



**ECEDData**

Early Childhood  
Education Data

# Director Guide

<https://ecedata.alabama.gov>

# Home Screen Login

Link: <https://ecedata.alabama.gov>



ECEData

## Log in to ECEData.

Use the email and password that you **registered** with.

ADECE Staff Login

Email

ADECE Login

Password

Remember me?

Pre-K Director Log in

Register as a new user

Forgot your password?

Register as a new user at first login. The email address must already be on file with the department. This is accomplished via the PPF (Personnel Profile Form). Contact the Region Director for more information, if needed.

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Enter the email address on file with the department, create a password, then click the “Register” button.



ECEData

## Register for access to ECEData.

Create a new account or [Log in](#).

Email

Password

Confirm password

Register

**Note: This is only for current Alabama Pre-K Directors. Please use your Pre-K Site email address that ADECE has on file.**

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## Log in to ECEData.

Use the email and password that you **registered** with.

Email

anotheremail@test.com

Password

.....

Remember me?

[Pre-K Director Log in](#)

[Register as a new user](#)

[Forgot your password?](#)

Enter credentials on the login screen, check the “Remember me” box, then click the “Pre-K Director Log In” button.



ECEData

Classrooms

Sign out

## ECEData

Early Childhood Education

School Year: 2020-2021

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On the Home Screen, select the Classrooms tab.

## Classrooms

School Year: 2020-2021



Classroom Name	Classroom Code	Lead Teacher	Auxiliary Teacher	Site Code	Site Phone	Monitor	Coach	
Bay Minette Elementary Pre-K 1	702P00201.01	Braunwyne Mulkerne	Christy Williams	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Bay Minette Elementary Pre-K 2	702P00201.02	Katie Clewell	Christy Williams	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Bay Minette Elementary Pre-K 3	702P00201.03		Jordan Toth	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Daphne Elementary Pre-K 1	702P00202.01	Jennifer Pierce	Tracy Armstrong	702P00202	251-626-2424	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Daphne Elementary Pre-K 2	702P00202.02	Jessica Walters	Jami Brayton	702P00202	251-626-2424	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Daphne Elementary Pre-K 3	702P00202.03	Lauren Tatum	Shunda Andrews	702P00202	251-626-2424	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Delta Elementary Pre-K 1	702P00216.01	Lee Cruz	Sonja Lassiter	702P00216	251-937-3657	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>

All classes to which the logged-in Director is attached will be displayed.



# Classrooms

## School Year: 2020-2021

Classroom Name	Classroom Code	Lead Teacher	Auxiliary Teacher	Site Code	Site Phone	Monitor	Coach	
Bay Minette Elementary Pre-K 1	702P00201.01	Braunwyne Mulkerne	Christy Williams	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Bay Minette Elementary Pre-K 2	702P00201.02	Katie Clewell	Christy Williams	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>
Bay Minette Elementary Pre-K 3	702P00201.03		Jordan Toth	702P00201	251-937-7651	Julie Caminas	Emily Chronas	<a href="#">Budgets</a>

Click the “Budgets” link beside the classroom name to enter information for that class.

At the beginning of the school year, the “Approved/Initial” budget will be available in the Budgets list.

Click the “View” link to open it.



ECEData Classrooms

Sign out

## Budgets - Bay Minette Elementary Pre-K 1

Class Code: 702P00201.01

School Year: 2020-2021

Budget Type	Submitted	Submitted Date	Approved	Approved Date	
Approved/Initial	False		False		<a href="#">View</a>

[Back to List](#)

All amounts in the Initial Budget will be default set to \$0.00 with the exception of the Grant Amount at the bottom which will be autopopulated.

Click the "Edit" link beside a line item to enter the correct amount.

Name	OSR Budget	Primary / Additional Funds 1	Source of Primary / Additional Funds 1	Additional Funds 2	Source of Additional Funds 2	Additional OSR Funds	Total	
Quality Instruction								
Lead Teacher Salary	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Lead Teacher Benefits	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Auxiliary Teacher Salary	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Auxiliary Teacher Benefits	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Substitutes	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Payroll Taxes	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Background Checks	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>
Professional Development Registration	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	<a href="#">Edit</a>

When editing a budget line item, enter the correct amount(s) and select the source(s).  
Click "Save" when done.



ECEData Classrooms Sign out

## Bay Minette Elementary Pre-K 1

### 2020-2021: Approved/Initial Budget

#### Edit Budget Line

<b>Budget Item</b>	Background Checks
<b>OSR Budget</b>	<input type="text" value="\$0.00"/>
<b>Primary / Additional Funds 1</b>	<input type="text" value="\$0.00"/>
<b>Source of Primary / Additional Funds 1</b>	<input type="text" value=""/>
<b>Additional Funds 2</b>	<input type="text" value="\$0.00"/>
<b>Source of Additional Funds 2</b>	<input type="text" value=""/>
<b>Additional OSR Funds</b>	<input type="text" value="\$0.00"/>

[Back to Budget](#)

As line item amounts are edited, Subtotals and bottom line Total will be autocalculated.

Administrative Supplies (\$500 maximum)	\$500.00	\$0.00		\$0.00		\$0.00	\$500.00	Edit
<b>Subtotal:</b>	<b>\$500.00</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$500.00</b>	
<b>Total:</b>	<b>\$1,000.00</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	
<b>Grant Amount:</b>	<b>\$88,920.00</b>							

Budget requirement notes are provided at the bottom of the window. Any requirements that aren't met will be displayed in RED text. All requirements must be met before the "Submitted" box will appear.

There is also a text field for entering any needed "Budget Explanation" information.

The "Save" button may be used to save work and return to it later. This does NOT submit the budget.

- \* **The sum of Additional Funds 1 and Additional Funds 2 columns must equal or exceed 25% of Grant Amount.**
- \* **The total budgeted amount in the OSR Budget - Administration section may not exceed 6% of the Grant Amount.**
- \* **The total of the OSR Budget column must match the Adjusted Amount Received.**
- \* **A source is required if there are values in the Additional Funds 1 or Additional Funds 2 columns.**

Budget Explanation

Save

Once all requirements are met in the budget editing window, their text will be colored black and the “Submitted” checkbox will appear. Check the box and click the “Save” button to submit the budget.

- \* The sum of Additional Funds 1 and Additional Funds 2 columns must equal or exceed 25% of Grant Amount.
- \* The total budgeted amount in the OSR Budget - Administration section may not exceed 6% of the Grant Amount.
- \* The total of the OSR Budget column must match the Adjusted Amount Received.
- \* A source is required if there are values in the Additional Funds 1 or Additional Funds 2 columns.

**Budget Explanation**

information entry

**Submitted**



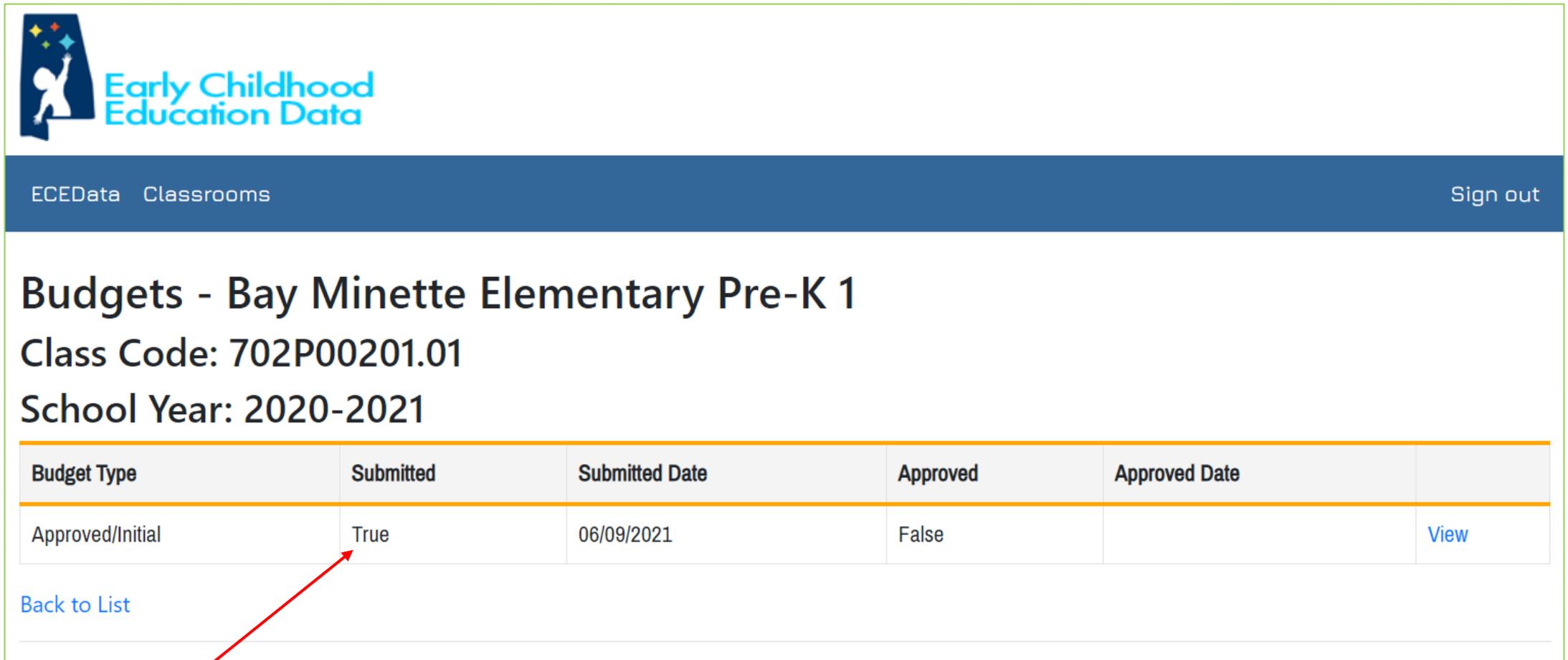
**Submitted Date**

Auto-filled upon save if Submitted is checked.

Save

[Back to Budget List](#) | [Back to List](#)

When the Budget is submitted, "True" will be displayed in the Budgets list for the classroom.



The screenshot shows the ECEData interface for a classroom. At the top left is the logo for Early Childhood Education Data. Below the logo is a navigation bar with "ECEData" and "Classrooms" on the left, and "Sign out" on the right. The main content area displays the following information:

- Budgets - Bay Minette Elementary Pre-K 1**
- Class Code: 702P00201.01**
- School Year: 2020-2021**

Below this information is a table with the following columns: Budget Type, Submitted, Submitted Date, Approved, Approved Date, and an empty column. The table contains one row of data:

Budget Type	Submitted	Submitted Date	Approved	Approved Date	
Approved/Initial	True	06/09/2021	False		<a href="#">View</a>

Below the table is a link labeled "Back to List". A red arrow points from the "True" value in the "Submitted" column to the "NOTE" section below the screenshot.

**NOTE:** When the Budget is submitted, it is LOCKED and amounts may no longer be edited. Only the Explanation field remains unlocked.

After the Budget is submitted, the Monitor for the classroom may modify “Reviewer Comments” text field and click “Save.”

The Region Director may unlock the budget if necessary and, when it is finalized, may check the “Approved” box and click “Save.”

<b>Reviewer Comments</b>	<input type="text" value="The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English."/>
<b>Submitted Date</b>	<input type="text" value="02/24/2021"/>
<b>Approved</b>	<input type="checkbox"/>
<b>Approved Date</b>	<input type="text"/>
<input type="button" value="Save"/>	
<input type="button" value="Unlock Budget"/>	

When the Budget is approved, "True" will be displayed in the Budgets list for the classroom.

## Budgets - Ashland TCRCC OSR Head Start Pre-K 1

Class Code: 514H45109.01

School Year: 2020-2021

Budget Type	Submitted	Submitted Date	Approved	Approved Date	
Amended (January Budget)	True	02/22/2021	True	02/22/2021	<a href="#">View</a>
Approved/Initial	True	02/22/2021	True	02/22/2021	<a href="#">View</a>
Final (May Budget)	True	02/22/2021	True	02/22/2021	<a href="#">View</a>

**NOTE:** The "Amended (January Budget)" will be displayed in the budgets list in January and will be available for editing at that time. The "Final (May Budget)" will be displayed in the budgets list in May and will be available for editing at that time.

**QUESTIONS?**