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

August	September	October	November
Administrator: ☐ Renew SmartTeach™ GOLD license 　☐ Update GOLD Account: e.g. archive child records, reactivate child records for returning children, deactivate accounts no longer needed, rename classes. ☐ Share GOLD checkpoint & other data collection timelines (screening data, ASQ, etc.) with staff (fall, winter, & spring). ☐ Schedule weekly collaboration meetings for the preschool team, including both teachers and paraprofessionals. ☐ Schedule data team meetings to review GOLD and other data sources after the fall and winter checkpoints (consider adding to your PD plan). ☐ Review selected program standards found on IDOE website. **Teacher:** ☐ Enroll in early childhood professional development opportunities. ☐ Schedule and conduct home visits. ☐ Setup SmartTeach GOLD class roster (after mass archive has been completed by the Department). ☐ Determine the assessment cycle with classroom team: ☐ Create a plan to collect documentation, upload documentation, and analyze data to make instructional decisions.	**Administrator:** ☐ CASA Session ID Information due - CASA reporting timelines. ☐ Begin IQPPS desk audit: due in CASA December 15th (if applicable). ☐ Share professional development plans with preschool teachers, paras, and community partners. ☐ Begin scheduling preschool classroom observations (see DOE website for examples of classroom observation tools). **Teacher:** ☐ Review IEP data process: collect, enter and analyze IEP data in ACHIEVE. ☐ Implement assessment cycle with classroom team: 　☐ Create a plan to collect documentation, upload documentation, and analyze data to make instructional decisions.	**Administrator:** ☐ Special education count due at the end of the month. Review SPED rosters with staff. **Teacher:** ☐ Review IEP data process: collect, enter and analyze IEP data in ACHIEVE. ☐ Continue uploading GOLD assessment documentation, at minimum, weekly. ☐ Meet with the classroom team to engage in the assessment cycle process for data based decision making.	**Administrator:** ☐ Schedule and/or engage in a fall data meeting - review GOLD & other data sources after the fall checkpoint as a team. **Teacher:** ☐ Collect, enter, and analyze IEP data. ☐ GOLD checkpoint due. ☐ Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team.

December	January	February	March

Administrator:
☐ Complete IQPPS desk audit: due in CASA December 15th (if applicable).
☐ Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team (if not already completed in November).
 	
Teacher:
☐ Collect, enter, and analyze IEP data.
☐ Fall data meeting - review GOLD & other data sources after the fall checkpoint as a team (if not already completed in November).
	Administrator:
	☐ Meet with program teachers to ensure a documentation and assessment plan is in place and being followed.
	☐ Schedule preschool classroom observations (see DOE website for examples of classroom observation tools).
	
	Teacher:
	☐ Collect, enter, and analyze IEP data.
	☐ Continue uploading GOLD assessment documentation at least weekly.
	☐ Meet with the classroom team to engage in the assessment cycle process for data decision making.
		Administrator:
		☐ Schedule and/or engage in winter data team meetings: review GOLD & other data sources after the winter checkpoint as a team.
		☐ Connect with preschool teachers (and community partner sites if applicable) surrounding next year's programming (topics could be, but not limited to):
		   ☐ Round-up or transition to kindergarten meetings.
		   ☐ Begin assessing professional development needs and developing a plan for preschool teams.
		   ☐ Scheduled teacher release times/days from student instruction.
		   ☐ Student & classroom participation numbers.
		
		Teacher:
		☐ GOLD checkpoint due.
		☐ Winter data team meeting - review GOLD & other data sources after the winter checkpoint as a team.
		☐ Collect, enter, and analyze IEP data.
			Administrator:
			☐ 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).
			☐ Complete IQPPS preschool desk audit "action required" items (if applicable) - submit to CASA by March 15.
			☐ Continue assessing professional development needs and developing a plan for preschool teachers, paras and community partners for the next school year.
			☐ Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings).
			
			Teacher:
			☐ Review IEP data and schedule IEP meetings to discuss extended school year services (if applicable).
			☐ Begin to schedule and hold IEP transition meetings (no more than 90 days before the end of the school year).
			☐ 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
Administrator: ☐ Connect with preschool teachers to ensure transition IEP meetings are scheduled for learners moving on to kindergarten. **Teacher:** ☐ Schedule and hold IEP transition meetings. ☐ Collect, enter, and analyze IEP data. ☐ Share information with parents surrounding next year's programming. (Round up or transition to kindergarten meetings).	**Administrator:** ☐ Review program numbers for next year. ☐ Ensure preschool staff complete (and finalize) SmartTeach™ GOLD spring checkpoint - *this is a state IDOE requirement*. ☐ Ensure ESYS (Extended School Year Service) plans are completed and details are in place for the summer (if applicable). **Teacher:** ☐ Schedule and hold IEP transition meetings. ☐ Complete final ECO for learners with IEPs transitioning to Kindergarten. ☐ Complete and finalize the GOLD spring checkpoint - *this is a state IDOE requirement*.	**Administrator:** ☐ Renew SmartTeach™ GOLD license. ☐ Update preschool handbook and seek board approval (If applicable).	☐ Sign up for IDOE Early Childhood Newsletter to receive updates on future and current early childhood events. ☐ Bookmark the IDOE Early Childhood webpage. ☐ Offer opportunities for families to engage in program planning (e.g. parent survey, annual meeting, etc.).