

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

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

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

April	May	June/July	Additional Preschool Reminders
<p><b>Administrator:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Connect with preschool teachers to ensure transition IEP meetings are scheduled for learners moving on to kindergarten.</li> </ul> <p><b>Teacher:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule and hold IEP transition meetings.</li> <li><input type="checkbox"/> Collect, enter, and analyze IEP data.</li> <li><input type="checkbox"/> Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings).</li> </ul>	<p><b>Administrator:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review program numbers for next year.</li> <li><input type="checkbox"/> <a href="#">Ensure preschool staff complete (and finalize) SmartTeach™ GOLD spring checkpoint - <i>this is a state IDOE requirement.</i></a></li> <li><input type="checkbox"/> Ensure ESYS (Extended School Year Service) plans are completed and details are in place for the summer (if applicable).</li> </ul> <p><b>Teacher:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule and hold IEP transition meetings.</li> <li><input type="checkbox"/> Complete final ECO for learners with IEPs transitioning to Kindergarten.</li> <li><input type="checkbox"/> <a href="#">Complete and finalize the GOLD spring checkpoint - <i>this is a state IDOE requirement.</i></a></li> <li><input type="checkbox"/> myIGDIs spring window closes (if applicable).</li> </ul>	<p><b>Administrator:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Renew SmartTeach™ GOLD license.</a></li> <li><input type="checkbox"/> Update preschool handbook and seek board approval (If applicable).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Sign up for IDOE Early Childhood Newsletter to receive updates on future and current early childhood events.</a></li> <li><input type="checkbox"/> <a href="#">Bookmark the IDOE Early Childhood webpage.</a></li> <li><input type="checkbox"/> Offer opportunities for families to engage in program planning (e.g. parent survey, annual meeting, etc.).</li> </ul>