

# **Important Dates 2009-2010**

## **FALL**

**August 13**

- ***EPSB LEAD reporting system activated***

**October 20**

- ***Deadline to digitally sign-off on your Fall report to fully submit it***

## **SPRING**

**January 14**

- ***EPSB LEAD reporting system activated***

**March 1**

- ***Deadline to digitally sign-off on your Spring report to fully submit it***

**March 1 – 31**

- ***HQ report tool will be available***
- ***NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report***

# **Pacing Timeline 2009-2010**

## **FALL**

- |                          |  |
|--------------------------|--|
| End of August            | <ul style="list-style-type: none"><li>• Have first upload of export file completed by now</li><li>• Run the 1st Preliminary Audit Report</li></ul>   |
| September 4              | <ul style="list-style-type: none"><li>• All "Staff Warnings" (incorrect SSN, no courses) should be resolved</li><li>• Give staff listing pages of full report to schools for verification</li></ul>  |
| Ongoing                  | <ul style="list-style-type: none"><li>• Have schools make assignment and content corrections at the school level</li><li>• Continue to export and upload to EPSB as necessary</li><li>• Always re-run the Preliminary Audit Report to see the newest updates</li></ul> |
| September 30             | <ul style="list-style-type: none"><li>• Have most edits completed</li></ul>  |
| October 1                | <ul style="list-style-type: none"><li>• Give full reports to school level administration for verification</li></ul>  |
| October 5                | <ul style="list-style-type: none"><li>• MUNIS data should begin to appear</li><li>• <b><i>DO NOT sign off until MUNIS data is in your report.</i></b></li></ul>  |
| October 9                | <ul style="list-style-type: none"><li>• Recommended deadline for switching from editing at the local level to editing online only</li></ul>  |
| October 16               | <ul style="list-style-type: none"><li>• Consult with your district KTIP coordinator if you have outstanding SOE errors</li></ul>   |
| <b><u>October 20</u></b> | <ul style="list-style-type: none"><li>• <b><u><i>Deadline to digitally sign-off on your report to fully submit it</i></u></b></li></ul>  |
| November                 | <ul style="list-style-type: none"><li>• Update and verify roles in Kentucky Educator Certification Inquiry (KECI)</li><li>• EPSB will auto-update the role of teacher</li></ul>  |
| November – January       | <ul style="list-style-type: none"><li>• Continue to pre-populate HQ status boxes in the SIS. Use the online HQ calculator as necessary</li><li>• Have principals carefully review Full Data reports prior to Spring LEAD</li></ul>                                     |

# **Pacing Timeline 2009-2010**

## **SPRING**

- February 1
  - Have first upload of export file completed by now
  - Run the 1st Preliminary Audit Report
- February 5
  - All "Staff Warnings" (incorrect SSN, no courses) - should be resolved
  - Give staff listing pages of full report to schools for verification
- Ongoing
  - Have schools make assignment and content corrections at the school level
  - Continue to export, and upload to EPSB as necessary
  - Always re-run the Preliminary Audit Report to see the newest updates
- February 12
  - Have most edits completed
- February 15
  - Get full reports to school level administration for verification
- February 16
  - Consult with your district KTIP coordinator if you have outstanding SOE errors
- February 22
  - Recommended deadline for switching from editing at the local level to editing online only
- March 1**
  - **Deadline to digitally sign-off on your report to fully submit it**
- March 1 – 31
  - HQ report tool will be available
  - ***NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report***