

# **Important Dates 2015-2016**

## **FALL**

**September 1**

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

**November 1**

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

## **SPRING**

**January 11**

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

**February 29**

- ***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 2015-2016

## FALL

- September 18
- Have first upload of export file completed by now
  - Run the 1st Preliminary Audit Report
- September 30
- 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
- October 1
- MUNIS data should begin to appear
  - ***DO NOT sign off until MUNIS data is in your report.***
- October 5
- Have most edits completed
- October 9
- Consult with your district KTIP coordinator if you have outstanding SOE errors (***KTIP deadline 10/15***)
  - Give full reports to school level administration for verification
- October 19
- Recommended deadline for switching from editing at the local level to editing online only
- November 1**
- ***Deadline to digitally sign-off on your report to fully submit it***
- November – January
- Update and verify roles in Kentucky Educator Certification Inquiry (KECI)
  - Continue to pre-populate HQ status boxes in the SIS. Use the online HQ calculator as necessary
  - Have principals carefully review Full Data reports prior to Spring LEAD

# **Pacing Timeline 2015-2016**

## **SPRING**

- January 25
  - 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 10
  - Have most edits completed
  - Consult with your district KTIP coordinator if you have outstanding SOE errors (**KTIP deadline 2/15**)
- February 15
  - Get full reports to school level administration for verification
- February 19
  - Recommended deadline for switching from editing at the local level to editing online only
- February 29**
  - **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***