

Due Dates		MONTHLY REPORTS & PROCESSES (Preschool Coordinator)	OSEEL CONTACT
Month	Day		
Aug	1	All STARS Quality <ul style="list-style-type: none"> All STARS Rating Assigned (beginning 2025) 	
Sep	15	Head Start Full Utilization Certification Form, and Local Agreement Form are to be uploaded into SharePoint	Tammy Rutherford tammy.rutherford@education.ky.gov
Dec	1	COS Data <ul style="list-style-type: none"> Verify COS Data entered into Infinite Campus 	Andrea Bartholomew andrea.bartholomew@education.ky.gov
Dec	1	State Preschool Enrollment Count as of Dec 1st <ul style="list-style-type: none"> All eligible children counted, 3s & 4s with an active and locked IEP and 4s up to 160% of poverty Generates funding for the next school year Count taken for children enrolled on December 1 	Taysha Oglesby taysha.oglesby@education.ky.gov
Jan	1	State Preschool Grant Application (GMAP) Opens <ul style="list-style-type: none"> Verifies that the program for the upcoming school year meets the regulatory definition of a preschool program Cumulative report of regulatory functions of the preschool program 	Veronica Brown veronica.brown@education.ky.gov
March	1	State Preschool Enrollment Count as of March 1st <ul style="list-style-type: none"> All eligible children are counted including 3s & 4s with an active and locked IEP and 4s up to 160% of poverty. Count taken of children enrolled on March 1. This count will be averaged with the Dec. 1 count for 2024-25 funding. 	Taysha Oglesby taysha.oglesby@education.ky.gov
March	31	State Preschool Grant Application (GMAP) Closes <ul style="list-style-type: none"> Verifies that the program for the upcoming school year meets the regulatory definition of a preschool program Cumulative report of regulatory functions of the preschool program 	Veronica Brown veronica.brown@education.ky.gov
March	31	All STARS Quality <ul style="list-style-type: none"> Quality Documentation in GMAP due by March 31st 	Veronica Brown veronica.brown@education.ky.gov



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April	30	All STARS Quality <ul style="list-style-type: none">• TPOT Observations Complete	Jennifer Hagan jennifer.hagan@education.ky.gov
May	31	COS Data <ul style="list-style-type: none">• Verify COS Data entered into Infinite Campus	Andrea Bartholomew andrea.bartholomew@education.ky.gov
June	30	Preschool Determinations	Andrea Bartholomew andrea.bartholomew@education.ky.gov