

Below you will find step-by-step instructions on how to enter documents in the Annual Requirements section of DAISY. Sites are required to upload the following documents to DAISY for each program model their site implements.

For the Core model:

- KEEP form
- ELS Training Agenda
- Book Guidesheet
- Toy Guidesheet
- VISM list (for each cycle)

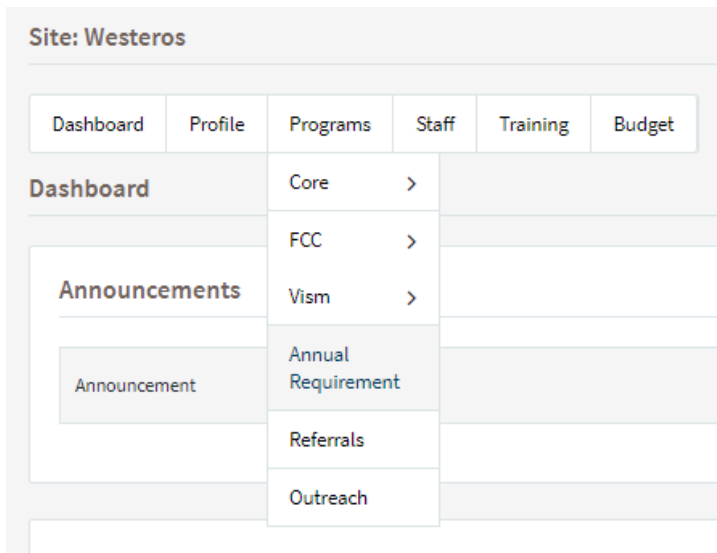
For the FCC model:

- KEEP form
- Documentation of Continuing Education (optional)
- (2) Graphic Organizers (formally known as guidesheets) per ELS

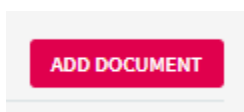
State Directors and National Center Program Support and FCC staff will review and follow up with sites regarding Annual Requirement uploads as needed. The deadline for submission is July 30th.

Instructions

1. Starting on your site page, hover over **Programs** and click **Annual Requirements**.



2. In the top right corner, click **ADD DOCUMENT**.



3. In the pop-up window, select the **Program** model you are uploading the document for. Depending on the **Program** model you select, the **Document Type** dropdown selection will change. Select the **Document Type** you are uploading.

The image shows two side-by-side examples of the form. On the left, the 'Program' dropdown is set to 'CORE' and the 'Document Type' dropdown is open, showing options: 'Select', 'KEEP form', 'ELS Training Agenda', 'Book Guidesheet', 'Toy Guidesheet', and 'VISM List'. On the right, the 'Program' dropdown is set to 'FCC' and the 'Document Type' dropdown is open, showing options: 'Select', 'KEEP form', 'Proof of Continuing Education form', and 'Guidesheet/Graphic Organizer'.

4. Select the **Year** from the dropdown selection.

The image shows a 'Year' dropdown menu with the year '2020' selected.

5. In the **File** field, click **BROWSE** to locate and add a file from your computer.

The image shows a 'File' field with a 'BROWSE' button next to it.

6. Once completed, click **SAVE**.

Contact information

DAISYhelp@parentchildplus.org for questions related how to upload files to DAISY.

MMorrison@parentchildplus.org for questions related to Core Annual Requirement documents.

TLee@parentchildplus.org for questions related to FCC Annual Requirement documents.