

Recommended Year-At-A-Glance Resource for Iowa Preschool Programs

August	September	October	November
<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Renew SmartTeach™ GOLD license <input type="checkbox"/> Update GOLD Account: e.g. archive child records, reactivate child records for returning children, deactivate accounts no longer needed, rename classes. <input type="checkbox"/> Share GOLD checkpoint & other data collection timelines (IGDIs, ASQ, etc.) with staff (fall, winter, & spring). <input type="checkbox"/> If applicable: contact Renaissance to reserve myIGDIs student slots. Review Iowa Panorama Resources - myIGDIs Hub: Link to Helpful Resources. <input type="checkbox"/> Schedule weekly collaboration meetings for the preschool team, including both teachers and paraprofessionals. <input type="checkbox"/> Schedule data team meetings to review GOLD and other data sources after the fall and winter checkpoints (consider adding to your PD plan). <input type="checkbox"/> Review selected program standards found on IDOE website. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enroll in early childhood professional development opportunities. <input type="checkbox"/> Schedule and conduct home visits. <input type="checkbox"/> Setup SmartTeach GOLD class roster (after mass archive has been completed by the Department). <input type="checkbox"/> Determine the assessment cycle with classroom team: <input type="checkbox"/> Create a plan to collect documentation, upload documentation, and analyze data to make instructional decisions. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CASA Session ID Information due - CASA reporting timelines. <input type="checkbox"/> Begin IQPPS desk audit: due in CASA December 15th (if applicable). <input type="checkbox"/> Share professional development plans with preschool teachers, paras, and community partners. <input type="checkbox"/> Begin scheduling preschool classroom observations (see DOE website for examples of classroom observation tools). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IEP data process: collect, enter and analyze IEP data in ACHIEVE. <input type="checkbox"/> Implement assessment cycle with classroom team: <input type="checkbox"/> Create a plan to collect documentation, upload documentation, and analyze data to make instructional decisions. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special education count due at the end of the month. Review SPED rosters with staff. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IEP data process: collect, enter and analyze IEP data in ACHIEVE. <input type="checkbox"/> Continue uploading GOLD assessment documentation, at minimum, weekly. <input type="checkbox"/> Meet with the classroom team to engage in the assessment cycle process for data decision making. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and/or engage in a fall data meeting - review GOLD & other data sources after the fall checkpoint as a team. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect, enter, and analyze IEP data. <input type="checkbox"/> GOLD checkpoint due. <input type="checkbox"/> myIGDIs fall window closes (if applicable). <input type="checkbox"/> Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team.

December	January	February	March
<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete IQPPS desk audit: due in CASA December 15th (if applicable). <input type="checkbox"/> Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team (if not already completed in November). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect, enter, and analyze IEP data. <input type="checkbox"/> Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team (if not already completed in November). 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with program teachers to ensure a documentation and assessment plan is in place and being followed. <input type="checkbox"/> Schedule preschool classroom observations (see DOE website for examples of classroom observation tools). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect, enter, and analyze IEP data. <input type="checkbox"/> Continue uploading GOLD assessment documentation at least weekly. <input type="checkbox"/> Meet with the classroom team to engage in the assessment cycle process for data decision making. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and/or engage in winter data team meetings: review GOLD & other data sources after the winter checkpoint as a team. <input type="checkbox"/> Connect with preschool teachers (and community partner sites if applicable) surrounding next year's programming (topics could be, but not limited to): <input type="checkbox"/> Round-up or transition to kindergarten meetings. <input type="checkbox"/> Begin assessing professional development needs and developing a plan for preschool teams. <input type="checkbox"/> Scheduled teacher release times/days from student instruction. <input type="checkbox"/> Student & classroom participation numbers. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GOLD checkpoint due. <input type="checkbox"/> myIGDIs winter window closes (if applicable). <input type="checkbox"/> Winter data team meeting - review GOLD & other data sources after the winter checkpoint as a team. <input type="checkbox"/> Collect, enter, and analyze IEP data. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and/or engage in winter data meetings - review GOLD & other data sources after the winter checkpoint as a team (if not already completed in February). <input type="checkbox"/> Complete IQPPS preschool desk audit "action required" items (if applicable) - submit to CASA by March 15. <input type="checkbox"/> Continue assessing professional development needs and developing a plan for preschool teachers, paras and community partners for the next school year. <input type="checkbox"/> Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IEP data and schedule IEP meetings to discuss extended school year services (if applicable). <input type="checkbox"/> Begin to schedule and hold IEP transition meetings (no more than 90 days before the end of the school year). <input type="checkbox"/> Winter data meeting - review GOLD & other data sources after the winter checkpoint as a team (if not already done in February).

April	May	June/July	Additional Preschool Reminders
<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Connect with preschool teachers to ensure transition IEP meetings are scheduled for learners moving on to kindergarten. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and hold IEP transition meetings. <input type="checkbox"/> Collect, enter, and analyze IEP data. <input type="checkbox"/> Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings). 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review program numbers for next year. <input type="checkbox"/> Ensure preschool staff complete (and finalize) SmartTeach™ GOLD spring checkpoint - <i>this is a state IDOE requirement.</i> <input type="checkbox"/> Ensure ESYS (Extended School Year Service) plans are completed and details are in place for the summer (if applicable). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and hold IEP transition meetings. <input type="checkbox"/> Complete final ECO for learners with IEPs transitioning to Kindergarten. <input type="checkbox"/> Complete and finalize the GOLD spring checkpoint - <i>this is a state IDOE requirement.</i> <input type="checkbox"/> myIGDIs spring window closes (if applicable). 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and/or engage in winter data team meetings: review GOLD & other data sources after the winter checkpoint as a team. <input type="checkbox"/> Connect with preschool teachers (and community partner sites if applicable) surrounding next year's programming (topics could be, but not limited to): <input type="checkbox"/> Round-up or transition to kindergarten meetings. <input type="checkbox"/> Begin assessing professional development needs and developing a plan for preschool teams. <input type="checkbox"/> Scheduled teacher release times/days from student instruction. <input type="checkbox"/> Student & classroom participation numbers. <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GOLD checkpoint due. <input type="checkbox"/> myIGDIs winter window closes (if applicable). <input type="checkbox"/> Winter data team meeting - review GOLD & other data sources after the winter checkpoint as a team. <input type="checkbox"/> Collect, enter, and analyze IEP data. 	<p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule and/or engage in winter data meetings - review GOLD & other data sources after the winter checkpoint as a team (if not already completed in February). <input type="checkbox"/> Complete IQPPS preschool desk audit "action required" items (if applicable) - submit to CASA by March 15. <input type="checkbox"/> Continue assessing professional development needs and developing a plan for preschool teachers, paras and community partners for the next school year. <input type="checkbox"/> Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings). <p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IEP data and schedule IEP meetings to discuss extended school year services (if applicable). <input type="checkbox"/> Begin to schedule and hold IEP transition meetings (no more than 90 days before the end of the school year). <input type="checkbox"/> Winter data meeting - review GOLD & other data sources after the winter checkpoint as a team (if not already done in February).