

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 ECEInbox@azed.gov |
| Quality Indicators | In the Quality Indicators area, please indicate if this site has a current Quality First rating and the score or select "not currently enrolled in QF" if not applicable. |

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. Please note that preschool 3 is defined as 2 years before Kindergarten and pre-k 4 is defined as 1 year before Kindergarten and are grades, they are not ages. |
| Class Identified | 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. |

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.

| | |
|---|--|
| Program | Please select the program the child is attending |
| 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 the best age or class/grade level of the child whose data will be included in this portfolio. Please note that preschool 3 is defined as 2 years before kindergarten and pre-k 4 is defined as 1 year before kindergarten and are grade levels. |
| 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. |
| CTDS# Program of Attendance | Please type in the County/Town/District/School (CTDS) number where the child will be attending |
| CTDS# Responsible District | Optional Data Field! If the district/program responsible for providing services to the child and family is not the same as the district/program of attendance, please type in the responsible district/program's CTDS# here. |
| Funding Source | Please select all that apply. This question is asking what funding sources are paying for that child to attend this program, and it might be multiple funding sources. For example, the child could be placed in a Head Start Center and be receiving preschool special education (Part B) services. |
| Custom Funding Source question-Head Start | Optional Data Field! Please select the Head Start grantee of the program this child is attending. |
| If this child is placed in your program as his/hers LRE, please select the responsible district | Optional Data Field! If the child has an IEP but is not attending that district's preschool programming, please select from the dropdown the responsible district that is providing the IEP services. |
| Free and Reduced Lunch | Optional Data Field Please select if the child is eligible or not eligible for the free and reduced lunch program. Please select unknown if this information is not known. |
| 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 can not 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 QF site, as reported by the parent. |
| Custom Question-district responsible for implementing the services required in the child's IEP? | This data field is required for everyone. 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". |
