



Instructions for Rosters to CCR Analytics

Please send us your rosters including the below **required fields**:

- Child First Name
- Child Last Name
- Child Date of Birth
- Site/Center
- Classroom
- Program/Funding source (*State Preschool Program, Migrant, Head Start, First 5, Early Head Start, Title 1, Child Care Center, Family Child Care Home, Tribal Head Start, Other*)

If available, please include the below **preferred fields**:

- Type of Assessment (*IT, PS, SA*)
- Region
- Child Gender
- Child Primary Language
- Child Race/Ethnicity (*it is ok to include Race/Ethnicity in separate columns*)
- Special Needs (*IEP/IFSP information*)
- Original Enrollment Date (*not the enrollment date that resets every year, we want to who was in the program last year*)

All downloads should be sent to us in editable formats, like .csv, .xls, .txt format (not in .pdf).

Please send reports to support@ccr-analytics.com.

If you have any questions, please contact us at 800-493-8621 or support@ccr-analytics.com.