

EEU Annual Preschool Timeline 2023

September

Begin fall documentation in TSG **Teachers & Assistants**
Begin IEP data collection **Teachers & Related Service**
Early Childhood Outcome Entry Reports completed in IEPO **Teachers**

October

Teachers fill out ASQ that are incomplete (due 45 days from the start of school) Teachers
Check progress on TSG documentation **Teachers & Assistants**

November

TSG checkpoint 1 (11/13) Teachers & Assistants
Family Conferences (11/20-11/22) **Teachers**
Riser projections to district (3rd week of Nov) **Teachers & Related Service**
Complete & Submit ECEAP Family Conference Form #1 (11/27) **Teachers**
Create ILPs for all ECEAP unless also on IEP (11/27) **Teachers**
Inter Rater Reliability for TSG: 3-year cycles (11/30) **Teachers & Assistants**
ASQ rescreens as needed (11/30) **Teachers**

December

IEP Progress Reports (12/13) **Teachers & Related Service**
Begin winter documentation in TSG **Teachers & Assistants**

January

Collect ESY data (compare with December IEP progress reports post winter break) **Teachers & Related Service**
IEP Riser Process: meet with families, submit Student Needs Matrix and complete PWN **Teachers & Related Service**
Creative Curriculum trainings completed (1/30) **New Teachers**
Check progress on TSG documentation **Teachers & Assistants**

February

TSG checkpoint #2 (2/12) **Teachers & Assistants**
Progress reports for students without IEPs (2/15) **Teachers**
Complete conferences & Submit ECEAP Family Conference Form #2 (2/26) **Teachers**
Update ILPs for ECEAP children (2/26) **Teachers**
Begin Recognition Process and complete surveys in 45 days – Early Achievers **ALL**

March

IEP Progress Reports (3/29) **Teachers & Related Service**
ESY data checkpoint post mid-winter break **Teachers & Related Service**
Begin spring documentation in TSG **Teachers & Assistants**

April

Check TSG documentation **Teachers & Assistants**
Submit ESY documentation to district **Teachers & Related Service**

May

Complete ECEAP Self-assessment **Teachers**
IEP Amendments as needed for risers **Teachers & Related Service**

June

TSG checkpoint #3 (6/12) **Teachers & Assistants**
Update ILPs for ECEAP children (6/17) **Teachers**
Complete conferences & Submit ECEAP Family Conference Form #3 (6/17) **Teachers**
Transition reports for receiving IEP team (6/21) **Teachers & Related Service**
Early Childhood Outcome Exit Reports completed in IEPO for risers (6/21) **Teachers**
IEP Progress Reports (6/28) **Teachers & Related Service**

Progress reports for students without IEPs (6/28) **Teachers**