

# FY27 Preschool ADM Renewal Application

Application to renew approval to count  
preschool students for ADM/Formula Funding



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Form # 05-26-029

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## Application Checklist

- Review application instructions.
- Finalize Continuous Quality Improvement (CQI) plan(s) for the previous three years.
- Create a list of certified early education program staff employed in school year 2025-2026. Denote staff with the Alaska Reads Act Early Education Lead endorsement.
- Obtain superintendent's signature on Preschool ADM Renewal Signature Page, DEED [form #05-26-030](#)
- Due May 15:** Submit all three application components via email to [earlylearning@alaska.gov](mailto:earlylearning@alaska.gov).
  1. CQI plan(s)
  2. List of 2025-2026 certificated early education program staff
  3. Preschool ADM Renewal Signature Page

Direct questions to [earlylearning@alaska.gov](mailto:earlylearning@alaska.gov).

## General Application Information

Approval from the Alaska Department of Education and Early Development is required for districts to count 4- and 5-year-old students in the Average Daily Membership (ADM) count for purposes of the public-school funding formula [[Sec 14.17.500\(d\)](#)]. The department's approval is valid for a three-year period. After the three-year period, a district must re-apply [4 AAC 60.210(i)] or approval will expire. This Preschool ADM Renewal application is intended for use by districts whose approval is expiring.

- To renew for FY27: Anchorage School District
- To renew for FY28: Skagway City School District and Valdez City School District

Electronic applications are required. Send completed application documents via email to [earlylearning@alaska.gov](mailto:earlylearning@alaska.gov).

Submission of a renewal application indicates acceptance by the applicant of the appropriate state administrative conditions.

All applicants submitting applications will receive an Application Receipt Acknowledgment by email.

## Instructions - Continuous Quality Improvement (CQI)

1. The district will submit documentation of Continuous Quality Improvement cycles spanning the previous three years, school years 2023-2024, 2024-2025, and 2025-2026.
2. Continuous Quality Improvement may be documented in the district's format of choice, for example Continuous Quality Improvement Planning (CQIP) forms or narrative reports.
3. The length of Continuous Quality Improvement cycles may vary across districts. Thus, districts may submit documentation of one, three, or more cycles. However, as described in the Alaska Early Education Program Standards, updates to the process must be made at least annually.
4. Supporting documentation may be hyperlinked to the CQI plan or briefly described within the plan. Districts should not submit files separate from the CQI plans.
5. See the rubric below for scoring criteria.

## Instructions - List of Certificated Early Learning Staff

1. The district will submit a list of certified early education program staff employed in school year 2025-2026.
2. Format: An Excel spreadsheet has been provided to each renewing district; districts may choose to use this spreadsheet or a similar one of their own creation.
3. The list should include all certified early education program staff employed in the current school year and:
  - a. First and last name as printed on the certificate issued by DEED.
  - b. Position title.
  - c. School/site assignment.
  - d. Yes, No, or In Process: Active AK Reads Early Education Lead Endorsement.
4. See the rubric below for scoring criteria.

## Instructions - Preschool ADM Renewal Signature Page

1. Obtain signature of superintendent or designee with signing authority.
2. Signature and date may be handwritten or electronic. Electronic signatures should be validated through a platform such as DocuSign.

## Timeline

**Renewal application due:** May 15, 2026. 11:59pm

**Application Reviewing Period:** May 16 - September 1, 2026

**Notification of approval:** on or before **September 1<sup>st</sup>**

## Review Process

DEED will email districts a letter of receipt within one business day of receiving the renewal application.

Upon receipt, DEED will complete a technical review to determine if components are complete. Districts will be notified of results within seven calendar days of the

submission date. Districts with missing information should submit necessary additions no later than seven calendar days from the date of notification.

After the technical review, applications will move through a panel review. Panelists will review application components to check for compliance with Alaska's Early Education Program Standards and other eligibility requirements.

Districts will be contacted during the review period if necessary for clarification or access to hyperlinked documents. Districts should respond within seven calendar days.

Panelists will score application components according to the scoring rubric at the end of this application.

The review process will be completed, and districts will be notified of program approval on or before September 1<sup>st</sup>. Approved districts may continue to count eligible 4- and 5-year-old students in the fall OASIS count.

## Eligible Recipients

Approval to count preschool students in the Average Daily Membership (ADM) for purposes of the public-school funding formula is based on the following criteria:

- Implement the Alaska Early Education Program Standards [[Sec 14.07.165\(a\)\(5\)\(A\)](#)], and
- Employ early education teacher(s) with the required and current teacher certification, including the Alaska Reads Act Early Education Lead Endorsement [[Sec 14.07.165\(a\)\(5\)\(B\)](#)].

Those districts who are approved on or before September 1 will continue to be eligible to report 4- and 5-year-old students in the district's average daily membership (ADM). Funding may be granted at a rate of 0.5 ADM for each eligible student enrolled for the full count period [[Sec 14.17.500\(d\)](#)]. Final determination of student eligibility will be made at the time of the fall OASIS count.

There are instances where districts are not eligible to receive formula funding. Per [Sec 14.17.500\(e\)](#), districts receiving state or federal funding specifically for pre-kindergarten programs are not eligible to count students for preschool ADM funding. See guidance document [Preschool ADM/Formula Funding](#) for more details.

DEED recognizes there may be nuances between classrooms within a single school district that cause differences in eligibility or funding. For example,

- Students enrolled in preschool classrooms not compliant with the [Alaska Early Education Program Standards](#) should not be counted for preschool ADM funding [[Sec 14.07.020\(a\)\(8\)](#)].

- Students receiving formula funding for IEP services may not be eligible to receive additional funding as determined at the time of the fall OASIS count [[4 AAC 09.015](#)].
- When a school district partners with a local or tribal Head Start program and the program is operated by the Head Start agency, the students may not be counted for preschool ADM funding [[4 AAC 60.210\(g\)](#)].

## Funding Limitation

Under Sec [14.17.500](#), approval is a required condition prior to counting eligible four- and five-year-old students in the funding formula, but it is not a guarantee of payment in a given fiscal year. Subsection (f) of the statute establishes a statewide limitation on the total amount of early education ADM aid that may be generated from one year to the next. When the total eligible amount across all approved districts exceeds that statutory growth limit and the available appropriation, the department is not authorized to fully fund every approved district. The statute directs that when funding is insufficient, distribution must be prioritized using each district's state accountability index score.

## Requirements to Maintain Approval

Approved districts will be required to certify their student counts annually per [Sec 14.17.600](#), [4 AAC 60.195\(a\)](#) and [4 AAC 09.015](#).

Approved programs will maintain adherence to Alaska's Early Education Program Standards. Non-adherence will result in revocation of approval and eligibility to receive formula funding for enrolled four- and five-year-old students. [[Sec 14.07.020\(a\)\(8\)](#)]

Approved districts will be required to submit an Approval to Operate report annually. [[4 AAC 60.170](#)]

Approval for preschool ADM is valid for a three-year period. After expiration of the three-year period, a district will re-apply in accordance with [4 AAC 60.210\(i\)](#).

## Appeals Process

Formal appeals will be handled according to Chapter 40, Alaska Administrative Code, Review and Appeals of Actions and Decisions Regarding funding [4 AAC 40.010](#).

## Scoring Rubric

Continuous Quality Improvement (CQI)		Scoring: Complete or Incomplete
Timeframe	For the previous three school years (SY 23-24, SY 24-25, and SY 25-26) continuous quality improvement planning has been updated or monitored at least annually.	
Early childhood focus	Each continuous quality improvement cycle is applicable to the district-wide early education program.	
Early Education Program Standards focus	Each continuous quality improvement cycle evaluates and informs one or more sections of the Alaska Early Education Program Standards.	
Format	Each continuous quality improvement cycle uses data to: <ol style="list-style-type: none"> <li>1. Plan: Collect and analyze data to identify program strengths and needs and to set goals.</li> <li>2. Do: Implement action steps and collect data throughout the cycle.</li> <li>3. Study: Review and analyze data to evaluate progress towards goals.</li> <li>4. Act: Refine and adjust practices based on findings.</li> </ol>	
<b>Alaska Reads Act Early Education Lead Endorsement</b>		
Teacher certification	Teacher(s) with the required and current teacher certification, including the Alaska Reads Act Early Education Lead Endorsement, were employed in SY 2025-2026.	

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