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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

May 13, 2010

Dear Coordinator for Publicly Funded Prekindergarten and Essential Early Education,

There are specific provisions within Act 62 requiring programs to “conduct child development assessments of each...child (included in a district’s ADM), using one or more instruments approved by the department of education (DOE) and department for children and families (DCF), at least two times per year, and report the results to the school district by June 30” [refer to Act 62 Sec. 10(7)]. The school district then needs to compile the results for all of the programs it partners with, as well as those it operates directly, and submit the data to the DOE by July 15<sup>th</sup>.

The 2009-2010 is the first academic year that this requirement has been in effect. All programs that count children in the school census as Pre-K or EEE should be using either the Creative Curriculum Developmental Continuum (CCDC) or Work Sampling System (WSS) to document student growth.

(Note: Programs may use other tools to document children on an Individualized Education Plan (IEP) who receive fewer than four hours of services and programming per week; other tools may also be used with the very small percentage of children with severe disabilities for whom CCDC or WSS is not appropriate.)

There are two methods school districts can use to share their data with DOE and DCF: (1) complete the attached Excel sheets if programs are using the paper version of CCDC or WSS, or (2) allow the DOE to access the necessary data on cc.net or online WSS if programs subscribe to these web-based reporting services. Since our records show that your programs are using the paper version of CCDC or WSS, we are sending you a CD with the forms you need to complete and submit no later than July 15, 2010. ***Please read the instructions file included on the CD carefully before filling out the Excel form(s).***

Once you have provided the child progress results for fall and spring for all of your programs, please save the file and return it in a CD envelope to:

Shirley Rawson  
Program Technician  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501

\*\*\*Please use procedures to maintain confidentiality when you complete the CD since it now contains child level information.

If you have any questions or encounter any problems, please contact me (email: [manuela.fonseca@state.vt.us](mailto:manuela.fonseca@state.vt.us), phone: 828-3850).

Sincerely,

A handwritten signature in blue ink that reads "Manuela Fonseca".

Manuela Fonseca, Ed.D.  
Early Education Coordinator