sources are paying for that child's portfolio. For KEA the funding source is Arizona Department of Education
Free and Reduced Lunch	Optional Data Field! Please select if the child is eligible or not eligible for the free and reduced lunch program.
Assess this child using the Spanish Language and Literacy object?	Optional Data Field Please select "Yes" if this child is a native Spanish speaker and will be assessed in the areas of language and literacy by another native Spanish speaker and a certified educator. If the child is not a native Spanish speaker or cannot be assessed by a native Spanish-speaking certified educator, please leave this as a "No".
Custom Questions-if the child is Native American, may indicate the tribe	Optional Data Field! Please select the correct tribal membership for the child as reported by the parent or other legal document.
Custom Questions-did the child attend	Optional Data Field! Please select "Yes" or "No" if the child has attended an early childhood program before attending this program as reported by the parent.
early care or early childhood programs before?	
Custom Question- what type of early care or EC program did the child attend?	Optional Data Field! Please select the type of early childhood program the child previously attended, if appropriate, as reported by the parent.
Custom Question- is this program in QF?	Optional Data Field! Please select if the previously attended early childhood program was a Quality First site, as reported by the parent.

Custom Question-district responsible for implementing the services required in the child's IEP?	Optional Data Field! If the child has an IEP, please select from the drop-down what district provides the services on the IEP. If the child is in a K-3 classroom, please select "Kindergarten through Third Grade" (not preschool). If the child does not have an IEP, please select "Preschool Child does not have an IEP as of today's date".
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