

Preschool Grade Levels

04/08/2026 2:27 pm EDT

Preschool Grade Levels

Pre-K students should be placed in the appropriate grade level based on their birth date.

Grade level is selected in the enrollment tool at the time of enrollment. If the pre-K grade levels are not displaying at the school, they must be added to the school at the Local Education Agency (LEA) Office level in EDDIE.

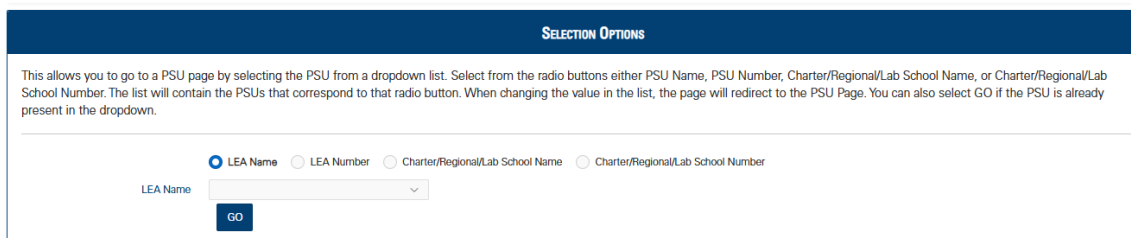


Important: The steps below must be performed in EDDIE, by the designated EDDIE personnel at your school or LEA. Contact your EDDIE subscribed user(s) to update EDDIE. These changes cannot be made directly in the Student Information System because the fields are locked by EDDIE.

Once the changes are completed in EDDIE, it will be automatically synced and reflected in the SIS within two days.

Edit Grade Levels in EDDIE

1. Access EDDIE located under <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/eddie> with your assigned EDDIE access credentials.
2. Under selection Options, locate the school district from the LEA Name drop-down menu and click Go or press Enter.



The screenshot shows a web form titled "SELECTION OPTIONS". Below the title is a paragraph of instructions: "This allows you to go to a PSU page by selecting the PSU from a dropdown list. Select from the radio buttons either PSU Name, PSU Number, Charter/Regional/Lab School Name, or Charter/Regional/Lab School Number. The list will contain the PSUs that correspond to that radio button. When changing the value in the list, the page will redirect to the PSU Page. You can also select GO if the PSU is already present in the dropdown." Below this text are four radio buttons: "LEA Name" (selected), "LEA Number", "Charter/Regional/Lab School Name", and "Charter/Regional/Lab School Number". Under the "LEA Name" radio button is a dropdown menu with the text "LEA Name" and a downward arrow. Below the dropdown menu is a blue "GO" button.

3. At the **PSU Identifier Information** field, click **School List**.

PSU Information

Apply Changes Return (Apply changes first) Cancel

PSU IDENTIFIER INFORMATION

School List

4. Click the appropriate school number under the **School Code** column.

Home

Q Go Actions

PSU Name	PSU Code	School Name	School Code	Address Line1	City	Zip Code 5	Fiscal Year	Operational Status	Grade Level Current
Alamance-Burlington Schools	010	Highland Elementary	010312	3720 Bonnar Bridge Parkway	Burlington	27215	2026	Open	KG:01:02:03:04:05
Alamance-Burlington Schools	010	E M Yoder Elementary	010320	301 N Charles Street	Mebane	27302	2026	Open	PK:KG:01:02:03:04:05
Alamance-Burlington Schools	010	Eastern Alamance High	010324	4040 Mebane Rogers	Mebane	27302	2026	Open	09:10:11:12:XG
Alamance-Burlington Schools	010	Eastlawn Elementary	010326	502 N Graham Hopedale Road	Burlington	27217	2026	Open	P3:PK:KG:01:02:03:04:05
Alamance-Burlington Schools	010	Edwin M Holt Elementary	010328	4751 S NC 62	Burlington	27215	2026	Open	KG:01:02:03:04:05

5. Under **Grade Levels**, check the appropriate grade levels for the school and click **Apply Changes**. Refer to the Birth Date Ranges table listed below.

Home Apply Changes Return (Apply Changes First) Cancel

EDDIE SCHOOL FORM

SCHOOL IDENTIFIER INFORMATION

LEA Alamance-Burlington Schools

Official Sch. Name Highland Elementary

Federal No. 370003002838

School Name Highland Elementary

County Alamance

School Type Regular School

Virtual Status NOTVIRTUAL

Designation Type Public

Schedule Type Semester

School Code 010312

SBE Region Piedmont Triad District 5

Locale Type Rural, Fringe

Program Type None

Calendar Type Traditional

Extended Hours

GRADE LEVELS

Current P0 P1 P2 P3 PK KG 01 02 03 04 05 06 07 08 09 10 11 12 13 AE UG NG XG

Approved P0 P1 P2 P3 PK KG 01 02 03 04 05 06 07 08 09 10 11 12 13 AE UG NG XG

Once the changes are completed in EDDIE, it will be automatically synced and reflected in the SIS within two days.

Birth Date Ranges for Current Year - Next year for e.g.: 2025-26

Eddie	SIS Grade Level	Student's Age	Birth Date Range		Example
			From	To	
P0	IT	<1	September 1st of Current Year	August 31st of Next Year	9/1/25-8/31/26
P1	IT	1	Birth Date minus 1 year	Birth Date minus 1 year	9/1/24-8/31/25
P2	IT	2	Birth Date minus 2 years	Birth Date minus 2 years	9/1/23-8/31/24
P3	PR	3	Birth Date minus 3 years	Birth Date minus 3 years	9/1/22-8/31/23
PK	PK	4	Birth Date minus 4 years	Birth Date minus 4 years	9/1/21-8/31/22
KG	KG	5	Birth Date minus 5 years	Birth Date minus 5 years	9/1/20-8/31/21



Access EDDIE at: <http://apps.schools.nc.gov/eddie> (<http://apps.schools.nc.gov/eddie>)