

Due Dates		MONTHLY REPORTS & PROCESSES (Preschool Coordinator)	OSEEL CONTACT
Month	Day		
Sep	15	Head Start Full Utilization Certification Form, and Local Agreement Form are to be uploaded into SharePoint	Tammy Rutherford <a href="mailto:tammy.rutherford@education.ky.gov">tammy.rutherford@education.ky.gov</a>
Dec	1	COS Data <ul style="list-style-type: none"> <li>Verify COS Data entered into Infinite Campus</li> </ul>	Andrea Bartholomew <a href="mailto:andrea.bartholomew@education.ky.gov">andrea.bartholomew@education.ky.gov</a>
Dec	1	<u>State Preschool Enrollment Count as of Dec 1<sup>st</sup></u> <ul style="list-style-type: none"> <li>All eligible children counted, 3s &amp; 4s with an active and locked IEP and 4s up to 160% of poverty</li> <li>Generates funding for the next school year</li> <li>Count taken for children enrolled on December 1</li> </ul>	Taysha Oglesby <a href="mailto:taysha.oglesby@education.ky.gov">taysha.oglesby@education.ky.gov</a>
Jan	1	State Preschool Grant Application (GMAP) Opens <ul style="list-style-type: none"> <li>Verifies that the program for the upcoming school year meets the regulatory definition of a preschool program</li> <li>Cumulative report of regulatory functions of the preschool program</li> </ul>	Veronica Brown <a href="mailto:veronica.brown@education.ky.gov">veronica.brown@education.ky.gov</a>
March	1	<u>State Preschool Enrollment Count as of March 1<sup>st</sup></u> <ul style="list-style-type: none"> <li>All eligible children are counted including 3s &amp; 4s with an active and locked IEP and 4s up to 160% of poverty.</li> <li>Count taken of children enrolled on March 1. This count will be averaged with the Dec. 1 count for 2024-25 funding.</li> </ul>	Taysha Oglesby <a href="mailto:taysha.oglesby@education.ky.gov">taysha.oglesby@education.ky.gov</a>
March	31	State Preschool Grant Application (GMAP) Closes <ul style="list-style-type: none"> <li>Verifies that the program for the upcoming school year meets the regulatory definition of a preschool program</li> <li>Cumulative report of regulatory functions of the preschool program</li> </ul>	Veronica Brown <a href="mailto:veronica.brown@education.ky.gov">veronica.brown@education.ky.gov</a>
May	31	COS Data <ul style="list-style-type: none"> <li>Verify COS Data entered into Infinite Campus</li> </ul>	Andrea Bartholomew <a href="mailto:andrea.bartholomew@education.ky.gov">andrea.bartholomew@education.ky.gov</a>
June	30	Preschool Determinations	Andrea Bartholomew <a href="mailto:andrea.bartholomew@education.ky.gov">andrea.bartholomew@education.ky.gov</a>