

PORTFOLIO AND PRE-OBSERVATION INFORMATION SUBMISSION CHECKLIST

Add a check mark (✓) once completed	STEP ONE	
	Review the following:	NOTES
	If the portfolio is for a small center (licensed for 18 or less children), go to Standard One: Indicator 2 Classroom Information. Identify if the children are cared for in one space with mixed ages (FCCERS), or if there are separate self-contained classrooms (ITERS/ECERS).	
	Staff information and classroom assignments in Standard One are reviewed to make sure they are current and correct.	
	The information in Standard One: Teacher Class Assignments will carry over into the pre-observation screens.	
	Any new teacher information added to the pre-observation screen will not carry back over to the portfolio.	
	Only staff listed in the portfolio at the time the “Ready to Submit” button is selected will be eligible for any staff bonus. Staff added later to the pre-observation screens will not be eligible.	
	Read all information in the portfolio submission box. Do you understand you have 10 days to complete the submission process?	
	Understand what will happen if the portfolio type is a Request for Reassessment or Required Reassessment and is not submitted within the 10 calendar days. Review the Impact Flowchart if required.	
	Click “Ready to Submit” – At this point the portfolio has not been submitted.	
	The information in the portfolio becomes “read only” as soon as the “Ready to Submit” button is selected. THE PORTFOLIO IS NOT SUBMITTED UNTIL THE PRE-OBSERVATION SCREENS ARE COMPLETE AND SUBMITTED.	
STEP TWO		
	Select Blackout Dates	NOTES
	Read the Pre-Observation Information Screen details.	
	Click on the “Blackout Days” Tab to the left of the screen. Calendar interface shows 4 active months detailing the 90 day window in which the observation will be eligible to occur.	
	Select up to 5 Blackout days by clicking on the green dates on the calendar. The dates will turn red. Click on a red date to de-select and choose another date.	

	Click box above the calendars if no blackout dates are requested.	
	Include any GA's Pre-K closure dates in the comment box.	
	Include any facility closure within the 90 day window in the comment box, i.e. Head Start or stand-alone school age program summer closure dates.	
	Include the time most children in the majority of the classes arrive in the morning in the comment box.	
	Box checked at the bottom of the screen when all information is complete. Uncheck the box to make changes.	
STEP THREE		
	Review the Classroom Details Information	NOTES
	Click on the "Classroom Details" Tab to the left of the screen. Read the explanation for completing the pre-observations sheets and uploading the classroom schedule and rosters.	
	Collect the required information ahead of time to complete each classroom pre-observation sheet.	
	Ahead of time save the daily schedule and child roster for each classroom into a folder on your desk top.	
STEP FOUR		
	Complete Pre-Observation Sheet for each Classroom	NOTES
	Click on the "Pre-Observation Sheet Icon" to enter the information for each classroom Pre-Observation Sheet completed (all classrooms) <ul style="list-style-type: none"> <input type="checkbox"/> review and update classroom operating hours <input type="checkbox"/> update teacher names if needed <input type="checkbox"/> identify languages spoken if other than English <input type="checkbox"/> enter maximum # of children allowed <input type="checkbox"/> enter # of children enrolled (currently) <input type="checkbox"/> youngest and oldest child birthdates entered <input type="checkbox"/> identify disability and type 	
	Family Child Care Learning Home, enter the # of children enrolled in each age group.	
	Check the box at the bottom of the screen when all the required information is complete. Uncheck the box to make changes.	
	Select "Pre-Observation Classroom" button to return to the classroom list to add information for the next classroom.	
STEP FIVE		
	Upload Each Classroom Schedule and Roster	NOTES
	Click on the "Upload Schedule/Roster Icon" to upload class schedule and roster for each classroom	

	Scroll to the top of the screen to follow upload directions.	
	Schedule and roster has to be saved as one document per classroom.	
	The following formats are acceptable for uploading: JPG, PNG, and PDF.	
	Click on the "Choose File" button to search for the location of the saved folder and file on the desktop for each classroom.	
	Select the file and add a description if desired, select the "Upload Button" to attach the file to the classroom.	
	Check the box when all the required information for each classroom has been provided. Uncheck the box to make changes.	
	Stand-Alone School Age Only Portfolio: click on the description that best describes the program setting.	
STEP SIX		
	Submit Pre-Observation Form	NOTES
	Confirm green check marks beside the Blackout Days and Classroom Details Tabs to the left of the screen.	
	Click "Submit Pre-Observation Form" button at the top of the screen.	
	Read the Form Submission screen and understand that if you continue at this point the portfolio and pre-observation information will be submitted and cannot be returned.	
	Click "Submit Pre-Observation and Portfolio" button.	
	You will immediately receive a notification email stating the portfolio has been submitted and received.	
STEP SEVEN		
	Notification of Assignment and Observation Windows	NOTES
	Quality Rated Manager will be able to immediately make the assignment to an assessor team.	
	You will receive an email informing you that the assignment has been made to an assessor team. You will be notified of the 90 day scheduling window, the <i>What to Expect on the Day of the Observation</i> handout will be attached, and you will be notified that a follow-up email will be sent when the assessor team has scheduled the observation.	
	Assessor team quickly schedules the observation on their next available date and you will receive an email notifying you of the 30 day window in which the observation will occur.	