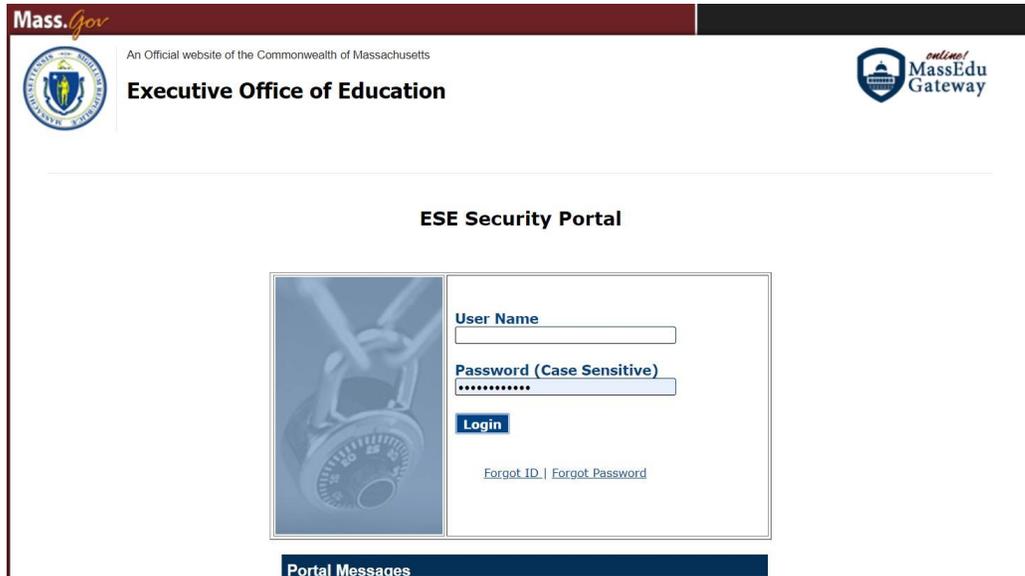


District User's Guide for the Early Childhood Outcomes Summary Database

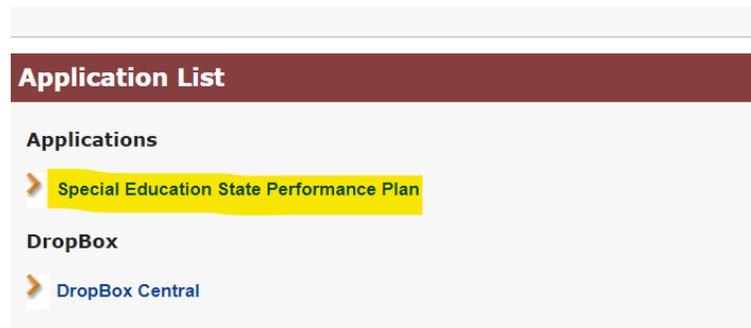
1. Log in to the [ESE Security Portal](#).



The screenshot shows the login page for the ESE Security Portal. At the top, there is a navigation bar with the "Mass.gov" logo on the left and the "online! MassEdu Gateway" logo on the right. Below the navigation bar, the text "An Official website of the Commonwealth of Massachusetts" is displayed. The main header area contains the "Executive Office of Education" logo and the text "ESE Security Portal". The central part of the page features a login form with a blue background image of a padlock. The form includes a "User Name" input field, a "Password (Case Sensitive)" input field with masked characters, a "Login" button, and links for "Forgot ID" and "Forgot Password". At the bottom of the page, there is a "Portal Messages" section.

If you do not have access to the Security Portal, please contact your district directory administrator, whose name is [listed here](#).

2. After logging in, click on the “Special Education State Performance Plan” application.



- Once you are in the “Special Education State Performance Plan” application, you will see “Indicator 7 – Early Childhood Outcomes Summary.”



Application List

Special Education State Performance Plan

Special Education State Performance Plan

You have access to the following applications:

- Indicator 7 - Early Childhood Outcomes Summary

- After clicking on “Indicator 7 – Early Childhood Outcomes Summary,” you will be taken to a page where you will select your district from the dropdown menu and click “Next.”

Special Education State Performance Plan

Special Education State Performance Plan

Indicator 7 - Early Childhood Outcomes Summary

[Return to Special Education State Performance Plan](#)

Welcome to the Early Childhood Outcomes Summary application.

The Child Outcomes Summary (COS) process is a way for states to measure the progress of preschool and process takes a before and after score of the child's development compared to typically developing peers:

School/District:

Next

- You will then see the list of schools needing to submit Indicator 7 data, as well as their submission status.

| # of Entry Ratings Entered | # of Exit Ratings Entered | # of Errors | Total Students | Status | Last Updated |
|----------------------------|---------------------------|-------------|----------------|-------------|--------------|
| 0 | 0 | 0 | 1 | Not Started | |
| 0 | 0 | 0 | 12 | Not Started | |
| 0 | 0 | 0 | 1 | Not Started | |
| 0 | 0 | 0 | 14 | | |

6. Once all schools have submitted their data, please review their submissions by clicking on each school, and when ready, click on the “Certify” button.

*****Not Finished - Please Review and Certify Below*****

- As the representative of the district authorized to enter ECOS data, I certify that the information is accurate and complete. I am checking this checkbox and clicking certify. Furthermore, the district has on file the relevant documents.

Certify

7. Data submission is now complete. If you or a school user needs to revise data after certification, please contact Juin Liu, Yi-Juin.Liu@mass.gov, or Zach Weingarten, Zweingarten@air.org, and they will decertify the submission so that you can make the appropriate changes.
8. You can always go back to a previous page by clicking ***Return to Select School/District*** or ***Return to Special Education State Performance Plan*** at the top of the page.

Special Education State Performance Plan

Indicator 7 - Early Childhood Outcomes Summary

[Return to Select School/District](#)

Select a school to start entering student-level ECOS data. Note: