



Beginning of the School Year Checklist for TS GOLD Administrators

Below are recommended tasks to complete in August for GOLD administrators. Detailed information on these tasks can be found on the [Results Matter Technical Assistance Website](#).

Entering/Updating Children in GOLD:

- Update *Child List*.** Make sure all children have school district name and ADVISER ID number (district preschools and/or children who have IEPs/IFSPs) within their profiles. Archive children who are not returning and add new children to the appropriate class.
- Validate special education lists using *Child List*.** Compare the *Child List* with CONNECT Report (Part C only) or student records system list or ADVISER list.
- Identify children in more than one program** (eg: District preschool and Head Start) to ensure both programs have appropriate access to the child's GOLD profile. Duplicate profiles are not allowed.
- Use the *Child List*** to monitor for appropriate class assignment, birthdate, color band, home language survey, ADVISER number (school districts), and funding source attached to the child.
- Update Color Bands** for returning preschoolers. The blue color band is for children who are eligible for kindergarten in one year (5 years-old by next July 31). The green color band is for those who can go to kindergarten in two years. Color bands for children B-3 are automatically updated on the child's birthday.
- Submit [Gold Profile Transfer Request Form](#)** for children who previously attended a different Nebraska district. Do not create a new profile if a child is suspected to already have a GOLD profile.
- Archive children** who are not returning this school year. Do not delete.

Updating Staff:

- Assign PD to staff NEW to GOLD:** Staff must complete the GOLD online Professional Development module *Power of GOLD* by **September 30**.
- Assign GOLD Inter-rater Reliability (IRR)** for teachers who have used GOLD for at least one year or are due for re-certification. The GOLD Administrator must assign IRR to teachers via TS GOLD and teachers must complete IRR certification or recertification by **December 31**.
- Clean Staff Files.** Disable the accounts of any teacher or team member who no longer work for the school district or agency. Do not delete.

There are several tasks as a GOLD administrator that are completed periodically throughout the school year. How often these tasks are completed will depend on the size of the program and the GOLD administrator. For example, smaller districts may review these tasks quarterly, where larger districts may review them monthly.

- Validate special education lists using *Child List*.** Compare the *Child List* with CONNECT Report (Part C only) or student records system list or ADVISER list. Each child should have an ADVISER number included on his/her profile.
- Submit [Gold Profile Transfer Request Form](#)** for children who previously attended a different Nebraska district. Do not create a new profile if a child is suspected to already have a GOLD profile.
- Use the *Documentation Report*** or the *Documentation by Objective and Dimension Report* on the teacher site to ensure teachers are entering evidence, assigning objectives, and selecting preliminary checkpoints.
- Generate the *Classroom Profile Report*** from the teacher site to use when reviewing teacher lesson plans to ensure plans include intentional, appropriate activities for children.
- Generate the *OSEP Status Report*** located under the *Reports* tab on the Gold platform. It ensures children in preschool and/or early intervention are marked as having an IEP or IFSP. Additionally it displays whether or not the child has entry and/or exit data, as required by OSEP. Running this report periodically could potentially save time when it comes to running the OSEP Federally Mandated Report at the end of the school year.

For additional questions, please email TSGOLD@nebraskacloud.org