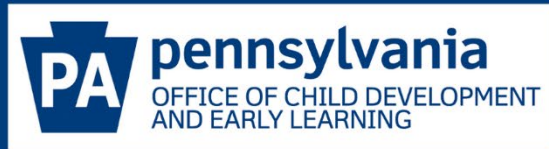


PKC 23-#002: PELICAN Data Entry Updates



Pennsylvania Office of Child Development and Early Learning
Bureau of Early Learning Policy and Professional Development

Issue Date: March 28, 2024

Effective Date: March 28, 2024

Subject: PELICAN data entry updates

To: Pennsylvania Pre-K Counts (PA PKC)

From:

A handwritten signature in black ink that reads 'Shante' A. Brown'.

Shante' Brown
Deputy Secretary, Office of Child Development & Early Learning
(OCDEL)

PURPOSE

To inform PA PKC providers about new requirements for reporting child enrollment information in PELICAN that will begin April 1, 2024.

BACKGROUND

A newly enacted law (section 1517-D of the Public School Code) requires PA PKC providers to provide OCDEL with the following information beginning April 1, 2024:

- 1) Notice and information on an eligible student enrolled in a program-funded slot in the approved provider's program within 15 days of the enrollment; and
- 2) Notice and information on an eligible student's removal from enrollment in a program-funded slot in the approved provider's program within 15 days from the removal of enrollment.

Section 1517-D also requires OCDEL to submit quarterly reports to the Pennsylvania Senate and House Appropriations Committees beginning July 31, 2024. These reports will include the following information:

- 1) The total number of eligible students enrolled in a program-funded slot for each approved provider organized by month in the previous quarter;
- 2) The number of eligible students newly enrolled in a program-funded slot for each approved provider organized by month in the previous quarter;

- 3) The number of eligible students removed from enrollment in a program-funded slot for each approved provider organized by month in the previous quarter;
- 4) The number of eligible students enrolled for 90% of the month in a program-funded slot for each approved provider organized by month in the previous quarter;
- 5) The number of total funded slots for each approved provider by month in the previous quarter;
- 6) A listing by county of the total number of requested program-funded slots for students from eligible providers in the county and the total number of slots approved for all approved providers in the county for the current fiscal year; and
- 7) Other information the department deems necessary.

DISCUSSION

Starting April 1, 2024, providers must update PELICAN within 15 days of a new enrollment or within 15 days of end dating an enrollment.

OCDEL will use this data to provide the quarterly reports to the General Assembly. As such, it is important that all data be reported accurately in PELICAN. This includes accurately reporting child start dates and end dates, and the reason for end dating an enrollment.

Materials on how to enter data into PELICAN are found at [PELICAN – The Pennsylvania Key \(pakeys.org\)](#). Specialists should be reviewing data with providers on an on-going basis to assure timely and accurate enrollment information within PELICAN at all times.

NEXT STEPS

1. Share this information with appropriate staff.
2. Lead agencies share with all partner agencies.
3. Review and update as needed any program policies related to the discussed topics.
4. Direct any questions to your Preschool Program Specialist.