**New Mexico PreK Observational Assessment Process**

**Calendar of Implementation**

*Programs should identify* ***their*** *collection dates using the form below.*

*Submission Cycle # of*  \_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Collection Period** (enter dates) | **Completed Quick Look Documentation**(enter EI #s) | **Completed Portfolio****Documentation** | **Sharing with Consultants** | **Sharing with Families** |
| 1: \_\_\_\_\_ - \_\_\_\_\_\_ | None – get to know the children | None – get to know the children | None | Ongoing |
| 2: \_\_\_\_\_ - \_\_\_\_\_\_ | EI’s  | Begin to collect portfolio documentation on any of 3 EIs: #7.2, #8.3, , #12.1 (with EI 6.1, 20.1, 20.2, 25.3 & 27.1 embedded)& EI #13.1 creativity documentation | Any documentation completed | Ongoing |
| 3: \_\_\_\_\_ - \_\_\_\_\_\_ | EI’s  | **Approximately 50% of portfolio documentation on EI’s above** | **Approximately 50 % of portfolios complete and completed Quick Looks** | Ongoing |
| 4: \_\_\_\_\_ - \_\_\_\_\_\_ | EI’s  | Continue to complete remaining portfolio documentation | Any documentation completed | Ongoing |
| 5: \_\_\_\_\_ - \_\_\_\_\_\_ | None or finish up above | Complete 100% of portfolio documentation | All portfolios completed and completed Quick Looks | Family/Teacher Conferences in alignment with submission deadline |