



## VPK FAST PM2 Reminders!

The PM2 start date will be beginning this month for most providers. Please check our website for your PM2 start date and end date through our new automated system that is updated weekly! All you will need is the email used as the FAST contact in your provider profile and your Provider ID.

<https://www.ecs4kids.org/programs/vpk/providers/progress-monitoring/>  
Please remember, any changes to your classroom calendars can impact your progress monitoring dates, please verify these dates anytime you have a calendar change.

Some reminders for the PM2 testing period:

1. **Testing:** All VPK children must be tested before the end date of the testing window.

Please make sure you are checking your **STAR Testing Activity Report** periodically during your testing window to ensure all children have been tested, and that any newly enrolled children have also been tested.

2. **Non-Participation Status:** If you have a child that has a non-participation status, please make sure that you are entering this into Renaissance.

3. **Parent letters:** Please make sure that the parent letters are given to the parents within seven (7) days from the date of the child being tested.

4. **Documentation:** Per your VPK Contract, you must keep records for five (5) years. This now includes the **STAR Test Activity Reports** and **Star Parent Reports** for all progress monitoring windows. If signatures and dates are not included on the Star Parent Reports, documentation showing the parent was given the parent letter within seven (7) days will also need to be kept on file and available for monitoring as needed.

Examples of documentation of the receipt of the parent letter include, but are not limited to the following:

- A. A copy of the signed and dated parent letter by the parent. Note: The generated date on the parent letter should show a date within the seven (7) days of the child being tested.
- B. A form or spreadsheet (sign in sheet) you have created showing you met with the parent and the parent received the parent letter. It must show the child's name, parent name and date showing the parent letter was received.
- C. Email copy. If you have emailed the parent the parent letter, a copy of the email along with a copy of the attached parent letter.
- D. Home Connect: Have parents sign up for the Home Connect through Renaissance.

Provider will still need to keep documentation that the parent received the information/ parent letter through Home Connect within the seven (7) days from the date of the testing. This can be a copy of the email from the parent showing they received the notification from Renaissance.

**If you have any questions or concerns during your PM2 window, please contact Roushawn Saunders via email at [Roushawn.saunders@ecs4kids.org](mailto:Roushawn.saunders@ecs4kids.org) or by phone at 904-726-1500 ext. 2241.**

Thank you,  
Episcopal Children's Services

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