

| Report/Task | Purpose | Date Due |
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| Infinite Campus Entry (Fall semester) | Assign student identifier for preschool students | September 25 |
| KEDS Online | Verify ,all preschoolers are assigned to a teacher Verify demographic data for each child Submit complete assessment data for each child | November 15 |
| Preschool Enrollment Count | All eligible children counted, 3s & 4s with an active and locked IEP and 4s up to 150% of poverty Generates funding for next school year Count taken on December 1 | December 1 (Data pulled on Dec. 2, 2014) |
| KEDS Online | Verify demographic data for late enrollees Submit complete assessment data for any late enrolling children | January 31 |
| Infinite Campus Entry (Spring semester) | Verify student identifier for preschool students who entered school after September 25 | March 25 |
| Spring Enrollment Count | All eligible children are counted including 3s & 4s with an active and locked IEP and 4s up to 150% of poverty. Count taken of children enrolled on March 1 | March 1 (Data pulled on March 4, 2015) |
| KEDS Online | Verify all preschoolers are assigned to a teacher Verify demographic data for each child Submit complete assessment data for each child | May 30 |
| Preschool Program Approval Form | Verifies that program for the upcoming school year meets regulatory definition of preschool program | June 30 |
| Preschool Performance Report | Cumulative report of regulatory functions of the preschool program | June 30 |