

DOCUMENT SUBMISSION TIMELINE INSTRUCTIONS

The Document Submission Timeline form gives you guidelines and due dates to stay on track with submitting your Document Review paperwork.

To use this form:

1. Fill in the program start date. For QRIS purposes, the program start date is the first date of the school year that the children attend. If you need assistance in determining your program start date, please ask your Rater for assistance
2. In the Month 1 box, list the same month as you designated for your program start date. Label the months that follow in boxes 2-11. For example, if your program start date is August 8, 2019 your month 1 is August.

Things to Remember

- This form does not need to be submitted to your Rater. It serves as a reminder of due dates.
- More detailed directions on the items listed on this form can be found in the section that corresponds to that element.
- This form can also be found at www.kernearlystars.org/forms.

Document Submission Timeline

All documentation is due to your Rater by the end of the month assigned.

Program Start Date	Month 1	Month 2	Month 3	Month 4	Month 5
<p>_____</p> <p>*the start of your new school year.</p>	<p>*Complete the Document Review Self Evaluation & Submit to Rater (Raters Only)</p> <p>*Begin Environmental Rating Scale (ERS) Self - Assessment (Raters & Non-Raters)</p>	<p>*Classroom/Provider daily schedule (see required information in the workbook) (Raters Only)</p> <p>*Continue ERS Self-Assessment (Raters & Non-Raters)</p>	<p>*Lead teacher, aides, assistants for each classroom listed in iPinwheel (Raters & Non-Raters)</p> <p>*Continue ERS Self-Assessment (Raters & Non-Raters)</p>	<p>*Upload lead teacher/provider and Director qualifications into iPinwheel (Raters & Non-Raters)</p> <p>*Check that staff is updated in iPinwheel</p> <p>*Continue ERS Self-Assessment (Raters & Non-Raters)</p>	<p>*Ratio forms due (Raters & Non-Raters)</p> <p>*Check that staff is updated in iPinwheel</p> <p>*Upload non Kern Early Stars Professional Development (Raters & Non-Raters)</p> <p>*Continue ERS Self-Assessment (Raters & Non-Raters)</p>

Month 6	Month 7	Month 8	Month 9	Month 10
<p>*Environmental Rating Scale Self-Assessment & Summary of Findings completed & submitted to Rater (Raters & Non-Raters)</p> <p>*Check that staff is updated in iPinwheel</p> <p>*Upload non Kern Early Stars Professional Development (Raters & Non-Raters)</p> <p>*Document Review Visits Can Occur (Raters Only)</p>	<p>*Review checklist of requirements for child file check-Elements 1 & 2 (Raters Only)</p> <p>*Check that staff is updated in iPinwheel</p> <p>*Review uploaded lead teacher/provider/Director qualifications & PD (Raters Only)</p> <p>*Document Review Visits Can Occur (Raters Only)</p>	<p>*Doc Review Visits Can Occur (Raters Only)</p> <p>*Check that staff is updated in iPinwheel</p>	<p>*Doc Review Visits Can Occur (Raters Only)</p> <p>*Check that staff is updated in iPinwheel</p>	<p>*Doc Review Visits Can Occur (Raters Only)</p> <p>*Check that staff is updated in iPinwheel</p>