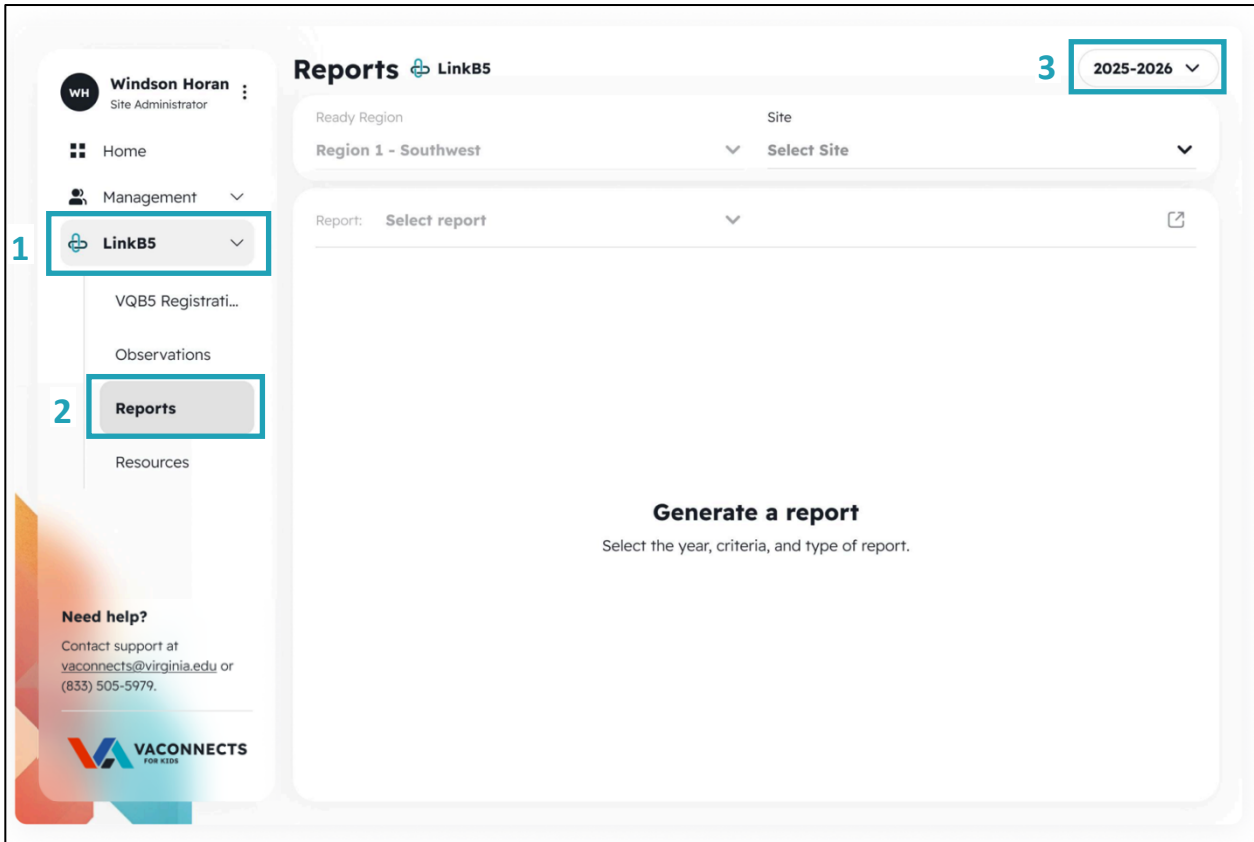


Select and Export Reports Guide

For Site Administrators, including Family Day Home Providers, Multi-Site Administrators, and Ready Region Leads

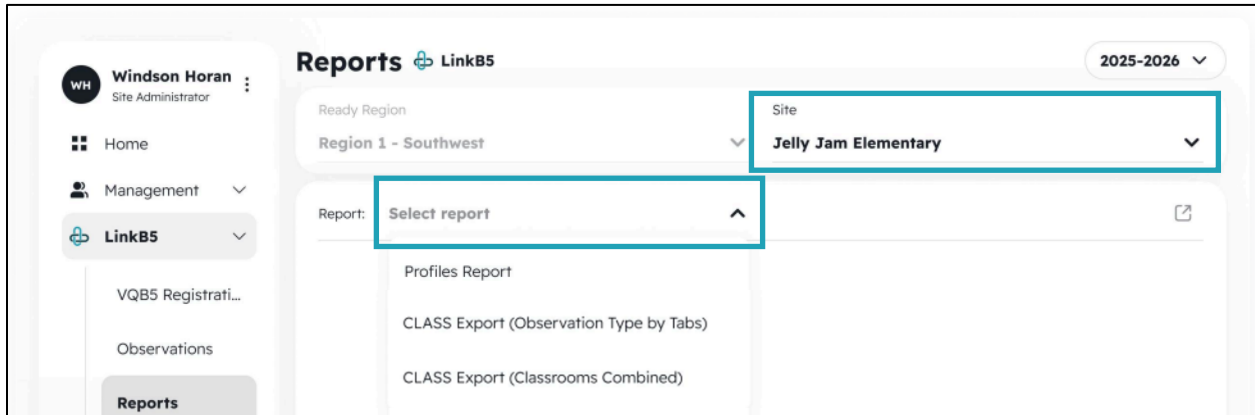
Site Administrators, including Family Day Home providers and Multi-Site Administrators, and Ready Region Leads can access and download spreadsheet (CSV) and PDF reports of select information in LinkB5.

1. Select **“LinkB5”** in the left-hand navigation.
2. Select **“Reports.”**
3. Select the year for which you would like to view a report.



The screenshot shows the LinkB5 interface for a Site Administrator. The left-hand navigation menu is visible, with the 'LinkB5' option highlighted by a blue box and a '1' next to it. Below it, the 'Reports' option is also highlighted by a blue box and a '2' next to it. In the top right corner, the year '2025-2026' is selected in a dropdown menu, with a '3' next to it. The main content area displays the 'Reports' page for 'Region 1 - Southwest' and 'Ready Region'. It includes a 'Select report' dropdown and a 'Generate a report' button. Below the button, it says 'Select the year, criteria, and type of report.' The user's name 'Windson Horan' and title 'Site Administrator' are visible in the top left. The 'VACONNECTS FOR KIDS' logo is at the bottom left of the page.

4. Confirm or select a site(s).
 - a. If you are a Site Administrator, your Site name is pre-selected.
 - b. If you are a Multi-Site Administrator, select “All Sites” OR select a single Site.
 - c. If you are a Ready Region Lead, select “All Sites” OR select a single Site.
5. Select a report from the dropdown menu. A partial preview is below. To see a full list of reports available in LinkB5, see “*Available Reports*” at the end of this guide.



6. Spreadsheet reports will show a preview on-screen.
 - a. Select the icon to open the report in a new tab in your browser.
 - b. Select Export to download the report. Open the report to sort and filter as needed.

Reports

2025-2026

Ready Region Site

All Regions **All Sites**

Report: **Site Registration Report**

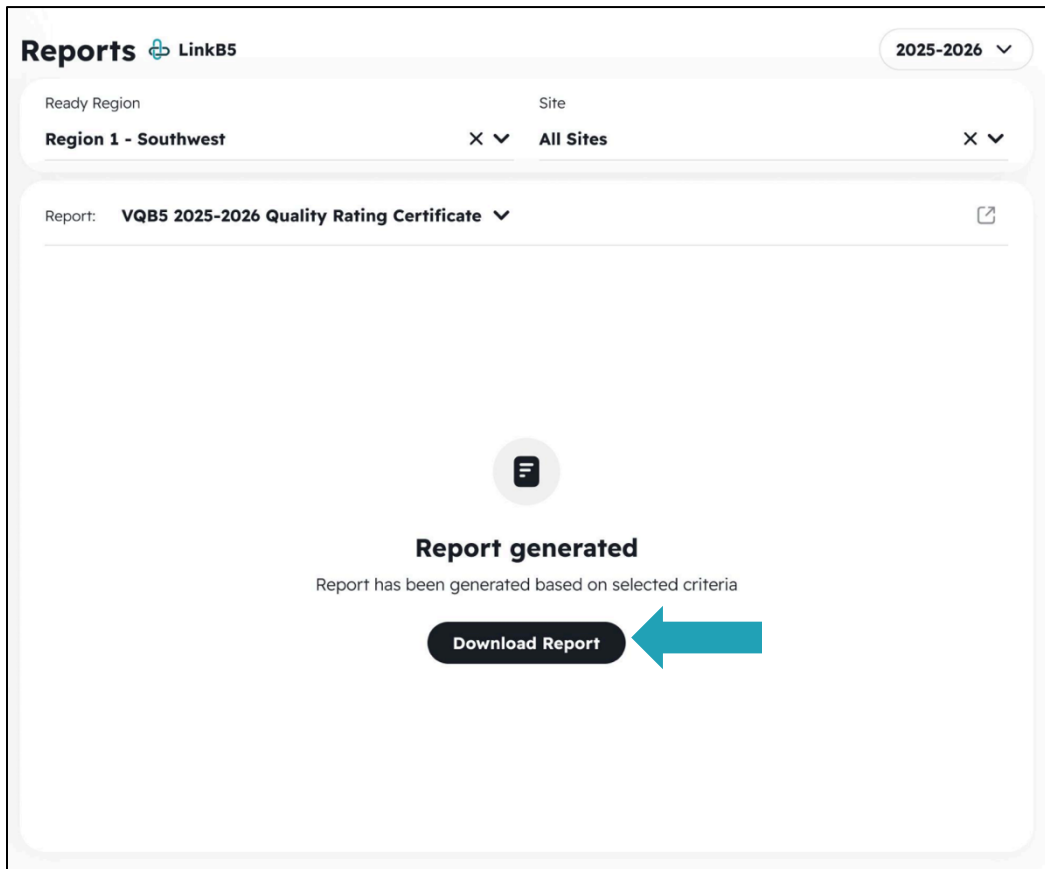
File Home View

↩ Export **6b**

Region Name	Region ID	FIPS/Locality	Site Name	Site ID	Phase	Profile Status	Public School?	School Year	VQB5
Region 9 - Blue Ridge	30	51003 - Albemarle County	Rainbow Roads Elementary (Testing Schools) 58	58	Registration	Not Started	No	2024 - 2025	Not Eli
Region 4 - Central	25	51041 - Chesterfield County	Sweet Beginnings Elementary (Testing Schools) 126	126	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51750 - Radford	Sunny Starts Elementary (Testing Schools) 290	290	Registration	Not Started	Yes	2024 - 2025	Not Eli
Region 1 - Southwest	22	51063 - Floyd County	Angelic Achievements Elementary (Testing Schools) 301	301	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51121 - Montgomery County	Happy Days Elementary (Testing Schools) 302	302	Registration	Not Started	No	2024 - 2025	Not Eli
Region 2 - West	23	51023 - Botetourt County	Angelic Adventures Elementary 438	438	Registration	Not Started	No	2024 - 2025	Eligible
Region 1 - Southwest	22	51520 - Bristol	Cherished Chums Elementary (Testing Schools) 502	502	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51155 - Pulaski County	Twinkle Toes Elementary (Testing Schools)	563	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51750 - Radford	Dreamland Dreams Elementary (Testing Schools) 564	564	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51185 - Tazewell County	Silly Squirrels Elementary (Testing Schools) 571	571	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51071 - Giles County	Tiny Tales Elementary (Testing Schools) 576	576	Registration	Not Started	No	2024 - 2025	Not Eli
Region 4 - Central	25	51570 - Colonial Heights	Creative Kids Elementary (Testing Schools) 718	718	Registration	Not Started	No	2024 - 2025	Not Eli
Region 4 - Central	25	51041 - Chesterfield County	Angelic Adventures Elementary (Testing Schools)	728	Registration	Not Started	No	2024 - 2025	Not Eli
Region 3 - Southside	24	51590 - Danville	Dreamy Discoveries Elementary 896 (Testing Schools)	896	Registration	Not Started	No	2024 - 2025	Not Eli
Region 2 - West	23	51141 - Patrick County	Magic Moments Elementary (Testing Schools) 2434	2434	Registration	Not Started	No	2024 - 2025	Not Eli
Region 5 - Southeastern	26	51067 - Franklin County	Little Learners Elementary (Testing Schools) 2637	2637	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51021 - Bland County	Teddy Town Elementary (Testing Schools) 2665	2665	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51185 - Tazewell County	Precious Playmates Elementary (Testing Schools) 2668	2668	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51173 - Smyth County	Joyful Journeys Elementary (Testing Schools)	2671	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51195 - Wise County	Angel Wings Elementary (Testing Schools) 2730	2730	Registration	Not Started	No	2024 - 2025	Not Eli
Region 1 - Southwest	22	51185 - Tazewell County	Kinder Connections Elementary (Testing Schools) 2735	2735	Registration	Not Started	No	2024 - 2025	Not Eli
Region 4 - Central	25	51087 - Henrico County	Tester Site Allison (Testing Schools)	3161	Registration	Not Started	Yes	2024 - 2025	Not Eli
Region 1 - Southwest	22	51169 - Scott County	Playful Pathways Elementary (Testing Schools) 3434	3434	Registration	Not Started	Yes	2024 - 2025	Not Eli
Region 5 - Southeastern	26	51810 - Virginia Beach	Sunflower Sprouts Elementary (Testing Schools) 3768	3768	Registration	Not Started	Yes	2024 - 2025	Not Eli

Page 1

- PDF reports will not show a preview on-screen. To view PDF Reports, select “**Download Report.**” Open the downloaded PDF to view the report.



Report information for all years prior to the 2025 - 2026 year will be available in early October. This includes historical CLASS observation information, Quality Profiles, Quality Ratings Certificates, and Score Replacement Memos.

Available Reports for Site Administrators

Including Family Day Home providers. This list of reports is also available for Multi-Site Administrators when selecting a single site in step 4.

1. Profiles Report: All data that has been entered into the Site Profile, Classroom Profile(s), Site Administrator Profile(s), and Educator/Assistant Educator Profile(s).
2. CLASS Export (Classrooms combined): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Site(s) for the year selected in the dropdown. *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*
3. CLASS Export (Classrooms by Tabs): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Site(s) for the year selected in the dropdown. The exported spreadsheet has separate tabs by CLASS tool (Infant, Toddler, and PreK). *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*
4. Fall 2023 Score Replacement Memo: A letter from the Virginia Department of Education to each Site providing details of any CLASS score replacements for the site. For assistance in understanding the Report, see VDOE's [overview guide](#). *Available for download in early October 2025.*
5. VQB5 2023-2024 Quality Profile: *Available for download in early October 2025.*
6. VQB5 2023-2024 Quality Rating Certificate: *Available for download in early October 2025.*
7. Fall 2024 Score Replacement Memo: A letter from the Virginia Department of Education to each Site providing details of any CLASS score replacements for the site. For assistance in understanding the Report, see VDOE's [overview guide](#). *Available for download in early October 2025.*
8. VQB5 2024-2025 Quality Profile: *Available for download in early October 2025.*
9. VQB5 2024-2025 Quality Rating Certificate: *Available for download in early October 2025.*

Additional combined reports for Multi-Site Administrators when selecting “All Sites” in step 4

1. Profiles Report: All data that has been entered into the Site Profile, Classroom Profile(s), Site Administrator Profile(s), and Educator/Assistant Educator Profile(s).
2. CLASS Export (Classrooms combined): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Sites for the year selected in the dropdown. *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*
3. CLASS Export (Classrooms by Tabs): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Sites for the year selected in the dropdown. The exported spreadsheet has separate tabs by CLASS tool (Infant, Toddler, and PreK). *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*

Available Reports Ready Region Leads

Reports available when selecting your Ready Region in step 4

1. Regional-Level Classroom List: Classroom level report showing which classrooms must be observed for VQB5 compliance as well as Fall and Spring CLASS statuses, and classroom list status.
2. Site Participation Report: This report has five tabs. The first shows sites that have answered “Yes” to screener question(s) and are now required to participate in the VQB5 program. The second tab shows sites that answered “No” to at least one of the screener questions. The third tab shows sites that have not yet answered the screener questions. The fourth tab shows sites that do not yet have an assigned Primary Site Administrator. The fifth tab shows sites that answered the screener questions but have not yet agreed to the Assurance Agreement.
3. Site Registration Report: This includes the physical address of the site, mailing address if different than the physical address, DSS licensing information if applicable, subsidy provider information, Site Admin name and contact info, and counts of educators.
4. Site Contacts List: This includes the physical address of the site, FIPS Code, counts of classrooms, and site-level VQB5 eligibility.
5. Site Admin Contacts List: Data including site admins tied to their site with profile status and contact information.

Reports available when selecting “All Sites” in step 4

1. CLASS Export (Classrooms combined): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Sites for the year selected in the dropdown. *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*
2. CLASS Export (Classrooms by Tabs): The report includes CLASS scores, Classroom IDs, and FIPS codes for all classrooms at your Sites for the year selected in the dropdown. The exported spreadsheet has separate tabs by CLASS tool (Infant, Toddler, and PreK). *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*

Reports available when selecting a single site in step 4

7. CLASS Export (Classrooms combined): CLASS scores, Classroom IDs, and FIPS codes for all classrooms at the Site(s) for all selected year(s). *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*
8. CLASS Export (Classrooms by Tabs): CLASS scores, Classroom IDs, and FIPS codes for all classrooms at the Site(s) for all selected year(s). The exported spreadsheet has separate tabs by CLASS tool (Infant, Toddler, and PreK). *CLASS observation information prior to 2025 – 2026 will be available in early October 2025.*

Ready Region Leads have access to these additional reports if granted access:

10. VQB5 2023-2024 Quality Profile: Available for download in early October 2025.
11. VQB5 2023-2024 Quality Rating Certificate: Available for download in early October 2025.
12. VQB5 2024-2025 Quality Profile: Available for download in early October 2025.
13. VQB5 2024-2025 Quality Rating Certificate: Available for download in early October 2025.
14. Fall 2023 Score Replacement Memo: A letter from the Virginia Department of Education to each Site providing details of any CLASS score replacements for the site. For assistance in understanding the Report, see VDOE’s [overview guide](#). Available for download in early October 2025.
15. Fall 2024 Score Replacement Memo: A letter from the Virginia Department of Education to each Site providing details of any CLASS score replacements for the site. For assistance in understanding the Report, see VDOE’s [overview guide](#). Available for download in early October 2025.
16. Educator Registration Report: Data including educator contact information, site and educator profile status, and FIPS code
17. Profiles Report: All data that has been entered into the Site Profile, Classroom Profile(s), Site Administrator Profile(s), and Educator/Assistant Educator Profile(s).

Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

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