Early Learning - Prior Settings (Kentucky)

Last Modified on 10/22/2022 10:22 am CDT

Field Definitions | Create a New Early Learning/Prior Setting Record | Delete Early Learning/Prior Setting Records

Classic View: Student Information > General > Early Learning/Prior Settings

Search Terms: Early Learning

The Early Learning/Prior Settings tab 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.
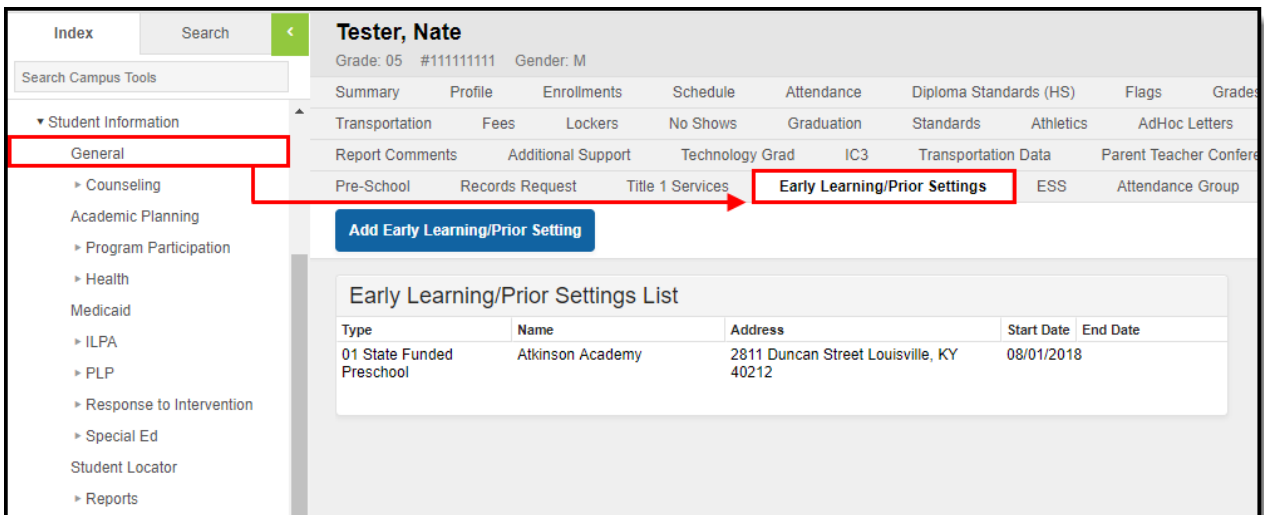

Image 1: Early Learning/Prior Settings Tab

Field Definitions

The following table defines each available field.

Field	Description
Type	The type of early learning/prior setting program. This field is automatically set to the value tied to the Care Center (Name field) selected.

Field	Description
Name	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 Care Center tool.
Address	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 Care Center tool.
License	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 Care Center tool.
Start Date	The first day the student participated in the Early Learning/Prior Setting program.
End Date	The last day the student participated in the Early Learning/Prior Setting program.
Comments	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 tab 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 (see Image 2).

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
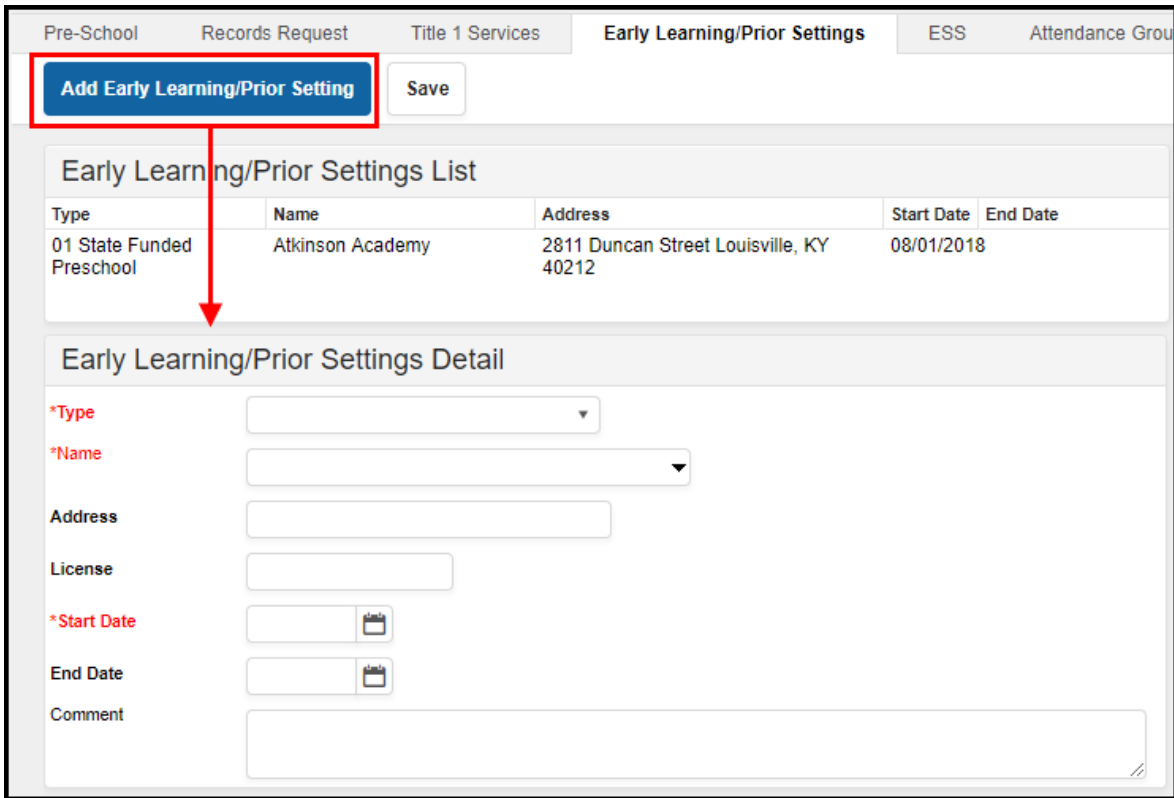- Creating an Early Learning Record for District Types

Image 2: Creating 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 (see Image 2).
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 (see image below).
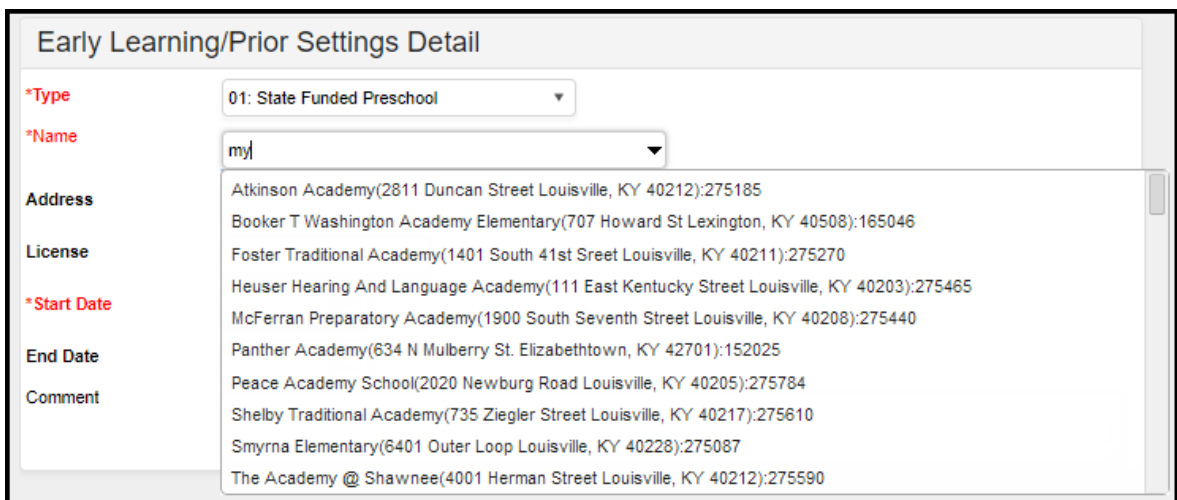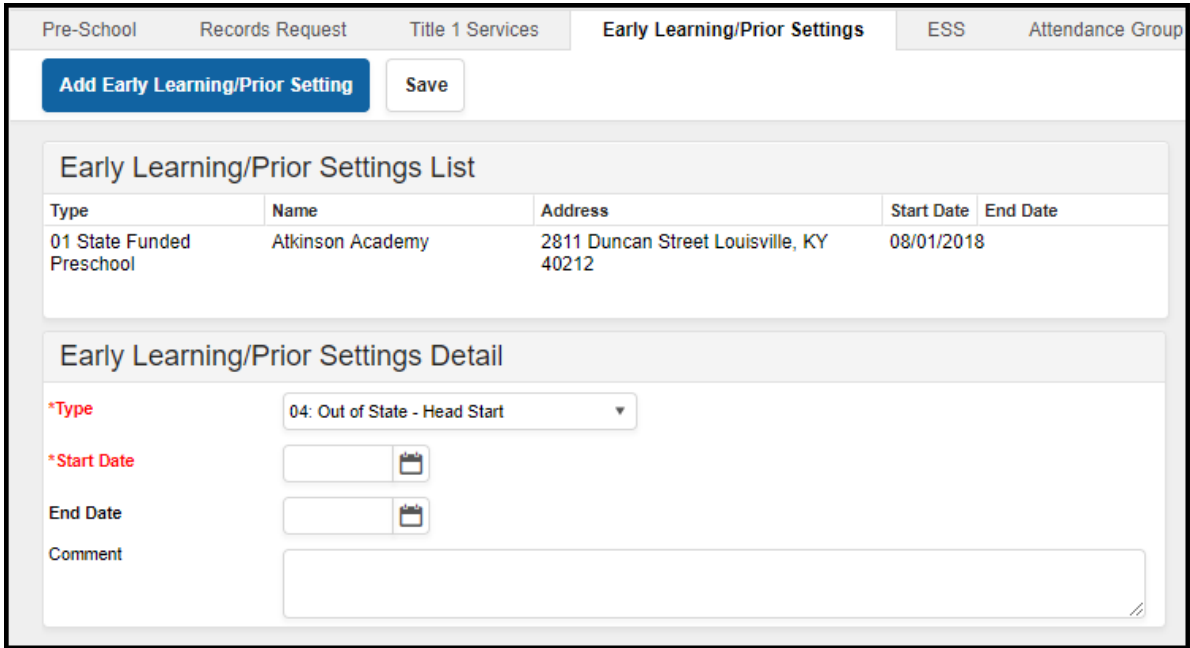
3. Once a **Name** (Care Center) is selected, the **Type**, **Address** and **License** fields will

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:

Image 3: Creating a District New Early Learning/Prior Setting Record

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 (see Image 3).
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 (Image 4).

Image 4: State Edition View of an Early Learning/Prior Settings Record

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** (see Image 5). 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.
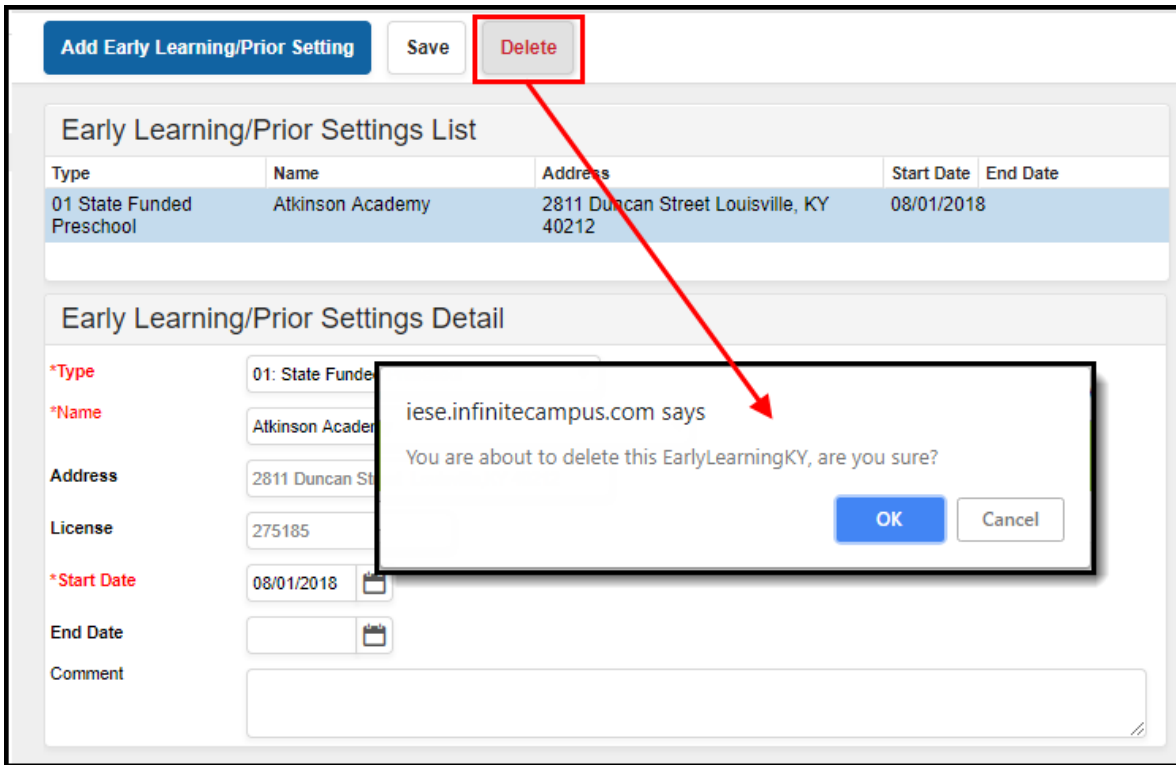
Image 5: Deleting an Early Learning/Prior Setting Record