

# Early Learning - Prior Settings (Kentucky)

Last Modified on 07/10/2024 3:05 pm CDT

[Field Definitions](#) | [Create a New Early Learning/Prior Setting Record](#) | [Delete Early Learning/Prior Setting Records](#)

Tool Search: Early Learning/Prior Settings

The Early Learning/Prior Settings tool allows users to track and manage student Early Learning/Prior Setting data.

See the core [Early Learning](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Early Learning records.

*Early Learning/Prior Settings Tool*

## Field Definitions

The following table defines each available field.

Field	Description
<b>Type</b>	The type of early learning/prior setting program. This field is automatically set to the value tied to the Care Center (Name field) selected.
<b>Name</b>	The Care Center responsible for the student's assigned early learning/prior settings program. This field is populated by Care Center values published down to districts via the <a href="#">Care Center</a> tool.

Field	Description
<b>Address</b>	The address of the Care Center. This value is read-only and automatically populated based on the address tied to the Name (Care Center) selected. This value can only be changed at the State level via the <a href="#">Care Center</a> tool.
<b>License</b>	The license number of the Care Center. This value is read-only and automatically populated based on the license number tied to the Name (Care Center) selected. This value can only be changed at the State level via the <a href="#">Care Center</a> tool.
<b>Start Date</b>	The first day the student participated in the Early Learning/Prior Setting program.
<b>End Date</b>	The last day the student participated in the Early Learning/Prior Setting program.
<b>Comments</b>	Any comments about the student's Early Learning/Prior Setting record.

## Create a New Early Learning/Prior Setting Record

Early Learning/Prior Settings can only be created at the District level. This tool is read-only for State Edition users.

To create a new Early Learning/Prior Setting record, click the **Add Early Learning/Prior Setting** button. The Early Learning/Prior Setting Detail Editor will appear below.

Available fields and editor behavior will differ based on the Type selected. See the following sections for more information:

- [Creating an Early Learning Record for State-published Types](#)
- [Creating an Early Learning Record for District Types](#)

Add Early Learning/Prior Setting
Save

Early Learning/Prior Settings List

Type	Name	Address	Start Date	End Date
05 Child Care	St. Rita School	8709 Preston Highway Louisville, KY 40219	08/15/2013	

Early Learning/Prior Settings Detail

\*Type

\*Name

Address

License

\*Start Date

End Date

Comment

*Adding a New Early Learning/Prior Setting Record*

## Create an Early Learning Record for State-published Types:

To create a record with a **Type** of 01: State Funded Preschool, 03: Head Start or 05: Child Care, use the following steps:

1. Click the **New** button. The Early Learning/Prior Setting Detail editor will appear.
2. Enter the **Name** of the Care Center responsible for the program. As letters are entered, this field will automatically begin to show search results.
3. Once a **Name** (Care Center) is selected, the **Type**, **Address** and **License** fields will automatically populate based on the values tied to the Care Center selected.
4. Enter a **Start Date**. This is the first day the student participated in the program.
5. Enter an **End Date** (optional). This is the last day the student will participate in the program.
6. Enter any **Comments** (optional) about the student's Early Learning/Prior Settings record.
7. Select the **Save** icon. The record will appear in the Early Learning/Prior Settings List.

## Create an Early Learning Record for District Types:

To create a record with a **Type** of anything other than 01: State Funded Preschool, 03: Head Start or 05: Child Care, use the following steps:

1. Click the **New** button. The Early Learning/Prior Setting Detail editor will appear.
2. Select a **Type**. This value indicates the type of early learning/prior setting program.
3. Enter a **Start Date**.
4. Enter an **End Date** (optional).
5. Enter any **Comments** about the program (optional).
6. Select the **Save** icon. The record will appear in the Early Learning/Prior Settings List.

Once a record is created for a student at the district level, this information is synced to the State Edition. State users can access a read-only view Early Learning/Prior Settings records.

## Delete Early Learning/Prior Setting Records

To delete an Early Learning/Prior Settings record, select the record from the Early Learning/Prior Settings List, click the **Delete** button and select **OK**. The record will be deleted from Campus at the state and district level.

Early Learning/Prior Setting records can only be deleted at the district level. Once a record is deleted, the record no longer exists at the state level.