

**2019-2020 Calendar**  
**Pre-Kindergarten Exceptional Student Education Program**  
 (Suggested activities and dates to remember in support of Indicators 6, 7, & 12)

Supporting documents can be found at: [www.tats.ucf.edu](http://www.tats.ucf.edu) in [Administrators' Resources](#)

Color coded below:

[Indicator 7-Child Outcomes](#)

[Indicator 6- Inclusion/LRE](#)

[Indicator 12- Transition](#)

DATE	TO DO	NOTES
August	Enter all new examiners into Data manager; schedule initial and refresher trainings; BDI2 Data Purge (previous years' data already used) – not the same as the Data Pull for Child Outcomes <b>Review process for identifying and entering Environmental Codes</b>	
September	Run a macro/error report; fix errors; provide TA for data entry as needed	
October	Review procedures for shared data point with LES  <b>Indicator 6 (LRE) data collected during Survey 2</b>	
December	Run an macro/error report; fix errors; provide TA as needed  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>** Any children entering Pre-K ESE after Dec. 1 who will go to K will not need an entry or exit**</p> </div> <b>Indicator 12 (Transition): Verification activity with DOE begins</b>	
January	Begin preparing for exits (macro/error report, class lists); plan trainings as needed; Ensure reliable method for shared data point with LES  <b>Indicator 12 (Transition): Verification activity ends mid-month</b>	
February	Plan to attend TATS Statewide Pre-K Conference; Review Child Outcomes data	
March	Exit window opens (newer children into the program should be evaluated last); Run macro/error report; fix errors; provide TA as needed	
April-May	Make sure all children have completed exits; Run macro/error report every 2 weeks and correct errors – make sure all children who require BDI2 exit receive it by May 31st <b>Suggested Practice: Give staff a deadline near mid-May for completing and entering BDI-2 data for COM exits.</b> <b>Suggested Goal: Complete data corrections before June (before teachers and students leave for summer break)</b>	
June	Run final macro/error report; make sure all corrections are complete <b>Suggested Goal: Complete corrections early in June</b>	
August	Data clean-up closes around the 15th <b>(see above for suggested timelines for correcting data)</b> BDI2 Data Purge (previous years' data already used) – not the same as the Data Pull for Child Outcomes	

## *Links to Resources:*

A sampling of some of the most-used resources is listed below. More resources can be accessed on the Administrators' Resources page at the TATS website: <https://tats.ucf.edu/administrators-resources/>

### **Indicator 6: Inclusion**

Administrators' Resources - <https://tats.ucf.edu/administrators-resources/state-indicator-6-inclusion/>

Decision Tree: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/DecisionTreeforCodingEducationalEnvironments.pdf>

Environment Codes: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/CODES.pdf>

DOE letter (Jan 2017) related to inclusion: <https://tats.ucf.edu/wp-content/uploads/sites/9/2017/11/preschool-lre-dcl-1-10-17.pdf>

### **Indicator 7: Child Outcomes**

Administrators' Resources - <https://tats.ucf.edu/administrators-resources/state-indicator-7-child-outcomes/>

Decision Flowchart: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/PreschoolOutcomesFlowChart05-01-09-1.pdf>

BDI-2 Data Manager Guide: [https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/DataManager\\_Guide\\_for\\_the\\_Florida\\_Birth-to-Five\\_Child\\_Outcomes\\_Measurement\\_System-1.pdf](https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/DataManager_Guide_for_the_Florida_Birth-to-Five_Child_Outcomes_Measurement_System-1.pdf)

TIP Sheets for Macro and Data Correction: <https://tats.ucf.edu/wp-content/uploads/sites/9/2018/02/TipSheetsLEA2017-18Working-copy-with-visuals-1.pdf>

Protocol for Purging Data: [https://tats.ucf.edu/wp-content/uploads/sites/9/2017/09/Protocol-for-Purging-Data-from-the-BDI\\_083017.pdf](https://tats.ucf.edu/wp-content/uploads/sites/9/2017/09/Protocol-for-Purging-Data-from-the-BDI_083017.pdf)

### **Indicator 12: Transition**

Florida Transition Project: <http://www.floridatransitionproject.ucf.edu/>

Administrators' Resources - <https://tats.ucf.edu/administrators-resources/state-indicator-12-transition/>

Transition Planning Timeline: <https://tats.ucf.edu/wp-content/uploads/sites/9/2018/01/Transition-Planning-Timeline.pdf>

Transition Planning Flowchart: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/TransitionTimelineFlowChartAPR-Indicators.pdf>

Verification Codes – Guiding Questions: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/GuidingQuestionsfortheAnalysisofVerificationCodes.pdf>

Indicator 12 OSEP Guide: <https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/INDICATOR-12-OSEP-Guide.pdf>