

Instructions for Gathering Annual ECE Data



FORM	DUE in LCOE	DUE @ SUCOECE
<input type="checkbox"/> EC100/106/200/220 (Annual Report Form) Send to ALL centers, incorporated and non-incorporated.*	Sept 15	Oct 1
<input type="checkbox"/> EC200 & EC205 (Pre-K Addendum Opening/Closing Reports) ALL schools are now required to report Pre-K on the NAD Dashboard for their school. (No additional opening/closing forms to be sent to the SUCOE.)	N/A	N/A
<input type="checkbox"/> EC220 (Kindergarten Addendum) Every school needs to complete and submit this to its conference office of education.	Sept 15	Oct 1
<input type="checkbox"/> EC225 (Kindergarten Addendum) – Conference form for reporting conference-wide totals to SUCOE.		Oct 1
<input type="checkbox"/> EC105 (Church Report of ECP) Send to ALL Churches/Pastors . <i>If</i> the form comes back indicating that the church has a program UNKNOWN to the conference, THEN the local conference office of education administrative assistant is to send form EC100/106/200/220 – Annual Report Form for full data collection.	Aug 31 Sept 15	Oct 1
<input type="checkbox"/> Don't forget to place annual orders for Pre-K Assessment Tool Kits by		Aug 31

***Please remind ALL centers to report their annual information on the new NAD ECP Dashboard as well, as this is its pilot test year. Thank you!**