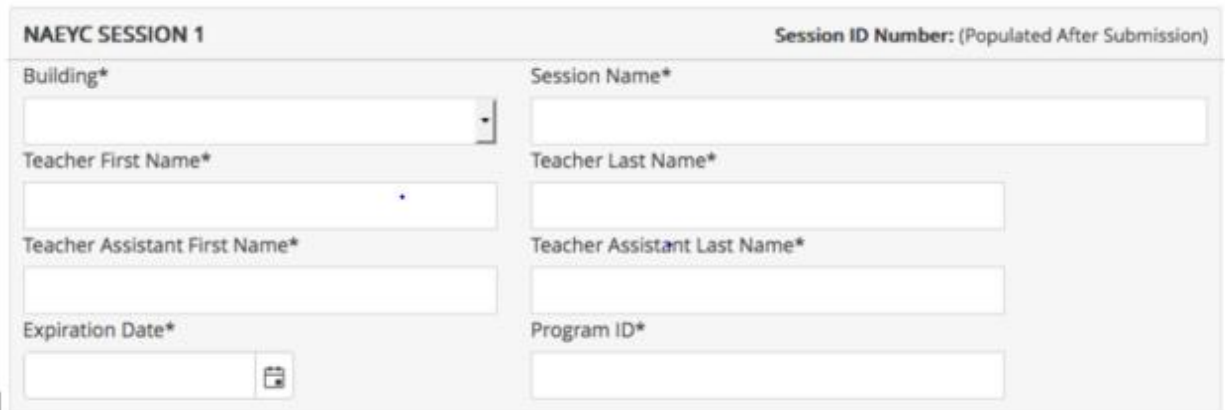**Instructions for Obtaining Preschool Session ID Numbers**

Session ID Numbers are not available until after the Preschool Desk Audit is submitted. Please Do not submit the Preschool Desk Audit until all information has been populated and the submission is final. Submissions are final and cannot be rescinded.

After Preschool Desk Audit Submission

1. Log in to CASA and navigate to the Preschool Desk Audit from the dashboard.
2. Scroll to the section for the program standard for which you would like to view or export Session ID numbers. The example below shows the process for the NAEYC program standard. The process is the same for HSPPS or IQPPS.
3. Individual Session ID numbers are found in the top right hand corner of the field where the session information was entered.

4. The option to export all Session ID numbers for all sessions following a particular program standard is found on the right just below the section heading.

5. Repeat these steps for each program standard to ensure that all Session ID numbers are exported and compiled.
6. The result will be Excel .csv files for all sessions following each of the program standards that apply across the district and its community partners. The columns included in the Excel files for each of the program standards will vary based on the required information for each program standard; however, the Session ID numbers will be in the furthest right hand column of the Excel .csv file for each program standard.
7. Session ID numbers will appear as twelve digits in length in the Preschool Desk Audit but only the last four digits should be entered into the district's student information system

for purposes of Student Reporting in Iowa for certified enrollment. District staff with edit or submit access to the Preschool Desk Audit should communicate Session ID numbers with the district designee for completing Student Reporting in Iowa.