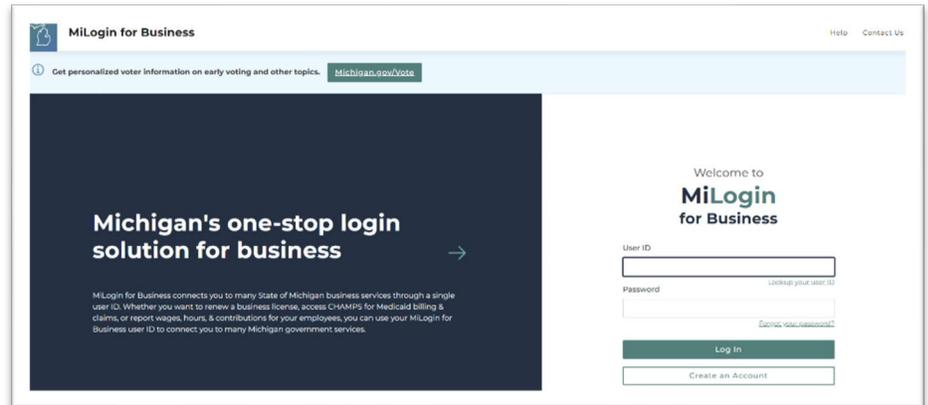


# Head Start Demographics Report Instructions Fiscal Year 2026

## **Accessing the Report**

The report is located in the State of Michigan's Next Generation Grant, Application and Cash Management System, or NexSys.

A MiLogin for Business account is required to access the report. If you have used NexSys in the past at your current or a past organization, you already have a MiLogin.



New NexSys users will first need to create a MiLogin for Business account. Please see these instructions for [Creating your MiLogin for Business Account](#).

A Michigan Educational Information System (MEIS) account is required for NexSys access. If you have used MEGS+ in the past at your current or a different organization, you already have a MEIS account. If you think you might already have an account, use the link below and follow the options to check. If you have never used MEGS+ and are sure you do not already have a MEIS account, you can create one here: [MEIS](#). Use the same link if you have forgotten your MEIS number.

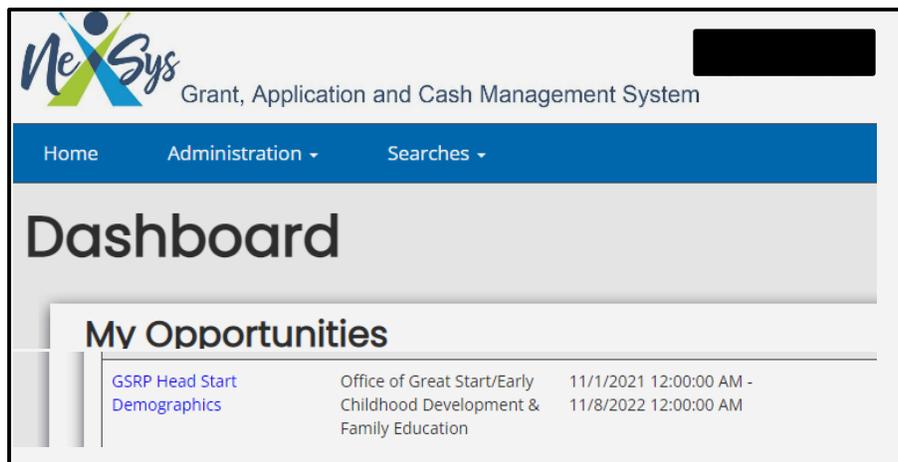
Once you have access to NexSys, an Authorized Official (Level 5 NexSys user) from your organization will need to assign you to the Head Start Demographics Report. Each organization is allowed only two Authorized Officials; this is typically a person who is legally authorized to sign contracts for the organization. The authorized official will also need to initiate the report via the first step described below.

**\*Accessing the report for new users is a multi-step process. Please ensure you have access well before the deadline.\***

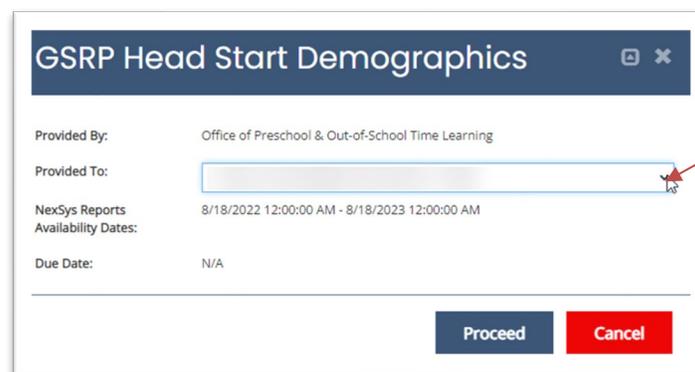
# Head Start Demographics Report Instructions Fiscal Year 2026

## **Locating and Completing the Report**

Once your organization's NexSys Authorized Official (Level 5 NexSys user) has assigned you to the Head Start Demographics Report and you have logged into NexSys, you will see the Dashboard with "My Opportunities" available. Scroll down to the GSRP Head Start Demographics and click the blue highlighted wording.



The pop-up screen below will appear. Use the drop-down arrow to select the Head Start agency you are completing the report for.



After the report has been initiated, in future sessions it will be found on the Dashboard under 'My Tasks.'

# Head Start Demographics Report Instructions Fiscal Year 2026

Next, the Document Overview screen will appear. From this screen, you will find the required forms to be completed for the Head Start Demographics. All the forms in green and blue menu to the left that have an empty box next to them (red outline below) are required to be completed prior to submission.

Home Administration Searches Reports Test PSAO

GSRP-2025-25000-00004 Document Overview

Forms

- Cover Page
- Important Information
- General
- Head Start Enrollment
- Identify Intermediate School Districts Serve by Head Start Grantee or Delegate Agencies

Template: GSRP Head Start Demographics Instance: GSRP Head Start Demographics Process: NexSys Reports

Document Name: GSRP-2025-25000-00004 Document Status: Report In Progress

Organization: Genesee ISD - 25000 Your Role: Authorized Official (5) Period Date: 10/1/2023 1:00:00 PM to 12/30/2023 12:00:00 AM Due Date: 12/30/2023 11:59:59 PM

Report In Progress Submit Report Review In Progress Modifications In Progress Modifications Submitted Report Accepted Administrative Review Complete Modifications Required Report Not Acceptable Amendment In Progress Amendment Submitted

## Cover Page

1. Click the Cover Page to begin.
2. Scroll down to find the space to enter a Main Contact Person and Secondary Contact Person. The main contact must be completed. If the individual you are looking for isn't available in the drop-down options, you will need to Add/Edit People as described on the next page.
3. After you have selected a Main and possibly a Secondary Contact Person, click SAVE in the upper right corner.
4. After you have saved the Cover Page, you will see a checkmark in the box on the left for that form indicating that it is complete.

NexSys Grant, Application and Cash Management System

MICHIGAN Department of Education

Home Administration Searches Test PSAO5

GSRP - FUN-2023-13000-00012 Cover Page

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Program Information

Cover Page

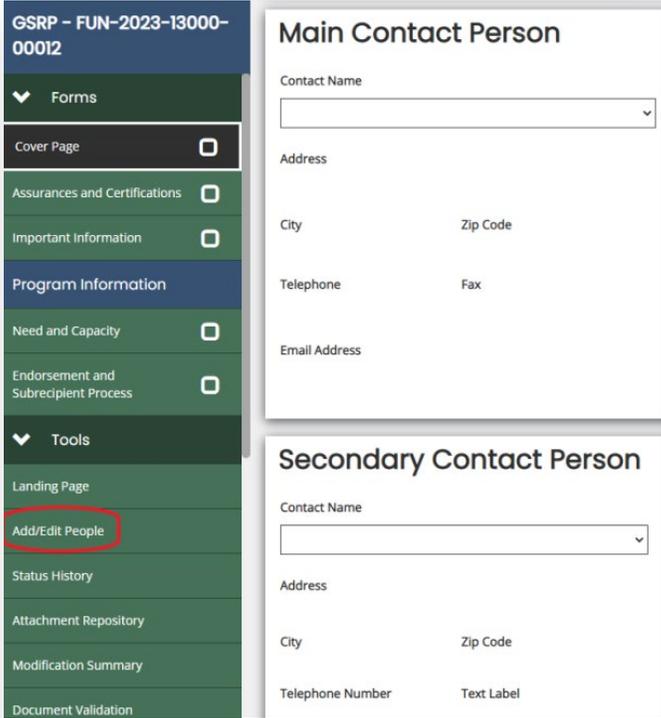
Michigan Department of Education  
GSRP Funding Application  
Office of Great Start Preschool and Out-Of-School Time Learning  
P.O. Box 30008  
Lansing, Michigan 48909

New Note | Print | Save

# Head Start Demographics Report Instructions Fiscal Year 2026

## **Add/Edit People**

On the left side of the screen, use the scroll bar to scroll down to the Tools section. In the Tools Section select Add/Edit People.



On the Add/Edit People screen you will find all individuals that currently have access to NexSys within your agency. Use the edit option to add additional individuals to the report.

▼ People Assigned to this Document +

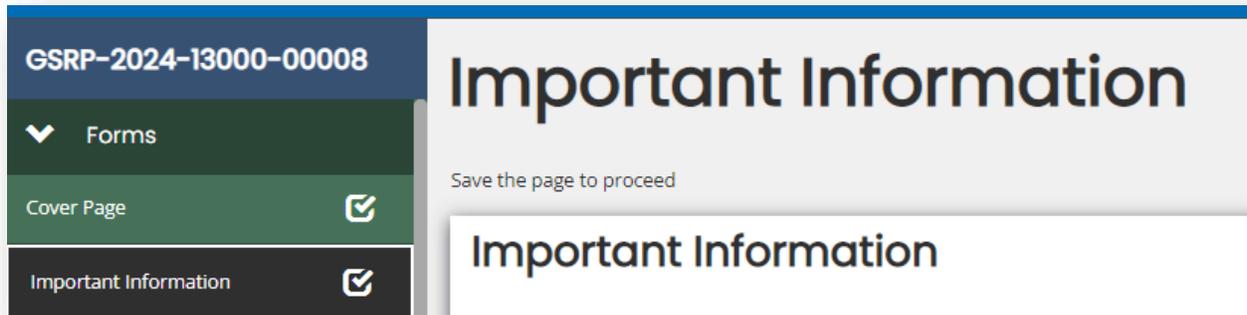
Person	Organization	Role	Active Dates	Assigned By	Notes
[REDACTED]	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	[REDACTED]
CTEAO, Test	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	[REDACTED]

The table shows two rows of data. The first row has a redacted person name and organization. The second row has the name 'CTEAO, Test' and a redacted organization. Both rows have the role 'Authorized Official (5)', active dates '06/15/22 -', and assigned by 'Grant System'. A red circle highlights the edit icons (pencil and trash) in the rightmost column of the table.

# Head Start Demographics Report Instructions Fiscal Year 2026

## **Important Information**

Click on the Important Information form.  
Review the page information and SAVE.



## **Head Start Enrollment**

On this page you will enter the number of 4-year-old children enrolled across the entire program, including any delegate agencies. The data should be taken from the **2023-24 Program Information Report (PIR)**.  
**Follow onscreen instructions as follows:**

The screenshot displays the 'Head Start Enrollment' form. The sidebar on the left shows the same identifier and a 'Forms' section with 'Head Start Enrollment' selected. The main content area is titled 'Head Start Enrollment' and includes the following instructions and fields:

**Instructions:**

- Please enter the appropriate number of children, enrolled and funded, by the Head Start grantee and delegate agencies.
- One child may not be reported more than once. In other words, all applicable children must be entered in either #1 or #2, but not both.
- Do not include children exclusively funded by other sources, such as those funded only by tuition or the Great Start Readiness Program (GSRP).

**Head Start Enrollment**

\* 1. Report the number of children funded exclusively by Head Start who were enrolled throughout the grantee and delegate agencies as reported in the Program Information Report (PIR) for 2021-22. These children must have been at least four, but less than five years of age, as of September 1, 2021.

\* 2. Report the number of children funded for GSRP/Head Start Blend who were included in the PIR for 2021-22.

3. Click **SAVE**, NexSys will display the total number of four-year-old children enrolled in Head Start on October 25, 2022.  
0

\* 4. Is there a plan to discontinue service, significantly reduce service, or close classrooms for the 2023-2024 school year for children who will be at least four, but less than five years of age, as of September 1, 2023? If so, please estimate the number of spaces that will be lost to serve four-year-old children. If not, please enter 0 (zero) in the box.

5. If item #4 reports anticipated loss of four-year-old spaces in 2023-2024, use the textbox below to describe why service may be interrupted.

6. Click **SAVE**, NexSys will enter the difference between items #3 and #4. This is the total number of four-year-olds that the grantee and delegate agencies expect to serve in 2023-2024.  
0

# Head Start Demographics Report Instructions

## Fiscal Year 2026

1. Enter the number of children who were at least four, but less than five years old on September 1, 2023, AND who were **funded and served exclusively by Head Start**, i.e. not in a GSRP/Head Start Blend, as reported in the 2023-24 PIR.
2. Enter the number of children who were at least four, but less than five years old on September 1, 2023, AND who were funded and served with blended GSRP and Head Start funding, i.e., GSRP/Head Start Blend, as reported in the 2023-24 PIR.
3. Click SAVE. The total reported in 1. and 2. will be calculated and populated in 3.
4. This is where you can report any discrepancies between the number of children reported in 1. and 2. and what is being planned for 2025-26. **Please carefully consider whether the program is planning to serve fewer 4-year-olds in 2025-26.** If so, enter the difference between the number served in 2023-24 and the number the program is planning to serve in 2025-26. If no changes are expected, enter 0.
5. Use this space to explain the reasons for any differences reported in 4. For example, the agency is moving to serving more 3-year-olds, or the agency has completed an enrollment reduction agreement with the Office of Head Start.
6. Click SAVE. The difference (if any) between the number of children reported in the PIR and the estimated number of spaces planned for 4-year-olds in 2025-26 will be calculated and displayed in 6.

At the bottom of this page, you will be able to enter the name and contact information of the Head Start employee that the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) can contact in the event of any questions about the data entered in the report.

\*Make sure you save the page one last time with the SAVE option at the top right of the page before moving to the next page.

# Head Start Demographics Report Instructions Fiscal Year 2026

## **Identify Intermediate School Districts**

On this page, you will report each Intermediate School District (ISD) served by the agency and delegate agencies. The resident ISD must be reported for all children served. An ISD should be selected if even one Head Start child is a resident of that ISD.

**Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies**

**Instructions:**

- Select an Intermediate School District (ISD) with residents served by this agency from the drop-down box below.
- Click **SAVE**. ISD selection will be visible on the Local Education Agency Residents screen.
- To add another ISD, click **ADD**, select the next ISD from the drop-down menu and then click **SAVE** (repeat this process to add each additional ISD). Upon the addition of a second ISD, a folder icon will appear next to the Identify Intermediate School Districts Served by Head Start Grantee and Delegate Entities form to the left. Click on the arrow next to the folder to see a list of added ISDs.
- Once you have completed entering all of your ISDs you can move to the Local Education Agency Residents page by clicking on the page title in the left navigation pane.

**Identify Intermediate School Districts Served by Head Start Grantee and Delegate Agencies**

\* Intermediate School District Served:

1. Use the dropdown menu to select the first ISD. **SAVE**.
2. To add another ISD, click **ADD**.
3. Select the second ISD and **SAVE**. Repeat to add additional ISDs until all ISDs served have been added.

\*Make sure you save the page one last time with the **SAVE** option at the top right of the page before moving to the next page.

## **Local Education Agency Residents**

NexSys will prepopulate this page with the local school districts from each ISD you entered.

1. Enter the number of 4-year-old children reported as served in the PIR who reside in each school district listed based on the funding utilized to serve the child. **SAVE**.

**Local Education Agency Residents**

**Instructions:**

- In the first column, enter the number of four-year-old children reported in item #1 of the Head Start Enrollment page who reside within each Local Education Entity (LEA).
- In the second column, enter the number of four-year-old children reported in item #2 of the Head Start Enrollment page who reside within each LEA.
- Click **SAVE** to update column totals.
- Click **SAVE** at top of page to verify accuracy of data entry. Make corrections, if necessary and click **SAVE**. Repeat until no page errors are displayed.

To submit, click the Submit Application Report Submitted link located under Status Options of the left-side navigation bar. This acts like the Global Errors option from NexSys and will notify you if there are any outstanding issues. Once all errors are corrected, click Report Submitted again and you will then be prompted to confirm that you want to submit the report by clicking OK.

**Local Education Agency Residents**

ISD	District	Number of Children Funded Exclusively by Head Start	Number of Children Funded for GSRP/Head Start Blend
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

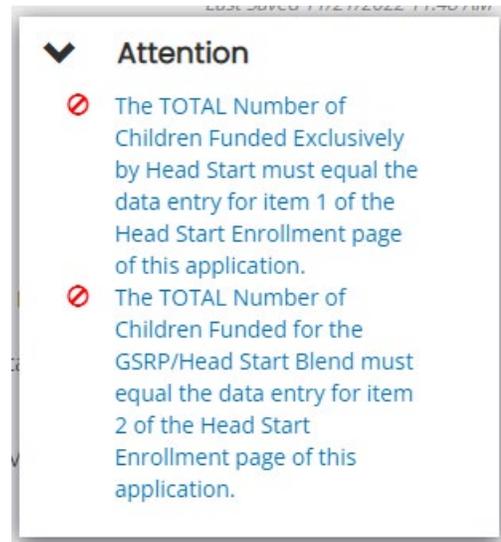
# Head Start Demographics Report Instructions Fiscal Year 2026

The total of all children entered in the *Number of Children Funded Exclusively by Head Start* column (left) must equal the number of children reported on the Head Start Enrollment page under item 1.

The total of all children entered in the *Number of Children Funded for GSRP/Head Start Blend* column (right) must equal the number of children reported on the Head Start Enrollment page under item 2.

The following error messages will appear on the screen until the totals in both columns equal the numbers entered on the Head Start Enrollment page.

\*You must SAVE the page with the correct numbers before the error messages disappear.

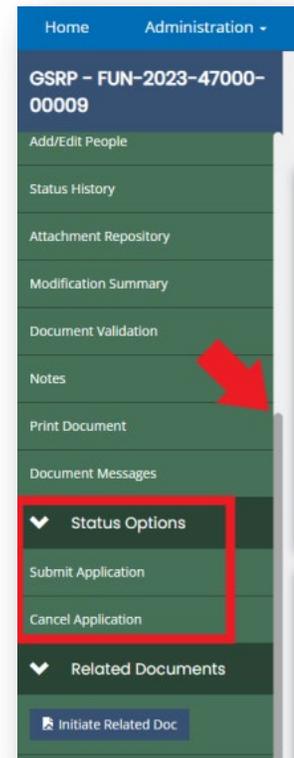


## **Submitting the Report**

To submit the Report, use the green and blue menu on the left side of the screen. Scroll down, to Status Options. Click Submit Application.

If you do not see the option to Submit Application, click the arrow next to Status Options to open that portion of the menu.

A pop-up message will appear if there are any errors or unfinished pages. Follow the links or use the left-hand menu to navigate to and correct/complete the page(s).

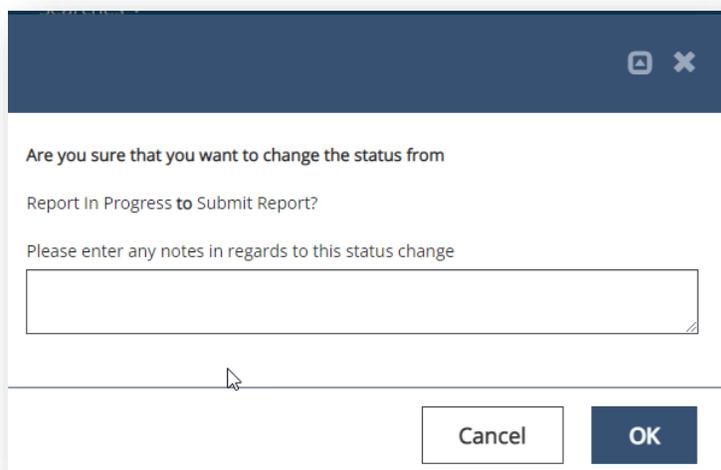


# Head Start Demographics Report Instructions Fiscal Year 2026

## **Submitting the Report, continued**

Once all pages are correct and complete, return to Status Options and click Submit Application.

A pop-up will appear. You may enter a note or leave the box empty. Click OK. You may have to click OK two times.

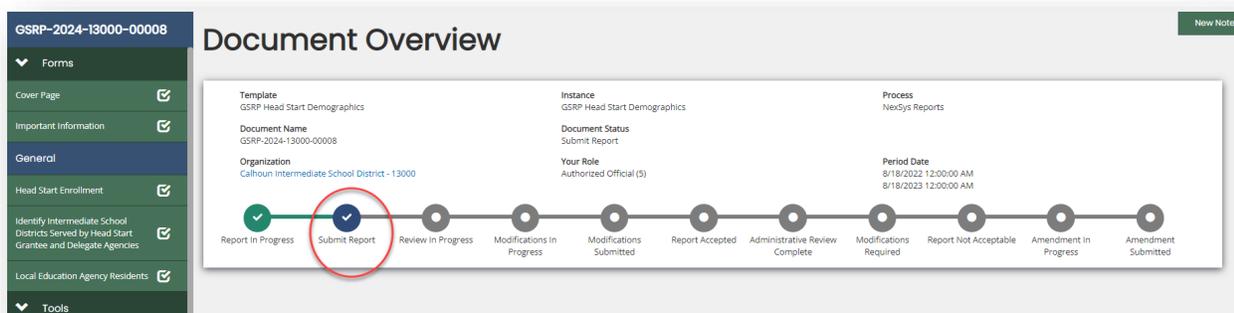


Are you sure that you want to change the status from  
Report In Progress to Submit Report?

Please enter any notes in regards to this status change

Cancel OK

**Thank you!** You will now notice the Document Overview screen progress bar indicates *Report Submitted*. The Head Start Demographics Report process is now complete and available for MiLEAP to review.



**Document Overview**

Template: GSRP Head Start Demographics  
Instance: GSRP Head Start Demographics  
Process: NexSys Reports

Document Name: GSRP-2024-13000-00008  
Document Status: Submit Report

Organization: Calhoun Intermediate School District - 13000  
Your Role: Authorized Official (5)  
Period Date: 8/18/2022 12:00:00 AM

Report In Progress Submit Report Review in Progress Modifications in Progress Modifications Submitted Report Accepted Administrative Review Complete Modifications Required Report Not Acceptable Amendment in Progress Amendment Submitted

## **Questions?**

Contact: Dan Membiela @ [MembielaD@Michigan.gov](mailto:MembielaD@Michigan.gov)  
Or, Heather Lucas @ [LucasH@Michigan.gov](mailto:LucasH@Michigan.gov)