California Department of Education

December 2022

# **Management Bulletin 22-04(a) – Attachment DPreschool Language Information System (PLIS) Reporting Schedule**

California State Preschool (CSPP) contractors will be required to submit the Preschool Language Information System (PLIS) Report through the PLIS on a quarterly basis, with the first required report due April 20, 2023, and covering children enrolled between January 1, 2023, to March 31, 2023. The reporting window will be open for the first PLIS Report submission between April 1, 2023, to April 20, 2023. CSPP contractors can practice submitting PLIS report information for data collected between December 1, 2022, to December 31, 2022. The reporting window for optional PLIS Report submissions will be open between January 1, 2023 through January 20, 2023.

The PLIS will reset every quarter (January 1–March 31; April 1–June 30; July 1–September 30; October 1–December 31). This means that previous PLIS reports will be removed, and a new PLIS report must be uploaded every quarter, even if enrollment statuses have not changed. However, contractors do have the ability to redownload the previous quarter’s PLIS report and resubmit this for the new quarter. This should only be performed if all enrollment statuses and information have remained the same for the new quarter.

* **If no new enrollments occurred or no child has left the program,** after re-uploading last quarter’s file, you do not need to do anything else.
* **If new children have enrolled**, after re-uploading last quarter’s reporting period’s file, simply select “Add Child” in the top right-hand corner and add the new child’s information**.**
* **If a child has left your program,** you can “Edit” that child’s file, and select “Delete Child” in the bottom left-hand corner.

The submission period for each quarter will open at midnight on the first day of the quarter and close at 11:59 p.m. on the 20th of the same month. This means that contractors have 20 days to submit their PLIS Report for data collected during the previous three-month period. Please ensure that the information being reported is for the **previous** reporting period, i.e., reports uploaded between January 1 and January 20 should only contain information on children enrolled and receiving services between October 1 and December 31.

The reporting schedule for Fiscal Year (FY) 22–23 will be as follows:

| **Report Quarter** | **Reporting Period** | **First Day Reports May Be Submitted** | **Report Due Date** |
| --- | --- | --- | --- |
| Quarter 2 (Optional) | December 1, 2022–December 31, 2022 | January 1, 2023 | January 20, 2023 |
| Quarter 3  | January 1, 2023–March 31, 2023 | April 1, 2023 | April 20, 2023 |
| Quarter 4 | April 1, 2023–June 30, 2023 | July 1, 2023 | July 20, 2023 |

The reporting schedule by quarter beyond 2022–23 will be as follows:

| **Report Quarter** | **Reporting Period** | **First Day Reports May Be Submitted** | **Report Due Date** |
| --- | --- | --- | --- |
| Quarter 1 | July 1–September 30 | October 1 | October 20 |
| Quarter 2 | October 1–December 31 | January 1 | January 20 |
| Quarter 3 | January 1–March 31 | April 1 | April 20 |
| Quarter 4 | April 1–June 30 | July 1 | July 20 |