

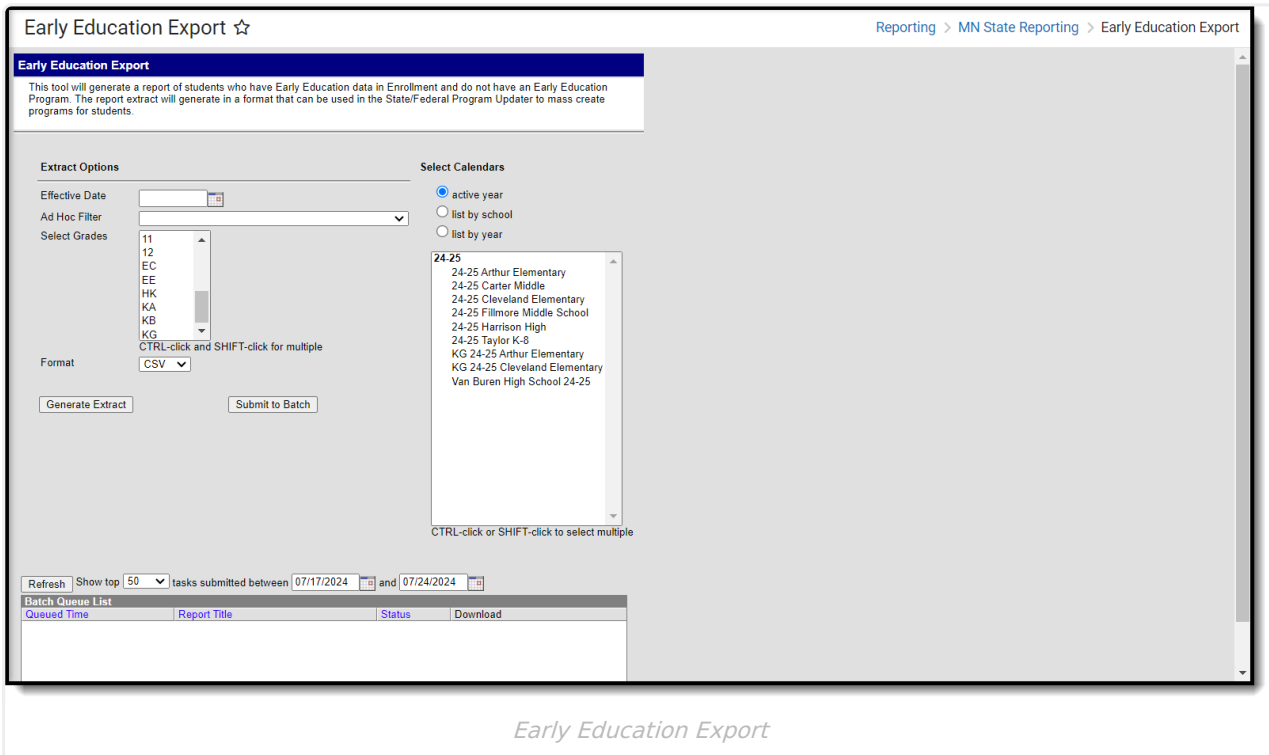
# Early Education Export (Minnesota)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Early Education Export

The Early Education Export generates a report of students who have Early Education data in Enrollment and do not have an Early Education Program. The report extract will generate in a format that can be used in the State/Federal Program Updater to mass create programs for students.



The screenshot shows the 'Early Education Export' tool interface. At the top, there is a breadcrumb trail: 'Reporting > MN State Reporting > Early Education Export'. Below this is a header bar with the title 'Early Education Export' and a star icon. A descriptive text box states: 'This tool will generate a report of students who have Early Education data in Enrollment and do not have an Early Education Program. The report extract will generate in a format that can be used in the State/Federal Program Updater to mass create programs for students.'

The main interface is divided into two columns. The left column, titled 'Extract Options', contains:
 

- 'Effective Date' with a date picker.
- 'Ad Hoc Filter' with a dropdown menu.
- 'Select Grades' with a list box containing: 11, 12, EC, EE, HK, KA, KB, KG. Below the list is the instruction 'CTRL-click and SHIFT-click for multiple'.
- 'Format' with a dropdown menu set to 'CSV'.
- Buttons for 'Generate Extract' and 'Submit to Batch'.

The right column, titled 'Select Calendars', contains:
 

- Radio buttons for 'active year' (selected), 'list by school', and 'list by year'.
- A list box showing a selection of school years: '24-25', '24-25 Arthur Elementary', '24-25 Carter Middle', '24-25 Cleveland Elementary', '24-25 Fillmore Middle School', '24-25 Harrison High', '24-25 Taylor K-8', 'KG 24-25 Arthur Elementary', 'KG 24-25 Cleveland Elementary', and 'Van Buren High School 24-25'.
- Below the list box is the instruction 'CTRL-click or SHIFT-click to select multiple'.

At the bottom of the interface, there is a 'Batch Queue List' section with a table. The table has columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. Above the table, there are filters: 'Refresh', 'Show top 50', and 'tasks submitted between 07/17/2024 and 07/24/2024'.

## Report Logic

- This report will generate a record population for students with Early Education Data on Enrollment, that do not have an Early Education State Program.
  - If a Student has a Grade Level of EE, PA, PB, PC, RA, RB, RC or EC and does not have an Early Education State Program with dates that overlap the Active School Year.
  - If student has more than one enrollment, report population should report a row for each valid enrollment.
- The report can be run against a district's active year as well as any prior year.
- The report can be run in District Editions.
- The report will be generated in CSV format as well as a human-readable format (HTML).

## Generating the Extract

1. Enter an **Effective Date**.

2. Choose a student **Ad Hoc Filter** to limit report results to applicable students in that filter.
3. Select **Grades** to include.
4. Select report **Format**.
5. Selected the **calendar(s)** that should be included in the extract.
6. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting an Early Education Export to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

## Report Layout

This report will generate all valid student information based on EE Enrollment data to allow the district to review and then create Early Education State Programs for the students using the State/Federal Program Updater. District staff will need to review the extract prior to submitting to the SFPU for duplicate data based on multiple enrollments, Attendance and Membership data, and IEP Status. Students who have an overlapping enrollment with and end date will generate on this extract with both start date and end date.

Element	Description & Format	Campus Location
<b>Student State ID</b>	The student's state identification number.  <i>Numeric, 13 digits</i>	Index> Student Information> Demographics  identity.stateID
<b>Last Name</b>	The student's last name.  <i>Alphanumeric, 40 characters</i>	Index> Student Information> Demographics  Identity.lastName
<b>First Name</b>	The student's first name.  <i>Alphanumeric, 40 characters</i>	Index> Student Information> Demographics  Identity.firstName

Element	Description & Format	Campus Location						
Start Date	<p>The start date of the Enrollment.</p> <ol style="list-style-type: none"><li>1. The enrollment must overlap current Active Year.</li><li>2. The enrollment must have one of the Grade Levels in DE70.</li></ol> <p><i>Alphanumeric</i></p>	<p>Student Information&gt; General&gt; Enrollments&gt; Start Date</p> <p>enrollment.startDate</p>						
End Date	<p>The end date of the Enrollment.</p> <ol style="list-style-type: none"><li>1. The enrollment must overlap current Active Year.</li><li>2. The enrollment must have one of the Grade Levels in DE70.</li></ol> <p><i>Alphanumeric</i></p>	<p>Student Information&gt; General&gt; Enrollments&gt; End Date</p> <p>enrollment.endDate</p>						
Exit Reason	<p>If Exit reason on the enrollment that overlaps the current Active Year equals</p> <table><tr><th>Enrollment</th><th>State Program</th></tr><tr><td>40: End of year, student was enrolled the last day of School</td><td>Program ended - year end</td></tr><tr><td>99: Enrollment Status has changed necessitating the closing..</td><td>Withdrawn, no reason specified</td></tr></table> <p>Populate the report with these, if blank or other than these two, populate a blank.</p> <p><i>Alphanumeric</i></p>	Enrollment	State Program	40: End of year, student was enrolled the last day of School	Program ended - year end	99: Enrollment Status has changed necessitating the closing..	Withdrawn, no reason specified	<p>Student Information&gt; General&gt; Enrollments&gt; Exit Reason</p> <p>enrollment.endStatus</p>
Enrollment	State Program							
40: End of year, student was enrolled the last day of School	Program ended - year end							
99: Enrollment Status has changed necessitating the closing..	Withdrawn, no reason specified							

Element	Description & Format	Campus Location																		
Program Name	<div><div>If Gradelevel is one of the following, populate the report as noted below:</div><table><thead><tr><th>State Grade Level</th><th>Report Population</th></tr></thead><tbody><tr><td>PA</td><td>Early Education - Voluntary PreKindergarten (VPK)</td></tr><tr><td>PB</td><td>Early Education - Voluntary PreKindergarten (VPK)</td></tr><tr><td>PC</td><td>Early Education - Voluntary PreKindergarten (VPK)</td></tr><tr><td>RA</td><td>Early Education - School Readiness (SR+)</td></tr><tr><td>RB</td><td>Early Education - School Readiness (SR+)</td></tr><tr><td>RC</td><td>Early Education - School Readiness (SR+)</td></tr><tr><td>EC</td><td>Early Education - Early Childhood Special Education (ECSE)</td></tr><tr><td>EE</td><td>Early Education (EE)</td></tr></tbody></table><div>If other than those Grade Levels, do not populate the report.</div></div>	State Grade Level	Report Population	PA	Early Education - Voluntary PreKindergarten (VPK)	PB	Early Education - Voluntary PreKindergarten (VPK)	PC	Early Education - Voluntary PreKindergarten (VPK)	RA	Early Education - School Readiness (SR+)	RB	Early Education - School Readiness (SR+)	RC	Early Education - School Readiness (SR+)	EC	Early Education - Early Childhood Special Education (ECSE)	EE	Early Education (EE)	<div>Student Information&gt; General&gt; Enrollments&gt; Grade Level</div> <div>enrollment.gradeLevel</div>
State Grade Level	Report Population																			
PA	Early Education - Voluntary PreKindergarten (VPK)																			
PB	Early Education - Voluntary PreKindergarten (VPK)																			
PC	Early Education - Voluntary PreKindergarten (VPK)																			
RA	Early Education - School Readiness (SR+)																			
RB	Early Education - School Readiness (SR+)																			
RC	Early Education - School Readiness (SR+)																			
EC	Early Education - Early Childhood Special Education (ECSE)																			
EE	Early Education (EE)																			

Element Program	Description & Format	Campus Location								
Section	<p>If Grade Level is one of the following, populate the report as noted below, else populate Blank/NULL:</p> <table><tr><th>State Grade Level</th><th>Report Population</th></tr><tr><td>PA</td><td>Section A</td></tr><tr><td>PB</td><td>Section B</td></tr><tr><td>PC</td><td>Section C</td></tr></table> <p>If other than those Grade Levels, report Blank/NULL</p>	State Grade Level	Report Population	PA	Section A	PB	Section B	PC	Section C	<p>Student Information&gt; General&gt; Enrollments&gt; Grade Level</p> <p>enrollment.gradeLevel</p>
State Grade Level	Report Population									
PA	Section A									
PB	Section B									
PC	Section C									
IEP Status	<p>If one of the following is selected for the Special Ed Status, populate the status of the students IEP. If Special Ed Status is Blank/Null or = None, populate a blank/NULL</p> <table><tr><th>IEP Status</th><th>Report Population</th></tr><tr><td>If student Special Ed Status is populated with code 4 or 6</td><td>IEP/IFSP is Current</td></tr><tr><td>If Student Special Ed Status is blank/NULL or has a code = 1 (None)</td><td>No IEP/IFSP</td></tr><tr><td>If code = 3, Not currently reporting</td><td>Developmental Concerns</td></tr></table>	IEP Status	Report Population	If student Special Ed Status is populated with code 4 or 6	IEP/IFSP is Current	If Student Special Ed Status is blank/NULL or has a code = 1 (None)	No IEP/IFSP	If code = 3, Not currently reporting	Developmental Concerns	<p>Student Information&gt; General&gt; Enrollments&gt; Special Education&gt; Special Ed Status</p> <p>enrollment.specialEdStatus</p>
IEP Status	Report Population									
If student Special Ed Status is populated with code 4 or 6	IEP/IFSP is Current									
If Student Special Ed Status is blank/NULL or has a code = 1 (None)	No IEP/IFSP									
If code = 3, Not currently reporting	Developmental Concerns									
Membership Hours	<p>If Membership Override on an Enrollment that overlaps an Active</p>	<p>Student Information&gt; General&gt; Enrollments&gt; State Reporting Fields&gt;</p>								

Element	Description & Format	Membership Override Campus Location
	<p>year is populated, populate the this report with that value, else,</p> <ol style="list-style-type: none"> <li>1. Report the value entered into (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Membership Override) (leading 0('s), 4 digits) when the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Membership Override) NOT = Null</li> </ol> </li> <li>2. Report the total number of Instructional Days available during the enrollment record Start and End Date when the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Membership Override) = Null</li> </ol> </li> <li>3. Report no higher than the value entered into (Scheduling &amp; Courses &gt; Calendar Setup &gt; Grade Level Setup &gt; Grade Level Editor &gt; Grade Level Detail &gt; Instructional Days Override) NOT = Null. when the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Scheduling &amp; Courses &gt; Calendar Setup &gt; Grade Level Setup &gt; Grade Level Editor &gt; Grade Level Detail &gt; Instructional Days Override) NOT = Null.</li> <li>2. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Membership Override) = Null</li> </ol> </li> </ol>	<p>enrollment.admOverride or calculated</p>
<b>Attendance</b>	If Attendance Override on an	Student Information> General>

Hours Element	Enrollment that overlaps an Active <b>Description &amp; Format</b> year is populated, populate the	Enrollments> State Reporting Fields> <b>Campus Location</b> Attendance Override
	<p>this report with that value, else,</p> <ol style="list-style-type: none"> <li>1. Report the value entered into (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Attendance Override) (0 pad, 5 digits) when the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Attendance Override) NOT = Null</li> </ol> </li> <li>2. Report the total number of Instructional Days for which the student was present during the enrollment record Start and End Date when the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Attendance Override) = Null</li> </ol> </li> <li>3. Report no higher than the value entered into (Scheduling &amp; Courses &gt; Calendar Setup &gt; Grade Level Setup &gt; Grade Level Editor &gt; Grade Level Detail &gt; Instructional Days Override) NOT = Null, When the following criteria are met:               <ol style="list-style-type: none"> <li>1. (Scheduling &amp; Courses &gt; Calendar Setup &gt; Grade Level Setup &gt; Grade Level Editor &gt; Grade Level Detail &gt; Instructional Days Override) NOT = Null.</li> <li>2. (Student Info &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Attendance Override) = Null</li> </ol> </li> </ol>	<p>enrollment.adaOverride or calculated</p>

Element	Description & Format	Campus Location
<b>Enrollment</b>	<p>Generates the school of the Enrollment and enrollmentID being reported.</p> <ol style="list-style-type: none"> <li>1. The enrollment must overlap current Active Year</li> <li>2. The enrollment must have one of the Grade Levels in DE70</li> </ol>	<p>Student Information &gt; State Programs &gt; Early Education &gt; Enrollment</p>
<b>Care Giver</b>	Always populate Blank/NULL	
<b>Funding Source</b>	Always populate Blank/NULL	
<b>Referral To/From</b>	Always populate Blank/NULL	