



# DATA ACQUISITION CALENDAR 2017-2018



SHERRI YBARRA  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
BOISE, IDAHO

**Monthly 2017-2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	USDA Foods Order Form	District/Charter	Child Nutrition	Brian Elwood 332-6831	Federal Regs. 7 CFR 250	Initial USDA Foods order due by the 10th of each month. Surplus order and order modifications due by the 25th of each month.
Monthly	Reimbursement Accuracy Claim Sheet (RACS) or equivalent from automated PCS	District/Charter	Child Nutrition	Lynda Westphal Tamara Donovan Jennifer Butler 332-6820	Federal Regs. 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.
Monthly	Reimbursement Claim	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Recommended by the 10th of each month for reimbursable meals and milk.
Monthly	ISEE Data Submission	District/Charter	SDE	Chris Campbell 332-6848	State Law IC 33-1002 State Law IC 33-1004 Fed Law IDEA Sec 618	Submission required in order that SDE staff have accurate data to provide funding and statistical reports.
Monthly	IDEA Part B and Preschool - Reimbursement Claims via GRA	District/Charter Subgrant Recipients	Special Education	Grace Dehner Anthony Mukuna 332-6910	Federal Regs. 34 CFR 200.331, 300.705,825,826	Monthly reimbursement requests submitted monthly via GRA recommended by the 1st or 15th day of the month.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

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**July 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 1	Commodity Usage Report (PAL)	District/Charter	Child Nutrition	Brian Elwood 332-6831	Federal Regs. 7 CFR 210	The PAL report shows the value of <b>USDA Foods</b> ordered by the program.
July 15	Annual School Bus Certification Report	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15	School District Budgets	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.
July 15	Bus Inventory/Odometer Report	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1511 IDAPA 08.02.02.160	Required to report Inventory, inspection, and annual mileage of school buses.
July 30	Educational Directory Updates	District/Charter	Superintendent's Office	Portia Flynn 332-6815	Federal Act USC 9001.402(b)	Information used for current school year Idaho Educational Directory.
July 30	School Building Demographics Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-120	All NEW school district building additions, grade reconfigurations, closures, and deletions related to upcoming school year ( <a href="http://www.sde.idaho.gov/finance/index.html">http://www.sde.idaho.gov/finance/index.html</a> ).

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**August 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August	ISEE Transmission Enrollment/Attendance Reports for Approved Summer Alternative Schools	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002C	Enrollment and attendance (including instructional staff) of SDE approved summer school programs only.
August	ISEE Transmission Enrollment/Attendance Reports for Summer Juvenile Detention Programs	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 15	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.
August 15	Title I-D, Subpart 1 and 2, Evaluation for Neglected and Delinquent Programs	District/Institution	Federal Programs	Tina Naillon 332-6904	Federal Law PL 107-110	Required for accountability and data collection.
August 18	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission
August 18	ISEE Staff Data Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	Brandon Phillips Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program.

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**September 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 1	Pupil Transportation Reimbursement Claim	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.
September 15	Title I-A, Annual Performance Report	District	Federal Programs	Kathy Gauby 332-6889	Federal Law PL107-110 ESSA	Required for all Title I districts.
September 30	Border District Contract	District	Public School Finance	Tim Hill 332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30	Teacher of the Year	District/Charter	Superintendent's Office	Portia Flynn 332-6812	Superintendent of Public Instruction	Districts submit nominations to SDE.
September 30	School Lunch Match Report	District/Charter	Accounting	Aaron McCoy 332-6858	State Law IC 33-1015 IC 33-120	Required for state and federal reporting. State matching funds to operate the National School Lunch are the FICA payments for school lunch employees.
September - December	GSFR	District/Charter	Special Education	Alisa Fewkes 332-6919 Jeff Brandt 332-6915	34 CFR § 300.149, 34 CFR § 300.600-602	District and charters select student files and begin internal review using General Supervision File Review (GSFR) checklists and assistance from your SESTA coordinator.

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**October 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Food Program Application and Renewal	District/Charter	Child Nutrition	Kim Huntley Kathrine Forstie 332-6821	Federal Regs. 7 CFR 226	CACFP sponsors serving meals and snacks to children in Head Start, childcare centers and homes, homeless shelters and At-Risk meals programs.
October 1	NAEP School Data Collection Form	Schools participating in NAEP	Assessment	Kevin Whitman 332-6957	State Board Rule IDAPA 08.02.03	For NAEP selected schools
October 1	Idaho Reading Indicator	District/Charter	Assessment	Karlynn Laraway 332-6909 Danielle Taylor 332-6903	State Law IC 33-1616	Intervention Program Plan
October 1	Civil Rights Compliance Report	CACFP	Child Nutrition	Kim Huntley Jean Zaske Colleen Fillmore 332-6821	Federal Regs. 7 CFR 226	Report summarizes racial status and ethnicity from low income applications on file as of September 30 for participants in the CACFP. Submitted on MyIdahoCNP.
October 10	Northwest Accreditation Annual Report	School/Charter	Accreditation	Vikki Reynolds <small>Idaho NWAC/AdvancED State Director</small> 888-413-3669 ext. 5759	State Law IC 33-119, IDAPA 08.02.02.140	Required for all public secondary schools, serving any grade(s) 9-12; voluntary for elementary schools, grades K-8, and private and parochial schools.
October 13	Application and Budgets for 2017-2018 IDEA Part B and Preschool Special Education Funds	District/Charter/LEA	Special Education	Anthony Mukuna 332-6916	Federal Regs. 34 CFR 300.200-300.204	Required for eligibility for IDEA Part B and Preschool funds. <a href="http://www.sde.idaho.gov/sped/funding/">http://www.sde.idaho.gov/sped/funding/</a>
October 15*	District and Charter School Salary Schedules	District/Charter	Public School Finance	Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004E	Required for <b>instructional staff and pupil services staff</b> for 2017-2018. If the instructional staff schedule is the same as for pupil services staff, please make a note and may send one schedule. *October 15 falls on a weekend, the schedules are due on the next business day, October 16th.
October 15*	ISEE Staff Data Reporting	District/Charter	Public School Finance	Brandon Phillips Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Submission of all district staff and salary data for 2017-2018. Used for both funding and statistical purposes. *October 15 falls on a weekend, the report is due on the next business day, October 16th.
October 15*	Staff Assignment Credential Reporting	District/Charter/LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.

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**October 2017 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15*	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission. *October 15 falls on a weekend, the report is due on the next business day, October 16th.
October 15	Title I-A Comparability Report	District/Charter	Federal Programs	Elmira Feather 332-6900	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15	ISEE Coding for English Learners/ ISEE Coding for Immigrant Students	District/Charter	English Learner and Migrant Education	Alissa Metzler 332-6905	EDGAR 34 CFR 76.731	District must code English Learners according to their language status in every ISEE upload. District must code Immigrant students based on the Federal definition for Immigrant students. See <a href="http://www.sde.idaho.gov/site/isee/requiredData.htm">http://www.sde.idaho.gov/site/isee/requiredData.htm</a> .
October 24	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment	Danielle Taylor 332-6903	State Law IC 33-1615	Used to distribute Fall IRI and reports.
October 28	Annual Statement of Financial Condition	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(5)	Schools must prepare and publish an Annual Statement of Financial Condition within 120 days of fiscal year end. Sample formats available at <a href="http://www.sde.idaho.gov/finance/">http://www.sde.idaho.gov/finance/</a> under Financial Information, IFARMS Annual Financial Report and Information.
October 31	2016-2017 IFARMS Annual Financial Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(7) IC 33-120	Required for state and federal reporting. Forms and additional information can be found at <a href="http://www.sde.idaho.gov/finance/">http://www.sde.idaho.gov/finance/</a> under Financial Information, IFARMS Annual Financial Report and Information.
October 31	Civil Rights Compliance Report	CACFP	Child Nutrition	Kim Huntley Jean Zaske 332-6821	Federal Regs. 7 CFR 226	Report summarizes racial status and ethnicity from low income applications on file as of September 30 for participants in the CACFP. Submitted on MyIdahoCNP.
October 31	Leadership Premiums	District/Charter	Public School Finance	Brandon Phillips 332-6875 Kathy Vincen 332-6840	State Law IC 33-1004J	Required for compilation of the Leadership Premiums Report submitted to the Legislature. (Report will be emailed to business managers for completion.)

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**November 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November ISEE Upload	Special Education Child Count	District/Charter	Special Education	For login issues contact SDE Support at: 332-6923 Alisa Fewkes 332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Special Education Child Count data will be obtained through the Special Education file submitted in the ISEE file upload in November. Reporting Special Education Data in ISEE with codes and definitions: <a href="https://www.sde.idaho.gov/sped/public-reporting/files/child-count/Reporting-Special-Education-Data-in-ISEE.pdf">https://www.sde.idaho.gov/sped/public-reporting/files/child-count/Reporting-Special-Education-Data-in-ISEE.pdf</a>
November 1	Federal and State Consolidated Plan Revisions	District/Charter	Federal Programs	Elmira Feather 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A programs. Must be approved by SDE before expending any of these program funds.
November 10	2016-2017 Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.
November 15	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Melissa Cook Lynda Westphal TJ Goodsell 332-6830	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced household income. Submitted in <b>MyIdahoCNP</b> .
November 17	ISEE Staff Date Reporting	District/Charter	Public School Finance	Brandon Phillips Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Submission of all district staff and salary data for 2017-2018. Used for both funding and statistical purposes.
November 17	Staff Assignment Credential Reporting	District/Charter/ LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.
November 17	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission

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**December 2017**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1	ADA by County	District/Charter	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
December 1	Separate Attendance Unit Report	District	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
November 2nd to December 4th	Idaho English Language Proficiency Assessment - Test Materials Ordering	District/Charter	Assessment	Melanie Jones 332-6933	NCLB Act 1111(b)(6)	Pre Identification on WIDA Account Management System (AMS) for spring English language proficiency testing; <a href="https://www.wida-ams.us/">https://www.wida-ams.us/</a>
December 2nd to December 20th	AYP Graduation Rate Appeals	School/Charter	Assessment	Ayaka Nukui 332-6926	Federal Law NCLB Act PL107-110	Appeal dropout and graduation data prior to AYP determinations.
December 7	GSFR	District/Charter	Special Education	Alisa Fewkes 332-6919 Jeff Brandt 332-6915	34 CFR § 300.149 34 CFR § 300.600-602	All materials required for GSFR uploaded to the CTT <a href="https://apps.sde.idaho.gov/CTT2/Home/">https://apps.sde.idaho.gov/CTT2/Home/</a>
December 8	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Final day for staffing corrections to the snapshot date "Last Friday in September" for the February 15th payment.
December 8	Staff Assignment Credential Reporting <b>(ACR due)</b>	District/Charter/ LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.
December 8	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	February 15th payment Attendance and Enrollment deadline
December 15	Title I-D, Annual Survey of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Federal Programs	Tina Naillon 332-6904	Federal Law NCLB Act PL107-110	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.

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**December 2017 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 15	Alternative Secondary School Revenue and Expenditure Survey	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002F	Required for compilation of the Alternative School Report submitted to the Legislature. (Report will be emailed to business managers for completion.)
December 15	Child Count Review	SDE/District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Child Count data obtained from ISEE will be available on the Secure Server in the Data Verification folder for review and certification. <a href="https://sftp.sde.idaho.gov/login.html">https://sftp.sde.idaho.gov/login.html</a> .
December 15	2016-2017 School Building Maintenance Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.)
December 20	Johnson O'Malley American Indian Student Count	District/Charter	Indian Education	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Official American Indian student count from JOM districts only. Count will be used for per student funding distribution.

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**January 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 2	Application for Impact Aid	District	Indian Education	Johanna Jones 332-6968	Federal Law Title VII, PL 874	Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE.
January 6	2017-18 Mini Grant - Hard to Fill Positions Reimbursement Requests Claims due	District/Charter	Special Education	Anthony Mukuna 332-6916	CFR Part 300 EDGAR, 2 CFR	Last day to file or request extension for reimbursement for the Hard to Fill Positions mini grant awards. Request form is located under <i>FORMS</i> at: <a href="http://www.sde.idaho.gov/sped/funding/">http://www.sde.idaho.gov/sped/funding/</a> . Email to: amukuna@sde.idaho.gov
January 6	Application for Tuition Equivalency Funds	District	Special Education	Anthony Mukuna 332-6916	State Law IC 33-2004	Special education students application for tuition equivalency funds. <a href="http://www.sde.idaho.gov/sped/funding/">http://www.sde.idaho.gov/sped/funding/</a>
January 15	Title I-A, Application for Reallocated Funds	District/Charter	Federal Programs	Elmira Feather 332-6900	Federal Law PL 107-110	Districts apply for the additional funds annually.
January 15	Funding Cap Appeal Application	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1006	Request for waiver from funding cap.

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**February 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1	SFA Onsite Review	District/Charter	Child Nutrition	Lynda Westphal Tamara Donovan Jennifer Butler 332-6820	Federal Regs. 7 CFR 210	Reviews with Corrective Action require follow up; keep on file for review by SDE. Form is available in Idaho School Nutrition Reference Guide on CNP website.
February 1	Charter School LEA Designation	Charter	School Choice	Michelle Clement Taylor 332-6963	IDAPA 08.02.04.500.02	This is required for any district authorized charter school wanting to be an independent LEA authorized by the district.
February 1	Certification of Child Count Data	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Districts, LEAs, and Charter Schools must submit certification of Child Count data from the November ISEE file upload. <a href="https://sftp.sde.idaho.gov/login.html">https://sftp.sde.idaho.gov/login.html</a>
February 15	Independent Review of Applications	District/Charter	Child Nutrition	Melissa Cook Lynda Westphal 332-6830	Federal Regs. 7 CFR 210	SFAs demonstrating high levels of, or are at risk for, administrative error are required to conduct a review of F/R application determination prior to notifying households of eligibility or ineligibility.
February 28	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 332-6840	Federal Regs. 34 CFR 75.563	Provides information to calculate indirect cost rates used by federal programs. (Worksheet will be emailed to business managers for completion.)
February 28	Migrant Student Information System (MSIS) Data Reporting verified up to date	Title 1-C funded District/Charter	English Learner and Migrant Education	Sarah Seamount 332-6958	Federal Law PL 114-95	Required data up-to-date to use for Idaho formula for Title 1-C Allocations for 2018-2019.

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**March 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Third Friday in March	Eligible Participants for Free and Reduced Price Meals	District/Charter	Child Nutrition	Melissa Cook Colleen Fillmore 332-6830	Federal Regs. 7 CFR 210	Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via ISEE upload.
March 1	Safety Busing Annual Affirmation Form	District/Charter	Student Transportation	Doug Scott 332-6851	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.
March 1	Request for New Safety Busing	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190	Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement.
March 1	Annual USDA Foods Acceptability Survey	District/Charter	Child Nutrition	Brian Elwood 332-6831	Federal Regs. 7 CFR 250	Annual acceptability survey of <b>USDA Foods</b> received during the current year.
March 10	Coordinated Early Intervening Services	District/Charter	Special Education	Anthony Mukuna 332-6916	Federal Regs. 624(f) IDEA Part B (20 U.S.C. 1413(f) Regs 34 CFR 300.226	Report amount reserved for CEIS, # of students receiving services, and # of SPED students. Form is located: <a href="http://www.sde.idaho.gov/sped/funding/">http://www.sde.idaho.gov/sped/funding/</a>
March 16	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
March 18	Certification of Low Income Student Count for Charter LEAs	Charter LEAs	Federal Programs	Elmira Feather 332-6900	ESEA 1124 (B)(iv) of Title I-A	For Title I-A, each poverty student as determined by the Census generates funding for its LEA of residence. The funding for all Charter LEA is determined by drawing the funds from the LEAs of residence and allocating these funds to the LEA Charter school of attendance. Title II-A Teacher Quality allocations and IDEA part B also use this same poverty data.

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**March 2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March 23	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	May 15th payment Attendance and Enrollment deadline
March 23	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Final day to request and to submit staffing corrections to the snapshot date "Last Friday in September" for the May 15th payment.
March 23	Staff Assignment Credential Reporting	District/Charter/ LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.
March 31	Deadline to request tuition waiver from the State Board of Education	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1405	Request for tuition waiver must be submitted to the State Board of Education before April 1.

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**April 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 1	School Improvement Plan	School	Federal Programs	Tyson Carter 332-6911	NCLB Act of 2001 Section 1116(3)(A)	School Improvement Plans are required of all schools/districts that are new to school improvement (just entered into Year 1 Improvement Status based on Spring 09 ISAT results); were marked Needs Revision during the 08-09 improvement plan review process; or are in Year 1 Improvement Status and Beyond that did NOT submit for the 08-09 Review.
April 1	Charter School Significant Expansion/Enrollment	Charter	IDEA Part B/Federal Programs	Anthony Mukuna 332-6916 Elmira Feather 332-6900	Federal Regs. 34 CFR 76.785-799	Any charter school that has a significant expansion of enrollment due to adding a new grade or increase of school enrollment within existing grades can request those additional students to be added in advance of the upcoming federal program allocations. Qualifications and instructions located at <a href="http://www.sde.idaho.gov/sped/funding/">http://www.sde.idaho.gov/sped/funding/</a>
April 15	Summer Alternative Secondary School Applications	District/Charter	School Choice	Michelle Clement Taylor 332-6963	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.
April 30	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.
April 30	Fresh Fruit and Vegetable Program Grant Application	District/Charter	Child Nutrition	Jennifer Butler Diane Bleazard Melissa Cook 332-6834	Federal Regs. 7 CFR 210	Eligible school districts may apply for a grant to serve fresh fruit and vegetables to elementary grade school children.

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**May 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Colleen Fillmore Angela Kraft Shawn Charters 332-6820	Federal Regs. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
May 2	Indicator 8 Parent Involvement Survey Contact Information	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(A)	Final submission of contact information for Parent Involvement (Indicator 8) survey
May 2	Indicator 14 Post School Outcome Survey Contact Information	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(B)	Final submission of contact information for Post School Outcome (Indicator 14) survey
May 18	ISEE Attendance and Enrollment Data Corrections	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC33-1002C IC33-1004D Federal Law IDEA Section 618	ISEE Final Transmission deadline for changes in attendance and enrollment to first reporting period and Best 28 Weeks for July 15th payment.
May 25	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Final day to request and to submit staffing corrections to the snapshot date "Last Friday in September" for the July 15th payment.
May 25	Staff Assignment Credential Reporting	District/Charter/ LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.
May 31	NSLP Program Renewal	District/Charter	Child Nutrition	Jennifer Butler Tamara Donovan Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Renewal of school lunch application. Required annually.

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**May 2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 31	2018-2019 School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for the 2018-2019 school year. Forms will be available at <a href="http://www.sde.idaho.gov/finance/">http://www.sde.idaho.gov/finance/</a> under Calendars, School Calendar Forms in Spring, 2018.

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**June 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools with an expected increase of 20 or more students.
June 1	Charter School Advance Payment Request	Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1006, 33-5208	Request for advance transportation funding.
June 1	USDA Foods Contact and Delivery Update	District/Charter	Child Nutrition	Brian Elwood 332-6831	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving <b>USDA Foods</b> .
June 2	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment	Danielle Taylor 332-6903	State Law IC 33-1615	Used to distribute Spring IRI reports.
June 15	Indian Student Report/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Border Contract Expense Report	District	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2013-2014.
June 15	Application for Alternative Secondary School	District/Charter	School Choice	Michelle Clement Taylor 332-6963	State Law IC 33-1002C	Approved application

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**June 2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 15	Intervention Program Evaluation	District/Charter	Assessment	Karlynn Laraway 332-6909 Danielle Taylor 332-6903	State Law IC 33-1616	Online evaluation of the IRI Intervention Program Plan
June 15	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 332-6840	State Law IC 33-1002	July 15th payment Attendance and Enrollment deadline
June 15	Change LEP Status in ISEE for Students who have met Idaho's Exit Criteria	District/Charter	English Learner and Migrant Education	Alissa Metzler 332-6905	EDGAR 34 CFR 76.731	Submit a change in LEP status for students who have met Idaho's Exit Criteria. Idaho's Exit criteria can be found in the Title III Program manual: <a href="http://www.sde.idaho.gov/el-migrant/el/files/program/manual/2017-2018-Exiting-and-Monitoing.pdf">http://www.sde.idaho.gov/el-migrant/el/files/program/manual/2017-2018-Exiting-and-Monitoing.pdf</a>
June 15	Staff Assignment Credential Reporting	District/Charter/ LEA	Teacher Certification	Cina Lackey 332-6936 Shannon Miner 332-6885	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.
June 15	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170	District must have the following data uploaded to ISEE on or before the June ISEE upload timelines: <b>Discipline:</b> Reported at the building level. Reports suspension incidents for students with disabilities. Reports the number of expulsions of students with and without disabilities and whether they received services during the expulsion. Every school building must file the report even if they had no suspensions. <u>Collected through the ISEE Disciplinary Action Template</u>
June 15	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 34 CFR 300.111	<b>60-day Timeline:</b> Reported at the district level. Report students, age 3 through 21, for whom parental consent was obtained for an <b>initial</b> special education eligibility assessment, conducted within 60 days of receiving parental consent for the evaluation. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and the reason for delay? <u>Collected through the ISEE Special Education Template</u>
June 15	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.124	<b>Early Childhood Transition:</b> Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program, were referred for evaluation to the school district, and turned 3 between July 1, 2017 and June 30, 2018. Charter schools are exempted because they serve no preschool students. <u>Collected through the ISEE Special Education Template</u>
June 15	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 332-6919	Federal Regs. 34 CFR 300.157	<b>Exit:</b> Reported at the district level. Reports students age 14-21 who exited special education program or moved out of the district. <u>Collected through the ISEE Special Education Template.</u>
June 20	Continuous Improvement Plans and Training Reimbursement Request	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-320	Reimbursement for qualified training related to continuous improvement plans and training. Reimbursement form will be emailed to business managers in early July.

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**June 2018 (Continued)**

<b>DUE DATE</b>	<b>FORM TITLE</b>	<b>COMPLETION LEVEL</b>	<b>SDE SECTION</b>	<b>SDE CONTACT</b>	<b>REQUIRED BY</b>	<b>COMMENTS</b>
June 20	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002B	Report of students placed by Idaho court-order into a licensed home or facility. Information will be emailed to business managers in early May.
June 29	Gun Free Schools Act	District/Charter	Student Engagement/ Career and Technical Readiness	Matt McCarter 332-6906	NCLB Act of 2001 Section 4141(e)	Required reporting on student discipline actions regarding firearms in schools.
June 30	21st Century Community Learning Centers Renewal Application	District/Charter	Student Engagement/ Career and Technical Readiness	Andrew Fletcher 332-6813	NCLB Act of 2001 Section 4204(g) & Section 4205(b)(2)	Required for continued funding of Title IV B.
June 30	Johnson-O'Malley (JOM) Application for Contract	District/Charter	Indian Education	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30	Title I-D, Subpart 1 and 2, Neglected and Delinquent Programs Application	District/Institution	Federal Programs	Tina Naillon 332-6904	Federal Law PL 107-110	Required for funding Title I-D programs.
June 30	Updated Square Footage Numbers for 2018-2019	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match payment. Report will emailed to Business Managers by early June.
June 30	Title III/English Learners Data Collection	District/Charter	English Learner and Migrant Education	Alissa Metzler 332-6905	Federal Law PL 107-110	Data collection on English Learners for federal reporting.
June 30	Consolidated Federal and State Grant Application	District/Charter	Federal Programs	Elmira Feather 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A and Title V-A programs. Must be approved by SDE before expending any of these program funds.
June 30	Determinations	SDE	Special Education	Alisa Fewkes 332-6919	Federal Regs. 34 CFR 300.600	Determination notices for FY 2016 (July 1, 2016 to June 30, 2017) will be issued to districts.

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**June 2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 30	Title X-C, McKinney-Vento Act Sub-Grant Evaluations	Grantees	Federal Programs	Tina Naillon 332-6904	Federal Law (NCLB Act) PL 107-110	Required for those who were awarded grants.
June 30	Special Education Discipline Report	School/Charter	Special Education	Paul Kleinert 332-6925	Federal Regs. 34 CFR 300.146	Reported at the school level
June 30	English Learners Assurances and Certification Form	District/Charter	English Learner and Migrant Education	Alissa Metzler 332-6905	Civil No: 79-1068 Consent Decree	Requirements that districts certify with the state whether they have English Learners enrolled or not. This is completed in the Consolidated State and Federal Grant Application (CFSGA).
June 30	Early Childhood Outcomes	District/Charter	Special Education	Karren Streagle 332-6824	Federal Regs. 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170	Districts with an Early Childhood program must have entry and exit data posted for all students who are exiting the program, have participated in the program for 6 months or more, and will be Kindergarten eligible for the 2018-2019 school year. <a href="https://www.sde.idaho.gov/ECOutcome/default.aspx">https://www.sde.idaho.gov/ECOutcome/default.aspx</a>
June 30	Camp Special Milk Renewal	District/Charter	Child Nutrition	Melissa Cook 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Submitted in MyIdahoCNP.

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**No Fixed Date 2017-2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition	Jennifer Butler Tamara Donovan Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Must be updated if method of counting meals changes during the school year. Data is entered on site application in <b>MyIdahoCNP</b> .
As Needed	Team Nutrition Grant Project Reports	District/Charter	Child Nutrition	Colleen Fillmore Brenda Thompson 332-6827	Federal Regs. 7 CFR 210	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Indian Education	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Variable	Driver Education Claim for Reimbursement	District/Charter	Driver Education	Audra Urie 332-6984	State Law IC 33-1707	Due no later than 45 days following completion of class.
Variable	Driver Education Collision/ Incident Report Form	District/Charter	Driver Education	Audra Urie 332-6984	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	Certification and Professional Standards	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.
Variable	Uniform School Bus Accident Report Form	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.

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**No Fixed Date 2017-2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	After School Snack Review	District/Charter	Child Nutrition	Tamara Donovan Lynda Westphal Jennifer Butler 332-6820	Federal Regs. 7 CFR 210	Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year. Keep on file for review by SDE.
Three Times per Year	Direct Certification Student Information from Electronic System	District/Charter	Child Nutrition	Shawn Charters 332-6822 Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Free eligibility status can be determined by a match with food stamp and/or TAFI.
Variable	Bus Ridership Counts	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1511 IDAPA 08.02.02.190	Three assigned weekly counts of eligible actual bus ridership.
Ongoing as preschoolers enter and exit	Early Childhood Outcomes	School	Special Education	Paul Kleinert 332-6925	Federal Regs. 34 CFR 300.614.d.5.B.iii	Reported only by preschools.
November, February and April	Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of Services	District/Charter	English Learner and Migrant Education	Sarah Seamount 332-6958	Federal Law PL 107-110	Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with ID & Regional Coordinator.
Variable	Authorization to Operate Driver Education Program	District/Charter	Driver Education	Audra Urie 332-6984	State Law 33-1704	Authorization runs from July 1 to June 30. Required 30 days prior to running driver education program or due prior to July 1.
As Needed	Exit Survey	School	Special Education	Kendrick Lester 332-6918	Federal Law PL 108-446	Special Education students exiting from high school and special education services complete an exit survey. Information collected through the survey is used as a basis for the Post School Outcome Survey one year after exit. <a href="https://www.sde.idaho.gov/SpecialEd/PSSurvey/default.asp">https://www.sde.idaho.gov/SpecialEd/PSSurvey/default.asp</a>

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**Annual 2017-2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Annual	Annual Storage Facility Self-Evaluation Form	District/Charter	Child Nutrition	Brian Elwood 332-6831	Federal Regs. 7 CFR 250	Review of all <b>USDA Foods</b> storage warehouses and individual sites. Retain on file for review by the State agency.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; FTE = Full Time Equivalent  
 ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reporting Management System  
 IRI = Idaho Reading Indicator; JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture



Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Sherri Ybarra, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director of Office for Civil Rights, Department of Education, Washington, D.C.