Preschool Enrollment

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> 🔔 **IMPORTANT: The UID system must be used to search for an existing UID for all entering pre-K students to avoid duplicate accounts.**

Pre-K Classrooms in NC Public Schools

All students attending a public-school setting (with a school number 300 or above) must be enrolled in the home school, including pre-K students. This includes pre-K students served through a CTE early childhood program. If the school does not have the pre-K grade in EDDIE, but has pre-K students to enroll, the pre-K grade levels must be assigned to that school in EDDIE. Public LEA and School numbers are assigned by the NCDPI Division of School Business Services. Information about requesting an LEA or School number can be found on the NCDPI website (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/student-accounting-data). Please refer to the Preschool Grade Levels (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/preschool-grade-levels) section for further guidance.

Pre-K Centers Operated by NC Public Schools

All students attending a PSU operated pre-K center that does not have a school number above 300 must be enrolled in the school where the teacher is assigned. If that school does not have the pre-K grade in EDDIE, the pre-K grade must be added.

Others

All pre-K students in a non-public school environment (non-public school/location), and who are referred to or are receiving services, must be assigned to the "program calendar" which is delivering the service. These program calendars are located in the NCDPI school, and the calendar numbers are as follows:

- OEC*: 292
- LEP: 293
- OMP: 294
- OHP: 297

*Note that if a pre-K student is enrolled in the OEC school and another program(s), the student should be enrolled in OEC 292 calendar, and the other programs must be indicated as a program.

Demographic Information

All current enrollment fields will apply to pre-K students. **The UID system must be used to search for an existing UID for all entering pre-K students to avoid duplicate accounts.** This will also ensure the alignment of data collection and will provide the required race and sex data.

Follow the steps for enrollment per your PSU guidelines and using the Priority Student Entry Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/prioritystudententrychecklist) article.

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