



# DATA ACQUISITION CALENDAR 2018-2019



SHERRI YBARRA  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
BOISE, IDAHO

**Monthly 2018-2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	USDA Foods Order Form	District/Charter	Child Nutrition	Brian Elwood 208-332-6831	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 208-332-6820	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 208-332-6830	Federal Regs. 7 CFR 210	Recommended by the 10th of each month for reimbursable meals and milk.
Monthly	ISEE Data Submission	District/Charter	Technology Services	Chris Campbell 208-332-6848	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 208-332-6910	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.

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GSFR= General Supervision File Review; GRA= Grant Reimbursement Application; ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan;

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**July 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1, 2018	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Melissa Cook 208-332-6830	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, 2018	Commodity Usage Report (PAL)	District/Charter	Child Nutrition	Brian Elwood 208-332-6831	Federal Regs. 7 CFR 210	The PAL report shows the value of <b>USDA Foods</b> ordered by the program.
July 15, 2018	Annual School Bus Certification Report	District/Charter	Student Transportation	Derek Newland 208-332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15, 2018	School District Budgets	District/Charter	Public School Finance	Carol Piranfar 208-332-6844	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.
July 15, 2018	Bus Inventory/Odometer Report	District/Charter	Student Transportation	Alexandra McCann 208-332-6851	State Law IC 33-1511 IDAPA 08.02.02.160	Required to report Inventory, inspection, and annual mileage of school buses.
July 30, 2018	School Building Demographics Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Carol Piranfar 208-332-6844	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 2018**

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 208-332-6840	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 208-332-6840	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 15, 2018	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 208-332-6840	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, 2018	Title I-D, Subpart 1 and 2, Evaluation for Neglected and Delinquent Programs	District/Institution	Federal Programs	Suzanne Peck 208-332-6904	Federal Law PL 107-110	Required for accountability and data collection.
August 16, 2018	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission
August 18, 2018	ISEE Staff Data Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	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 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 1, 2018	Pupil Transportation Reimbursement Claim	District/Charter	Student Transportation	Alexandra McCann 208-332-6851	State Law IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.
September 15, 2018	Title I-A, Annual Performance Report	District	Federal Programs	Kathy Gauby 208-332-6889	Federal Law PL 114-95 ESSA	Required for all Title I districts.
September 17, 2018	Title I-C Migrant, Annual Data Collection	District	EL-Migrant Department	Sarah Seamount 208-332-6958	Federal Law PL 114-95 ESSA	Required of all Migrant districts. Annual Data Collection= Re-Interview Summary, MPO Evaluation, All Services.
September 30, 2018	Border District Contract	District	Public School Finance	Tim Hill 208-332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30, 2018	Teacher of the Year	District/Charter	Superintendent's Office	Jo Ann Bujarski 208-332-6848	Superintendent of Public Instruction	Districts submit nominations to SDE.
September 30, 2018	School Lunch Match Report	District/Charter	Accounting	Aaron McCoy 208-332-6858	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, 2018	General Supervision File Review (GSFR)	District/Charter	Special Education	Kailey Bunch-Woodson 332-6925 Jeff Brandt 208-332-6915	34 CFR § 300.149, 34 CFR § 300.600- 602	District/Charter selects student files and begins internal review using General Supervision File Review (GSFR) checklists and assistance from their assigned Special Education Support and Technical Assistance (SESTA) coordinator.

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**October 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1, 2018	Child & Adult Care Food Program Application and Renewal	District/Charter	Child Nutrition	Kim Huntley Kathrine Forstie 208-332-6821	Federal Regs. 7 CFR 226	CACFP sponsors serving meals and snacks to participants in child care, day care homes, Head Start, emergency shelters, At-Risk meal programs and adult day care centers.
October 1, 2018	NAEP School Data Collection Form	Schools participating in NAEP	Assessment	Kevin Whitman 208-332-6957	State Board Rule IDAPA 08.02.03	For NAEP selected schools
October 1, 2018	Idaho Reading Indicator	District/Charter	Assessment	Karlynn Laraway 208-332-6909 Danielle Taylor 208-332-6903	State Law IC 33-1616	Intervention Program Plan
October 1, 2018	Civil Rights Compliance Report	CACFP	Child Nutrition	Kim Huntley Jean Zaske Colleen Fillmore 208-332-6821	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 1, 2018	Application and Budgets for 2018-2019 IDEA Part B and Preschool Special Education Funds	District/Charter/LEA	Special Education	Anthony Mukuna 208-332-6916	Federal Regs. 34 CFR 300.200-300.204	<b>Last day to submit</b> application and budgets for 2018-2019 IDEA Part B and Preschool Special Education Funds. 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 10, 2018	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 15, 2018	District and Charter School Salary Schedules	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	State Law IC 33-1004E	Required for <b>instructional staff and pupil services staff</b> for 2018-2019. If the instructional staff schedule is the same as for pupil services staff, please make a note and may send one schedule.
October 15, 2018	ISEE Staff Data Reporting	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	State Law IC 33-1004D	Submission of all district staff and salary data for 2018-2019. Used for both funding and statistical purposes.
October 15, 2018	Staff Assignment Credential Reporting	District/Charter/LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 2018 (Continued)**

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October 15, 2018	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission.
October 15, 2018	Title I-A Comparability Report	District/Charter	Federal Programs	Elmira Feather 208-332-6900	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.
October 15, 2018	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 208-332-6840	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.
Oct. ISEE Upload – Dec. 2018	General Supervision File Review	District/ Charter	Special Education	Kailey Bunch-Woodson 208-332-6925 Jeff Brandt 208-332-6915	34 CFR § 300.149, 34 CFR § 300.600-602	After completing the October ISEE upload, district/charter selects students through the <u>Compliance Tracking Tool (CTT)</u> <a href="https://apps.sde.idaho.gov/CTT2/">https://apps.sde.idaho.gov/CTT2/</a> and begins the General Supervision File Review (GSFR) process utilizing the GSFR checklists and assistance from their assigned Special Education Support and Technical Assistance (SESTA) coordinator.
October 24, 2018	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment	Danielle Taylor 208-332-6903	State Law IC 33-1615	Used to distribute Fall IRI and reports.
October 28, 2018	Annual Statement of Financial Condition	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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, 2018	2017-2018 IFARMS Annual (IFARMS) Financial Report	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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, 2018	Civil Rights Compliance Report	CACFP	Child Nutrition	Kim Huntley Jean Zaske 208-332-6821	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, 2018	Leadership Premiums	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	State Law IC 33-1004J	Required for compilation of the Leadership Premiums Report submitted to the Legislature. An email will be sent to Superintendents, Charter Administrators and Business Managers when the report is available on the School Finance secured site located at <a href="https://sftp.sde.idaho.gov/">https://sftp.sde.idaho.gov/</a> .

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**November 2018**

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: 208-332-6923 Alisa Fewkes 208-332-6919	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 Students File submitted in the ISEE file upload in November. See Reporting Special Education Data in ISEE for 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> . Child Count data obtained from the November ISEE upload will be available for review on Special Education Data and Reporting Application in the Child Count section and may be updated through ISEE upload corrections (anticipated site release date October 1, 2018) <a href="https://www.sde.idaho.gov/sped/resource-center.html">https://www.sde.idaho.gov/sped/resource-center.html</a> .
November 1, 2018	Federal and State Consolidated Plan Revisions	District/Charter	Federal Programs	Elmira Feather 208-332-6900	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, 2018	2017-2018 Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 208-332-6840	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.
November 15, 2018	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Melissa Cook Lynda Westphal 208-332-6830	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced household income. Submitted in <b>MyIdahoCNP</b> .
November 16, 2018	ISEE Staff Data Reporting	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	State Law IC 33-1004D	Submission of all district staff and salary data for 2018-2019. Used for both funding and statistical purposes.
November 17, 2018	Staff Assignment Credential Reporting	District/Charter/LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 16, 2018	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
November 11th to November 16th	Cohort Graduation Rate Appeals	School/Charter	Assessment and Accountability	Ayaka Nukui 208-332-6926	ESSA Section 1111(c)	Appeal non-graduates and provide supporting documentation.

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**December 2018**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1, 2018	ADA by County	District/Charter	Public School Finance	Janesse Siler Tim Hill 208-332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
December 1, 2018	Separate Attendance Unit Report	District	Public School Finance	Tim Hill 208-332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 3, 2018	1st Half Internet/WAN Invoice Submission	District/Charter	Technology Services	Michael Bartz 208-332-6993	State Law IC 33-5605	Submit 1st half (July-December) Broadband invoices for reimbursement.
December 6, 2018	Internal File Review	District/Charter	Special Education	Kailey Bunch-Woodson 208-332-6925 Jeff Brandt 208-332-6915	34 CFR § 300.149 34 CFR § 300.600-602	<b>Last date to submit</b> to the SDE signed assurance documenting completion of the internal file review utilizing the GSFR checklists.
December 6, 2018	General Supervision File Review (GSFR)	District/Charter	Special Education	Kailey Bunch-Woodson 208-332-6925 Jeff Brandt 208-332-6915	34 CFR § 300.149 34 CFR § 300.600-602	<b>Last date to submit</b> materials required for GSFR to the <u>CTT</u> .
December 7, 2018	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	State Law IC 33-1004D	Final day for staffing corrections to the snapshot date "Last Friday in September" for the February 15th payment.
December 7, 2018	Child Count	District/Charter	Special Education	Alisa Fewkes 208-332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	<b>Last date to make changes</b> to Child Count data through ISEE corrected upload. Final certification opens on Special Education Data and Reporting Application in the Child Count section (anticipated site release date October 1, 2018) <a href="https://www.sde.idaho.gov/sped/resource-center.html">https://www.sde.idaho.gov/sped/resource-center.html</a>
December 7, 2018	Staff Assignment Credential Reporting (ACR due)	District/Charter/LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 7, 2018	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	February 15th payment Attendance and Enrollment deadline

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**December 2018 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 15, 2018	Title I-D, Annual Count of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Federal Programs	Suzanne Peck 208-332-6904	ESSA-TIPD Section 1422(a) and (c)	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.
December 15, 2018	Professional Development Assurance	SDE/District/Charter	Special Education	Kailey Bunch-Woodson 208-332-6925 Jeff Brandt 208-332-6915	34 CFR § 300.149, 34 CFR § 300.600-602	<b>Last date to submit</b> signed assurance to the SDE documenting all new staff have completed one of the following: o Idaho SESTA Essentials training o Training modules located on the <a href="#">Idaho Training Clearinghouse</a> website o LEA's new special education teacher training of comparable quality. (A copy of the agenda must be included in the assurance packet.)
December 15, 2018	Alternative Secondary School Revenue and Expenditure Survey	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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, 2018	2017-2018 School Building Maintenance Report	District/Charter	Public School Finance	Julie Oberle 208-332-6840	State Law IC 33-1019	Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.)
December 20, 2018	Johnson O'Malley American Indian Student Count	District/Charter	Indian Education	Johanna Jones 208-332-6968	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 2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 2, 2019	Application for Impact Aid	District	Indian Education	Johanna Jones 208-332-6968	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 7, 2019	Application for Tuition Equivalency Funds	District	Special Education	Anthony Mukuna 208-332-6916	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, 2019	Title I-A, Application for Reallocated Funds	District/Charter	Federal Programs	Elmira Feather 208-332-6900	Federal Law PL 107-110	Districts apply for the additional funds annually.
January 15, 2019	Funding Cap Appeal Application	District/Charter	Student Transportation	Derek Newland 208-332-6851	State Law IC 33-1006	Request for waiver from funding cap.
January 31, 2019	Border Contract Expense Report	District	Public School Finance	Janesse Siler Tim Hill 208-332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2019-2020.
January through March	WIDA ACCESS 2.0	District/Charter	Assessment	Melanie Jones 208-332-6933	ESSA	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>

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**February 2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1, 2019	SFA Onsite Review	District/Charter	Child Nutrition	Lynda Westphal Tamara Donovan Jennifer Butler 208-332-6820	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, 2019	Charter School LEA Designation	Charter	School Choice	Michelle Clement Taylor 208-332-6963	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, 2019	Certification of Child Count Data	District/Charter	Special Education	Alisa Fewkes 208-332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	<b>Last date to certify</b> Child Count data from the November ISEE file upload through the Child Count section of the Special Education Data and Reporting Application (anticipated site release date October 1, 2018) <a href="https://www.sde.idaho.gov/sped/resource-center.html">https://www.sde.idaho.gov/sped/resource-center.html</a>
February 15, 2019	Independent Review of Applications	District/Charter	Child Nutrition	Melissa Cook Lynda Westphal 208-332-6830	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, 2019	Migrant Student Information System (MSIS) Data Reporting verified up to date	Title 1-C funded District/Charter	English Learner and Migrant Education	Sarah Seamount 208-332-6958	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 2019**

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 208-332-6830	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, 2019	Safety Busing Annual Affirmation Form	District/Charter	Student Transportation	Derek Newland 208-332-6851	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, 2019	Request for New Safety Busing	District/Charter	Student Transportation	Derek Newland 208-332-6851	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, 2019	Annual USDA Foods Acceptability Survey	District/Charter	Child Nutrition	Brian Elwood 208-332-6831	Federal Regs. 7 CFR 250	Annual acceptability survey of <b>USDA Foods</b> received during the current year.
March 11, 2019	Coordinated Early Intervening Services	District/Charter	Special Education	Anthony Mukuna 208-332-6916	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 15, 2019	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
March 18, 2019	Certification of Low Income Student Count for Charter LEAs	Charter LEAs	Federal Programs	Elmira Feather 208-332-6900	ESSA 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.
March 18, 2019	Charter School Significant Expansion/Enrollment	Charter	IDEA Part B/Federal Programs	Anthony Mukuna 208-332-6916 Elmira Feather 208-332-6900	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>

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**March 2019 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March 22, 2019	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	May 15th payment Attendance and Enrollment deadline
March 22, 2019	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips 208-332-6875	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, 2019	Staff Assignment Credential Reporting	District/Charter/LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 30, 2019	Title I-A Federal Programs Self-Assessment	District/Charter	Federal Programs	Kathy Gauby 208-332-6889	Federal Law: CFR 200.328	Required for all Title I LEAs not receiving an onsite visit. (ESSA)
March 31, 2019	Deadline to request tuition waiver from the State Board of Education	District/Charter	Public School Finance	Tim Hill 208-332-6840	State Law IC 33-1405	Request for tuition waiver must be submitted to the State Board of Education before April 1.
March 31, 2019	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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.)

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**April 2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 15, 2019	Summer Alternative Secondary School Applications	District/Charter	School Choice	Michelle Clement Taylor 208-332-6963	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, 2019	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Carol Piranfar 208-332-6844	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.
April 30, 2019	Fresh Fruit and Vegetable Program Grant Application	District/Charter	Child Nutrition	Jennifer Butler Diane Bleazard Melissa Cook 208-332-6834	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 2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1, 2019	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Colleen Fillmore Domonique Ayarra-Sykes 208-332-6820	Federal Regs. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
May 2, 2019	Indicator 8 Parent Involvement Survey Contact Information	District/Charter	Special Education	Kailey Bunch-Woodson 208-332-6925	Federal Regs. 20 U.S.C. 1416(a)(3)(A)	Last day to submit contact information for Parent Involvement (Indicator 8) survey.
May 2, 2019	Indicator 14 Post School Outcome Survey Contact Information	District/Charter	Special Education	Kailey Bunch-Woodson 208- 332-6925	Federal Regs. 20 U.S.C. 1416(a)(3)(B)	Last day to submit contact information for Post School Outcome (Indicator 14) survey.
May 6, 2019	2nd Half Internet/WAN Invoice Submission	District/Charter	Technology Services	Michael Bartz 208-332-6993	State Law IC 33-5605	Submit 2nd half (January - June) Broadband invoices for reimbursement.
May 17, 2019	ISEE Attendance and Enrollment Data Corrections	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC33-1002C IC33-1004D Federal Law IDEA Section 618	Attendance and Enrollment Submission.
May 24, 2019	ISEE Staff Data Corrections	District/Charter	Public School Finance	Brandon Phillips 208-332-6840	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 24, 2019	Staff Assignment Credential Reporting	District/Charter/ LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 26, 2019	Teacher of the Year	District/Charter	Superintendent's Office	JoAnn Bujarski 208-332-6848	Superintendent of Public Instruction	Districts submit nominations to SDE.
May 31, 2019	NSLP Program Renewal	District/Charter	Child Nutrition	Jennifer Butler Tamara Donovan Lynda Westphal 208-332-6820	Federal Regs. 7 CFR 210	Renewal of school lunch application. Required annually.
May 31, 2019	2019-2020 School Calendar	District/Charter	Public School Finance	Julie Oberle 208-332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for the 2019-2020 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, 2019.

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<http://www.sde.idaho.gov/finance/index.html>

revised 09/11/2018



**June 2019**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1, 2019	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 208-332-6840	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, 2019	Charter School Advance Payment Request	Charter	Student Transportation	Alexandra McCann 208-332-6851	State Law IC 33-1006, 33-5208	Request for advance transportation funding.
June 1, 2019	USDA Foods Contact and Delivery Update	District/Charter	Child Nutrition	Brian Elwood 208-332-6831	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving <b>USDA Foods</b> .
June 2, 2019	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment	Danielle Taylor 208-332-6903	State Law IC 33-1615	Used to distribute Spring IRI reports.
June 15, 2019	Indian Student Report/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones 208-332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15, 2019	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones 208-332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15, 2019	Application for Alternative Secondary School	District/Charter	School Choice	Michelle Clement Taylor 208-332-6963	State Law IC 33-1002C	Approved application
June 15, 2019	Intervention Program Evaluation	District/Charter	Assessment	Karlynn Laraway 208-332-6909 Danielle Taylor 208-332-6903	State Law IC 33-1616	Online evaluation of the IRI Intervention Program Plan

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**June 2019 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 21, 2019	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Pam Brewer 208-332-6840	State Law IC 33-1002	July 15th payment Attendance and Enrollment deadline
June 15, 2019	Change LEP Status in ISEE for Students who have met Idaho's Exit Criteria	District/Charter	English Learner and Migrant Education	Alissa Metzler 208-332-6905	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-Monitoring.pdf">http://www.sde.idaho.gov/el-migrant/el/files/program/manual/2017-2018-Exiting-and-Monitoring.pdf</a> .
June 15, 2019	Staff Assignment Credential Reporting	District/Charter/LEA	Teacher Certification	Cina Lackey 208-332-6936 Shannon Miner 208-332-6885	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 ISEE Upload	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 208-332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170	<u>District/Charter must have the following data uploaded to ISEE on or before June ISEE upload due date.</u> <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. Collected through the ISEE Disciplinary Action File
June ISEE Upload	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 208-332-6919	Federal Regs. 34 CFR 300.111	<b>60-day Timeline:</b> Reported at the district level. Reports students ages 3 through 21 for whom parental consent was obtained for an initial eligibility determination for special education and related services. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and what was the reason for delay? Collected through the ISEE Special Education Students File
June ISEE Upload	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 208-332-6919	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 and were referred for evaluation to the school district and were evaluated between July 1, 2018, and June 30, 2019. Charter schools are exempted because they serve no preschool students. Collected through the ISEE Special Education Students File.
June ISEE Upload	Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes 208-332-6919	Federal Regs. 34 CFR 300.157	<b>Exit:</b> Reported at the district level. Reports students ages 14-21 who exited the special education program or moved out of the district. Collected through the ISEE Special Education Students File.
June 20, 2019	Continuous Improvement Plans and Training Reimbursement Request	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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.
June 20, 2019	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberle 208-332-6840	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.

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**June 2019 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 29, 2019	Gun Free Schools Act	District/Charter	Student Engagement/ Career and Technical Readiness	Matt McCarter 208-332-6906	Gun-Free Schools Act of 1994	Required reporting on student discipline actions regarding firearms in schools.
June 30, 2019	21st Century Community Learning Centers Renewal Application	District/Charter	Student Engagement/ Career and Technical Readiness	Andrew Fletcher 208-332-6813	ESSA	Required for continued funding of Title IV B.
June 30, 2019	Johnson-O'Malley (JOM) Application for Contract	District/Charter	Indian Education	Johanna Jones 208-332-6968	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30, 2019	Title I-D, Subpart 1 and 2, Neglected and Delinquent Programs Application	District/Institution	Federal Programs	Suzanne Peck 208-332-6904	Federal Law PL 107-110	Required for funding Title I-D programs.
June 30, 2019	Updated Square Footage Numbers for 2019-2020	District/Charter	Public School Finance	Julie Oberle 208-332-6840	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match payment. Report will be emailed to Business Managers in early June.
June 30, 2019	Title III/English Learners Data Collection	District/Charter	English Learner and Migrant Education	Alissa Metzler 208-332-6905	Federal Law PL 107-110	Data collection on English Learners for federal reporting.
June 30, 2019	Consolidated Federal and State Grant Application	District/Charter	Federal Programs	Elmira Feather 208-332-6900	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, 2019	Determinations/Levels of Support	SDE	Special Education	Jeff Brandt 208-332-6915 Alisa Fewkes 208-332-6919	Federal Regs. 34 CFR 300.600	Determination notices for FY 2017 (July 1, 2017, to June 30, 2018) will be issued to districts/charters.
June 30, 2019	Title X-C, McKinney-Vento Act Sub-Grant Evaluations	Grantees	Federal Programs	Suzanne Peck 208-332-6904	Federal Law (NCLB Act) PL 107-110	Required for those who were awarded grants.

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**June 2019 (Continued)**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 30, 2019	English Learners Assurances and Certification Form	District/Charter	English Learner and Migrant Education	Alissa Metzler 208-332-6905	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, 2019	Early Childhood Outcomes	District/Charter	Special Education	Shannon Dunstan 208-332-6824 Alisa Fewkes 208-332-6919	Federal Regs. 20 U.S.C. 1416(a)(3)(A) 1412(a)(22) 34 CFR 300.170	Districts with an Early Childhood program must submit entry and exit data in the Early Childhood Outcomes application for all students who have participated in an early childhood program for six months or more, are exiting the program, and or will be kindergarten eligible for the 2019-2020 school year. <a href="https://www.sde.idaho.gov/sped/resource-center.html">https://www.sde.idaho.gov/sped/resource-center.html</a>
June 30, 2019	Camp Special Milk Renewal	District/Charter	Child Nutrition	Melissa Cook 208-332-6830	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 2018-2019**

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	Carol Piranfar 208-332-6844	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 208-332-6820	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> .
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Indian Education	Johanna Jones 208-332-6968	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Variable	Driver Education Claim for Reimbursement	District/Charter	Driver Education	Audra Urie 208-332-6984	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 208-332-6984	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	Certification and Professional Standards	Annette Schwab 208-332-6864	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	Derek Newland 208-332-6851	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 208-332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.

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GSFR= General Supervision File Review; GRA= Grant Reimbursement Application; 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; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

**No Fixed Date 2018-2019 (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 208-332-6820	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 208-332-6822 Melissa Cook 208-332-6830	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 208-332-6851	State Law IC 33-1511 IDAPA 08.02.02.190	Three assigned weekly counts of eligible actual bus ridership.
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 208-332-6958	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 208-332-6984	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/Charter	Special Education	Kendrick Lester 208-332-6918	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>
Variable	ELMS Coding for English Learners	District/Charter	English Learner and Migrant Education	Alissa Metzler 208-332-6905	EDGAR 34 CFR 76.731	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>
Variable	ISEE Coding for Immigrant Students	District/Charter	English Learner and Migrant Education	Alissa Metzler 208-332-6905	EDGAR 34 CFR 76.731	District/Charters must enter screeners and assessments into the English Learner Management Systems (ELMS), as students are identified and enrolled.

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**Annual 2018-2019**

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 208-332-6831	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.

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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.