

## **Timeline for Pre-accreditation Eligibility (PACE) Data Entry**

<b>Date</b>	<b>Activity</b>
April 5, 2004	Electronic memo sent to all division superintendents describing preparations needed for entering PACE data for 2003-2004 school year
May 7, 2004	Superintendent's memo issued announcing PACE data collection for 2003-2004
May 7, 2004 – June 4, 2004	School and/or school division staff enter data into PACE; superintendent verifies data and signs verification report; signature page of verification report and additional required documents submitted to office of accreditation
June 7-8, 2004	Office of accreditation contacts superintendents of all divisions that have not yet entered data
June 11, 2004	PACE application window locks at 5 p.m. Those attempting to enter data after this time will see message prompting them to contact the office of accreditation
June 14-15, 2004	Office of accreditation contacts superintendents of all divisions that have not yet entered data, and advises them that the divisions' schools may be reported as not meeting pre-accreditation eligibility criteria at June Board of Education meeting
June 14 – June 21, 2004	Office of accreditation staff coordinates access to PACE for remaining school divisions. Office of accreditation staff contacts superintendents who have not submitted signed verification sheets and additional required documents
June 23, 2004	Board of Education receives preliminary report on pre-accreditation status of all schools, by division
July 28, 2004	Final pre-accreditation eligibility status of all school divisions reported to Board of Education