

DATA ACQUISITION CALENDAR 2023 - 2024

YEAR AT A GLANCE

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
07/01/23	Claims Inquiry Report for Auditors	Districts & Charters	Federal Regulations 7 CFR 210	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	
07/01/23	Value of Commodities Received - RA Report (WBSCM)	Districts & Charters	Federal Regulations 7 CFR 210	The Value of Commodities Received - RA Report shows the value of USDA Foods received by the program.	Child Nutrition	Crystal Edgar (208) 332-6955 Specialist	Teresa Goodsell (208) 332-6805 USDA Foods Coordinator
07/15/23	School District Budgets	Districts & Charters	State Law IC 33-120 & IC 33-801	Due 21 days after Board of Trustees approval, but no later than July 15th.	Public School Finance	Carol Piranfar (208) 332-6844 School Budget Specialist	
07/15/23	Spring/Final 21 APR Data	Subgrantees, Districts & Charters	ESSA Sec. 4203	Includes all 21APR data for Fall, Spring, & Summer (First day of school until last day of school).	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
07/15/23	Annual School Bus Certification Report	Districts & Charters	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.	Student Transportation	Ali Stolzmann (208) 332-6856 Director	
07/21/23	Assessment Participation Rate Appeal	Districts & Charters	ESSA Sec. 1111(c), IDAPA 08.02.03.112.05	Appeal non-participants and provide supporting documentation to meet the 95% participation rate requirement for ISAT and IDAA. https://apps2.sde.idaho.gov/AssessmentParticipationAppeals/	Assessment & Accountability	Ayaka Nukui (208) 332-6926 Director	Karen Streagle (208) 332-6824 IDAA Coordinator
07/30/23	Bus Inventory/Odometer Report	Districts & Charters	State Law IC 33-1511 & IDAPA 08.02.02.160	Required to report Inventory, inspection, and annual mileage of school buses.	Student Transportation	Lori Olsen (208) 332-6851 Admin Assistant	
08/01/23	21st CCLC State Assessment	21st CCLC Program Participants	GPRA EDGAR Sec. 75.720	ELA and Math assessment scores for previous year and current year, to show growth	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
08/01/23	21st CCLC School Year Attendance	21st CCLC Program Participants	GPRA EDGAR Sec. 75.720	Attendance percentages/rates at or below 90% in the prior school year and demonstrated growth (.1%) in the current school year	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
08/01/23	21st CCLC In-School Suspensions	21st CCLC Program Participants	GPRA EDGAR Sec. 75.720	All students who demonstrated a decrease in in-school suspensions compared to the previous school year	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
08/01/23	Special Education Initial Eligibility Data Corrections	Districts & Charters	Federal Regulations 34 CFR § 300.301 and 20 U.S.C. §1412(a)(9)	Last date to submit the Summer Initial Eligibility Reporting Form and any corrections to data for the prior June ISEE upload related to initial eligibility evaluation data including Indicator 11 - Child Find (60-day timeline) and Indicator 12 - Early Childhood Transition.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Debi Smith (208) 332-6915 Special Populations Coordinator
08/15/23	Request for Separate School Status	Districts & Charters	State Law 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
08/31/23	Civil Rights Compliance Report	CACFP	Federal Regulations 7 CFR 226	Report summarizes racial status and ethnicity from income applications on file as of August 31 for participants in the CACFP. Sponsors may use income applications or enrollment forms to collect the data. Required to be submitted in Middle-CORP.	Child Nutrition	Sharon D'Sa (208) 332-6821 Admin Assistant	Kim Sherman (208) 332-6935 CACFP Coordinator
08/31/23	Child & Adult Care Food Program Application and Renewal	Districts & Charters	Federal Regulations 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.	Child Nutrition	Sharon D'Sa (208) 332-6821 Admin Assistant	
09/01/23	ISEE Data Submission - Summer Alternative 2023	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period 5/22/23 - 8/25/23. SDE approved alternative summer school programs including JDC.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
09/01/23	Pupil Transportation Reimbursement Claim	Districts & Charters	State Law IC 33-1006 & IC 33-120	Pupil transportation costs and related data for the prior school year.	Student Transportation	Zane Cliver (208) 332-6832 Financial Specialist	
09/01/23	Special Education Timeline Compliance Notifications	Districts & Charters	Federal Regulations 34 CFR § 300.301 and 20 U.S.C. §1412(a)(9)	The SDE issues notifications of noncompliance for Special Education Indicator 11 - Child Find (60-day timeline) and Indicator 12 - Early Childhood Transition based on prior year data.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator
09/15/23	Title I-C Migrant, Annual Data Collection	Title I-C Funded Districts	Federal Law ESSA	Required of all Migrant districts. Annual Data Collection, Re-Interview Summary, MPO Evaluation, All Services, Fidelity of Strategy Implementation (FSI) report.	Federal Programs	Sarah Seamount (208) 332-6958 Title I-C Coordinator	

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DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
09/20/23	School District Facilities Fund Report	Districts Only	State Law IC 33-911(5)	Districts must report how these funds were used.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
09/29/23	Title I-A Annual Performance Report	Districts & Charters	OESE Consolidated State Performance Report	Required for all Title I LEAs - Districts with Neglected Set-Asides report the number served with these funds by grade level in the Title IA ARP	Federal Programs	Stacie Rekow (208) 332-6891 Title I-A & IV-A Coordinator	
09/30/23	School Lunch Match Report (FICA)	Districts & Charters	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.	Accounting	Katie Trondson (208) 332-6858 Financial Specialist, Senior	
09/30/23	Literacy Intervention Expenditure Report	Districts & Charters	State Law IC 33-1002 (r), IC 33-1807	Literacy Intervention Program Expenditure Report	Content & Curriculum	Meghan Wonderlich (208) 332-6876 Director	
09/30/23	ISAT Remediation Expenditure Report	Districts & Charters	Appropriation Language	ISAT Remediation Program Expenditure Report	Content & Curriculum	Meghan Wonderlich (208) 332-6876 Director	
09/30/23	Title I-D Neglected and Delinquent Programs - Evaluation	Districts & Charters	Federal Law ESEA Part D, Subpart 3, Sec. 1431	Required accountability/data collection for federal reporting. Evaluation opens July 1 and is completed in the online Title ID Evaluation https://apps.sde.idaho.gov/NeglectedAndDelinquent/Year/26/Home/Home	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
10/01/23	Start of verification	Districts & Charters	Federal Regulations 7 CFR 245	Count applications that are approved for free or reduced-price meals and determine how many need to be pulled to verify; submit to confirming official to ensure the original determination was made correctly; send letter(s) to the applicants, requesting back up documentation to support the free or reduced-priced eligibility status.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	
10/01/23	EHCY McKinney-Vento/Homeless Sub-Grant Evaluation	Subgrantees	Federal Law 42 USC Ch. 119 Sec. 11432(f)(3)	Required for those who were awarded 3 yr. grants. This is completed in the McKinney-Vento/Homeless Education Application/Evaluation online tool. https://apps.sde.idaho.gov/HomelessSubGrant/Home/Home	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
10/01/23	Health Plan Information Report	Districts & Charters	State Law SB 1206 (2023 session)	Summary of health plan information and cost.	Public School Finance	Public School Finance Team (208) 332-6840	
10/13/23	District and Charter School Salary Schedules	Districts & Charters	State Law IC 33-1004E	Required for instructional staff and pupil services staff salary schedules for 2023-2024. If the instructional staff schedule is the same as for pupil services staff, please make a note and you may send one schedule. If you have multiple salary schedules for such staff for the year, please send all versions.	Public School Finance	Tania Goretoy (208) 332-6841 Program Information Coordinator	
10/15/23	3 Year Gifted and Talented Plan	Districts & Charters	State Law IC 22-2003 & IDAPA 08.02.03.171.03	Each school district shall develop and write a plan for its gifted and talented program. The plan shall be submitted to the Department no later than October 15. The plan shall be updated and submitted every three years thereafter.	Content & Curriculum	Rebecca Martin (208) 332-6940 Financial Literacy & Gifted/Talented Coordinator	
10/15/23	Final Income Count and Enrollment Numbers for New and Significantly Expanded Charter	Charters & LEAs	34 CFR 76.787	Used to calculate federal grant final allocations.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	Lisa Pofelski-Rosa (208) 332-6916 Financial Specialist, Principal
10/15/23	Salary Based Apportionment Waiver Request	Districts & Charters	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.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
10/15/23	Special Education Policies and Procedures Adoption Form	New Charters & LEAs	Federal Regulations IDEA PL 108-446	Required for IDEA Part B fund eligibility.	Special Education	Lisa Pofelski-Rosa (208) 332-6916 Financial Specialist, Principal	
10/15/23	GEAR UP Student Survey	School Partners	GEAR UP Federal Regulations/Evaluation Plan 34 CFR	Required for federal reporting and evaluation. Student survey is used to measure postsecondary aspirations and mastery of career readiness competencies.	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	

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10/15/23	GEAR UP Enrollment and Demographics	School Partners	GEAR UP Federal Regulations/Evaluation Plan 34 CFR	Enrollment date, School, EDUID, First, Last, gender, DOB, Race/Ethnicity, IEP	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	
10/16/23	ISEE Coding for Immigrant Students	Districts & Charters	EDGAR 34 CFR 76.731	District must code immigrant students based on the Federal definition for immigrant students. See https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence	Federal Programs	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Maria Puga (208) 332-6905 ELP/Title III Coordinator
10/16/23	ISEE Data Submission - October 2023	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period SY24 Start Date - 9/29/23. Data used for both funding and statistical purposes.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
10/16/23	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201 & IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The law states that the contract salary of every noncertificated teacher shall be subtracted from the LEA's share allowance. After completing the October ISEE upload, the LEA can run the Assignment Credential Report (ACR) and reconcile deficiencies. NOTE: A salary reduction will result for assignment/endorsement deficiencies still showing on the December ACR.	Teacher Certification	Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
10/17/23	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 9/30/22	Districts & Charters	42 USC Sec. 11432(f)(1) & (3)	Districts/charters must code qualifying Homeless students and Unaccompanied Homeless youth based on the Federal McKinney-Vento definition for newly enrolled or returning students in their student information systems and reported via ISEE. Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
10/28/23	Annual Statement of Financial Condition	Districts & Charters	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 http://www.sde.idaho.gov/finance/ under Financial Information.	Public School Finance	Public School Finance Team (208) 332-6840	
10/31/23	Verification, part 2	Districts & Charters	Federal Regulations 7 CFR 245	Count number of students approved for free or reduced-priced meals by category type; run Direct Certification to get the number of students eligible for SNAP benefits as of the last operating day in October.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	
10/31/23	School Improvement Plan	Districts & Charters	ESEA Sec. 1111©(4)(D)(I) & Sec. 1003(b)(1)(A)	Schoolwide Improvement Plans (SWIP) are required of all schools that are identified as Comprehensive Support and Improvement (CSI) yearly.	Federal Programs	Patty Dalrymple (208) 332-6911	
10/31/23	2022-2023 IFARMS Annual (IFARMS) Financial Report	Districts & Charters	State Law IC 33-701(7) & IC 33-120	Required for state and federal reporting. Forms and additional information can be found at http://www.sde.idaho.gov/finance/ under Financial Information, IFARMS Annual Financial Report and Information.	Public School Finance	Public School Finance Team (208) 332-6840	
10/31/23	ISEE - Financial Transparency Oct FY24 (July 1, 2023 - September 30, 2023)	Districts & Charters	State Law IC 357	First submission of cumulative financial expenditure and revenue transaction data for FY2024. Uploaded and certified via the State Reporting Manager (SRM). Used for Idaho State Transparency purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
11/01/23	Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of Services	Districts & Charters	Federal Law ESSA	Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with Regional MEP Coordinator.	Federal Programs	Sarah Seamount (208) 332-6958 Title I-C Coordinator	
11/01/23	Open Enrollment Survey	Districts Only	State Law IC33-1402	Required of all districts offering open enrollment opportunities. Includes number of participants and denied applications, as well as program effectiveness.	School Choice	Michelle Clement Taylor (208) 332-6963 Director	

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11/01/23	General Supervision File Review	Districts & Charters	34 CFR Sec. 300.149 & 34 CFR Sec. 300.600-602	District/charter provide a list of self-reviewed student files and the GSFR signed Letter of Assurance. For login issues contact Support at: (208) 332-6987.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
11/03/23	Special Education Child Count	Districts & Charters	Federal Law 20 U.S.C. Sec. 1418, 20 U.S.C. 1416(a)(3)(B), & 34 CFR 300.173	Child Count is an unduplicated count of students ages 3-21 receiving special education and related services on the first Friday in November with current eligibility, active IEP, and actively receiving services. Students who are parentally placed in private schools and receiving services though a service plan should also be included as part of Child Count. For login issues contact Support at: (208) 332-6987.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	
11/03/23	4-year and 5-year Cohort Graduation Rate Appeals Window	Districts & Charters	ESSA Section 1111(c)	Appeal non-graduates and provide supporting documentation to finalize the graduation rate. https://apps2.sde.idaho.gov/CohortGradAppeals/ https://apps2.sde.idaho.gov/Cohort5yrGradAppeals/ https://apps2.sde.idaho.gov/CohortGradPreview/	Assessment & Accountability	Ayaka Nukui (208) 332-6926 Director	
11/03/23	Cohort Graduation Rate Appeals	Districts & Charters	ESSA Section 1111(c)	Appeal non-graduates and provide supporting documentation to finalize the graduation rate.	Assessment & Accountability	Ayaka Nukui (208) 332-6926 Director	
11/10/23	2022-2023 Independent Audit Report	Districts & Charters	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.	Public School Finance	Public School Finance Team (208) 332-6840	
11/15/23	WIDA ACCESS	Districts & Charters	ESSA	Pre-Identification on WIDA Account Management System (AMS) for spring English language proficiency testing; https://www.wida-ams.us/	Assessment & Accountability	Andrew Bennett (208) 332-6909 ELPA Coordinator	
11/15/23	Verification Summary Report of Free and Reduced Applications	Districts & Charters	Federal Regulations 7 CFR 245	Results of verification of free/reduced household income. Submitted in MyIdahoCNP.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	Jennifer Butler (208) 332-6929 NSLP Coordinator
11/15/23	Title I-A Comparability Report	Districts & Charters	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	
11/15/23	Final Application and Budgets for IDEA Part B and Preschool Special Education Funds	Districts & Charters	Federal Regulations 34 CFR 300.200-300.204	Last day to submit application and budgets for 2022-2023 IDEA Part B and Preschool Special Education Funds. Required for eligibility for IDEA Part B and Preschool funds. http://www.sde.idaho.gov/sped/funding/	Special Education	Lisa Pofelski-Rosa (208) 332-6916 Financial Specialist, Principal	Israel Silva (208) 332-6910 Financial Specialist, Senior
11/17/23	ISEE Data Submission - November 2023	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period SY24 Start Date - 11/3/23. Data used for both funding and statistical purposes (This will be the default upload used for staff funding calculations).	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
11/17/23	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201 IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The law states that the contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. After completing the November ISEE upload, the LEA should run the Assignment Credential Report (ACR) and reconcile deficiencies. IMPORTANT: Reconciliation of deficiencies identified on the November ACR must be corrected on or before the December ISEE Data Submission. Any changes made after the December ISEE Data Submission will require the LEA to notify their ISEE regional coordinator, Public School Finance and Teacher Certification. A salary reduction will result in the LEA February payment for any assignment/endorsement deficiency still showing on the LEA ACR.	Teacher Certification	Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
11/18/23	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 11/4/22	Districts & Charters	42 USC Sec. 11432(f)(1) and (3)	Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	

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11/21/23	Professional Development Funds Usage	Districts & Charters	HB 385	SECTION 4. PROFESSIONAL DEVELOPMENT. Of the moneys appropriated in Section 3 of this act, \$10,850,000 from the Public School Income Fund shall be distributed for professional development that supports instructors and pupil services staff to increase student learning, mentoring, and collaboration. Professional development efforts should be measurable, provide the instructors and pupil services staff with a clear understanding of their progress, be incorporated into their performance evaluations, and, to the extent possible, be included in the school district or public charter school continuous improvement plans required by Section 33-320, Idaho Code. Funding shall be distributed by a formula prescribed by the Department of Education, and the Department of Education shall track usage and effectiveness of professional development efforts at the state and local levels.	Content & Curriculum	Meghan Wonderlich (208) 332-6876 Director	
12/01/23	Johnson O'Malley American Indian Student Count	Districts & Charters	Federal Regulations 25 CFR 271, 3 & 6	Official American Indian student count from JOM districts only. Count will be used for per student funding distribution.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
12/01/23	ADA by County	Districts & Charters	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
12/01/23	Separate Attendance Unit Report	Districts Only	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
12/01/23	2022-2023 Alternative Secondary School Revenue and Expenditure Survey	Districts & Charters	State Law IC 33-1002F	Required for compilation of the Alternative School report submitted to the Legislature. (Survey will be emailed to business managers for completion.)	Public School Finance	Public School Finance Team (208) 332-6840	
12/01/23	2022-2023 Summary of Actual Expenditures	Districts & Charters	State Law IC 33-1028(2)(b)	Summary of actual expenditures for each line item distribution and for discretionary funds in FY 2023. (Report will be emailed to business managers for completion).	Public School Finance	Public School Finance Team (208) 332-6840	
12/01/23	Form 10s for February 15th Payment	Districts & Charters	State Law IC 33-1004B	Final day to submit Form 10s to ensure they are included in the February 15th payment.	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	
12/01/23	Form 6 and Virtual FTE Forms	Districts Only	State Law IC 33-1004	Final day for school districts expecting funding to be "left on the table" due to "use it or lost it" to submit a Form 6 or Virtual FTE Report to potentially prevent this funding education as part of the February 15th Payment.	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	
12/01/23	ISEE Data Corrections - February 15th Foundation Payment	Districts & Charters	State Law IC 33-1002	Attendance, Enrollment, & Staffing Data Correction deadline. Final day for staffing corrections made to the November ISEE upload to be automatically included in the February 15th payment. After this date, any updates to correct staffing data as of the snapshot date (9/29/23) must also have a request to do so from the local Superintendent or Charter Administrator, stating what specifically is being changed, why the error occurred, and authorizing the snapshot to be overwritten with the newest upload.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Branwyn Phillips (208) 332-6875 Staffing Data Specialist
12/01/23	Child Count	Districts & Charters	Federal Law 20 U.S.C. Sec. 1418, 20 U.S.C. 1416(a)(3)(B), 34 CFR 300.173	Last date to make changes to Child Count data through November ISEE upload correction. To review Child Count data access the SPED Data Application by selecting Resource Center on the Special Education home page.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	
12/01/23	Career Ladder Allocation Increase Report	Districts & Charters	State Law SB 1205(6)	Due date for report on how the \$6,359 increased allocation per Career Ladder cell is being utilized to increase instructional and pupil service staff salaries in FY24. This report will be aggregated and sent to the state Legislature.	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	

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12/02/23	1st Half Internet/WAN Invoice Submission	Districts & Charters	State Law IC 33-5605	Submit 1st half (July-December) Broadband invoices for reimbursement.	Technology Services	Daniel Vogt (208) 332-6875 Broadband & E-Rate Coordinator	
12/06/23	Certification of Child Count Data	Districts & Charters	Federal Law 20 U.S.C. Sec. 1418, 20 U.S.C. 1416(a)(3)(B), 34 CFR 300.173	Last date to submit certification for Child Count data on the SPED Data Application Child Count tool. This is the last step to finalizing Child Count. To access the SPED Data Application, select Resource Center on the Special Education home page.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Will Spoja (208) 332-6933 Data Program Specialist
12/08/23	General Supervision File Review (GSFR)	Districts & Charters	34 CFR Sec. 300.149, 34 CFR Sec. 300.600-602	For the students selected for GSFR, this is the last day to submit student files to the CTT.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
12/15/23	CLDS Data Corrections	Districts & Charters	State Law IC 33-1001, 33-1004B, 33-1004D, and 33-1201A	Data corrections to the Career Ladder Data System (CLDS)	Federal Programs	Kathy Gauby (208) 332-6899 Interim Director	
12/15/23	Title I-D Neglected and Delinquent Programs - Annual Count	Districts & Charters	Federal Law 34 CFR Sec. 200.91, 20 U.S.C. 1432(1), 20 U.S.C. 1432(4)(b)	Collecting the annual count of qualifying students residing in residential neglected/delinquent facilities, county juvenile detention centers, or juvenile/adult correctional facilities that meet classification criteria - for Title I-A Neglected Set-Aside and Title ID Subpart 1 & Subpart 2 grant funding purposes. Opens Oct 1	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
12/15/23	Border Contract Expense Report	Districts Only	State Law IC 33-1002	Initial district submission of documentation of border contract costs for the current school year.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
12/15/23	2022-2023 School Building Maintenance Report	Districts & Charters	State Law IC 33-1019	Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.)	Public School Finance	Public School Finance Team (208) 332-6840	
12/15/23	ISEE Data Submission - December 2023	Districts & Charters	State Law IC 33-1028	Submission for data collecting period SY24 Start Date - 12/1/23. Data used for statistical purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
12/15/23	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201, IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. The law states that the contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. IMPORTANT: The December Data Collection period (8/15/22 - 12/2/22) is the final opportunity to ensure data has been reported accurately. Any assignment/endorsement deficiency still remaining on the December ACR will impact the LEA February payment.		Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
12/16/23	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 12/2/22	Districts & Charters	42 USC Sec. 11432(f)(1) and (3)	Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
12/31/23	Federal and State Consolidated Plan Revisions	Districts & Charters	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.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	
12/31/23	Safe and Drug Free Schools (SDFS)	Districts & Charters	Title IX, Section 9532 of ESEA		Student Engagement & Safety	Danielle Taylor (208) 332-6984 Program Coordinator	
01/01/24	21st CCLC Demographics	21st CCLC Program Participants	Government Performance and Results Act (GPRA); EDGAR, Section 75.720	EDUID, First, Last, gender, DOB, Race/Ethnicity, IEP, FRL, ELL/LEP	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
01/06/24	Application for Tuition Equivalency Funds	Districts Only	State Law IC 33-2004	Special education students application for tuition equivalency funds. https://www.sde.idaho.gov/sped/funding/files/funding/forms/Exceptional-Child-Tuition-Equivalency.pdf	Special Education	Israel Silva (208) 332-6910 Financial Specialist, Senior	

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YEAR AT A GLANCE

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
01/15/24	Title I-A, Application for Reallocated Funds (if available)	Districts & Charters	Federal Law PL 107-110	Districts apply for the additional funds annually.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	
01/15/24	Charter School LEA Designation	Charters Only	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.	Public School Finance	Michelle Clement Taylor (208) 332-6963 Director	
01/15/24	Border Contract Expense Report	Districts Only	State Law IC 33-1002	District submission of any adjustments to border contract costs for the current school year in preparation of the February Foundation payment.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
01/15/24	Low of missing APR data (prior school year)	School Partners	GEAR UP Federal Regs/Evaluation Plan 34 CFR	Required for federal reporting and evaluation. Information needed for federal reporting that is low or missing for any reason. This could include courses, dual enrollment, grades, GPA, ADA, test scores, IEP, ELL, homeless, and exit codes.	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	
01/15/24	Funding Cap Appeal Application	Districts & Charters	State Law IC 33-1006	Request for waiver from funding cap.	Student Transportation	Zane Cliver (208) 332-6832 Financial Specialist	
01/25/24	Final Application and Budgets IDEA Part B and Preschool Funds for New Charter School	Charters Only	Federal Regulations 34 CFR 300, 200-300.204	Required for eligibility for IDEA Part B and Preschool funds.	Special Education	Israel Silva (208) 332-6910 Financial Specialist, Senior	
01/31/24	General Supervision File Review (GSFR)	Districts & Charters	34 CFR Sec. 300.149, 34 CFR Sec. 300.600-602	GSFR- Final deadline for uploading existing supporting evidence for identified areas of concern reported in through the CTT.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
01/31/24	ISEE - Financial Transparency Jan FY24 (July 1, 2023 - December 31, 2023)	Districts & Charters	State Law IC 357	Second submission of cumulative financial expenditure and revenue transaction data for FY2023. Uploaded and certified via the State Reporting Manager (SRM). Used for Idaho State Transparency purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
02/01/24	SFA Onsite Review	Districts & Charters	Federal Regulations 7 CFR 210	Each sponsor of multiple sites must complete a self-review of the breakfast and lunch programs and keep the results on file. 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.	Child Nutrition	NSLP Team (208) 332-6820	
02/01/24	Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of Services	Districts & Charters	Federal Law ESSA	Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with Regional MEP Coordinator.	Federal Programs	Sarah Seamount (208) 332-6958 Title I-C Coordinator	
02/01/24	Application for Impact Aid	Districts Only	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.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
02/14/24	General Supervision File Review (GSFR) Compliance Notifications	Districts & Charters	34 CFR Sec. 300.149, 34 CFR Sec. 300.600-602	Official notifications of noncompliance issued to LEAs for any areas of noncompliance identified through GSFR.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator
02/15/24	Independent Review of Applications	Districts & Charters	Federal Regulations 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. Complete if notified of requirement	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	Jennifer Butler (208) 332-6929 NSLP Coordinator
02/15/24	GEAR UP Semester 1 Data	School Partners	GEAR UP Federal Regs/Evaluation Plan 34 CFR	Required for federal reporting and evaluation. Includes courses, dual enrollment, grades, GPA, ADA, test scores, IEP, ELL, homeless.	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	
03/01/24	Lunch Eligibility Report	Districts & Charters	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.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	

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YEAR AT A GLANCE

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
03/01/24	Migrant Student Information System (MSIS) Data Reporting verified up to date	Title 1-C Funded Districts & Charters	Federal Law ESSA	Required data up-to-date to use for Idaho formula for Title I-C Allocations for 2024-2025.	Federal Programs	Sarah Seamount (208) 332-6958 Title I-C Coordinator	
03/01/24	Request for New Safety Busing	Districts & Charters	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.	Student Transportation	Lori Olsen (208) 332-6851 Admin Assistant	
03/01/24	Safety Busing Annual Affirmation Form	Districts & Charters	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.	Student Transportation	Lori Olsen (208) 332-6851 Admin Assistant	
03/10/24	Coordinated Early Intervening Services	Districts & Charters	Federal Regulations 624(f) IDEA Part B, (20 U.S.C. 1413(f), Regulations 34 CFR 300.226	Report amount reserved for CEIS, # of students receiving services, and # of SPED students. Form is located: https://www.sde.idaho.gov/sped/funding/files/funding/forms/2021-2022-Coordinated-Early-Intervening-Services-Reporting-Form.xlsx	Special Education	Israel Silva (208) 332-6910 Financial Specialist, Senior	
03/10/24	College Enrollment and Retention Report	Postsecondary Groups	GEAR UP Federal Regs/Evaluation Plan 34 CFR	Report provides data on college matriculation and retention rates for GEAR UP students attending a college or university.	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	
03/15/24	CLDS Data Corrections	Districts & Charters	State Law IC 33-1001, 33-1004B, 33-1004D, and 33-1201A	Data corrections to the Career Ladder Data System (CLDS)	Federal Programs	Kathy Gauby (208) 332-6899 Interim Director	
03/15/24	ISEE Data Submission - March 2024	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period SY24 Start Date - 3/1/24. Data used for both funding and statistical purposes.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
03/15/24	Charter School Significant Expansion/Enrollment	Charters Only	Federal Regulations 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 https://form.jotform.com/211895204486158	Special Education	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	Lisa Pofelski-Rosa (208) 332-6916 Financial Specialist, Principal
03/15/24	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201, IC 33-1002(6)(d)	Certification is required for the service being rendered. The law states that the contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. NOTE: A salary reduction for the May payment will result for assignment deficiencies still showing on the March ACR.	Teacher Certification	Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
03/17/24	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 3/3/23	Districts & Charters	42 USC Sec. 11432(f)(1) and (3)	Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
03/17/24	Certification of Low Income Student Count for Charter LEAs	Charters & LEAs	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.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	
03/22/24	Form 10s for May 15th Payment	Districts & Charters	State Law IC 33-1004B	Final day to submit Form 10s to ensure they are included in the May 15th payment.	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	
03/22/24	Form 6 and Virtual FTE Forms	Districts Only	State Law IC 33-1004	Final day for school districts with funding being "left on the table" due to "use it or lost it" to submit a Form 6 or Virtual FTE Report to potentially regain this funding as part of the May 15th Payment	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	

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DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
03/22/24	ISEE Data Corrections - May 15th Foundation Payment	Districts & Charters	State Law IC 33-1002	Attendance, Enrollment, & Staffing Data Correction deadline. Final day to upload and request staffing corrections be made in order to be included in the May 15th payment. Staff funding will be calculated based on submitted information as of 9/29/23 as it appears in the November ISEE upload, unless otherwise requested (See 12/01/23).	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
03/31/24	Title I-A Federal Programs Self-Assessment	Districts & Charters	Federal Law: CFR 200.328	Required for all Title I LEAs not receiving an onsite visit. (ESSA)	Federal Programs	Michelle Perreira (208) 332-6942 Program Specialist	
03/31/24	Deadline to request tuition waiver from the State Board of Education	Districts & Charters	State Law IC 33-1405	Request for tuition waiver must be submitted to the State Board of Education before April 1.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
04/01/24	Community Eligibility Provision Direct Certification Report	Districts & Charters	Federal Law 7 CFR Sec. 245.9(f)	All school districts currently operating or electing a new cycle under CEP must run a DC report on April 1 each year for all school sites. The data must be reported to the State agency prior to April 15.	Child Nutrition	Cambria Steffler (208) 332-6861 NSLP Coordinator	
04/01/24	Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of Services	Districts & Charters	Federal Law ESSA	Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with Regional MEP Coordinator.	Federal Programs	Sarah Seamount (208) 332-6958 Title I-C Coordinator	
04/15/24	Border Contract Expense Report	Districts Only	State Law IC 33-1002	District submission of any adjustments to border contract costs for the current school year in preparation of the May Foundation payment.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
04/15/24	Summer Alternative Secondary School Applications	Districts & Charters	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.	School Choice	Michelle Clement Taylor (208) 332-6963 Director	
04/30/24	Fresh Fruit and Vegetable Program Grant Application	Districts & Charters	Federal Regs. 7 CFR 210	Eligible school districts may apply for a grant to serve fresh fruit and vegetables to elementary grade school children.	Child Nutrition	Pamela Murray (208) 332-6902 Farm to School & FFVP Coordinator	
04/30/24	Notify County Clerks of Budget Hearing	Districts Only	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.	Public School Finance	Carol Piranfar (208) 332-6844 School Budget Specialist	
04/30/24	ISEE - Financial Transparency Apr FY24 (July 1, 2023 - March 31, 2024)	Districts & Charters	State Law IC 357	Third submission of cumulative financial expenditure and revenue transaction data for FY2024. Uploaded and certified via the State Reporting Manager (SRM). Used for Idaho State Transparency purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
05/01/24	Summer Food Service Program Application and Renewal	Districts & Charters	Federal Regs. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.	Child Nutrition	Mary Ann Liby (208) 332-6820 SFSP & CACFP Coordinator	
05/08/24	2nd Half Internet/WAN Invoice Submission	Districts & Charters	State Law IC 33-5605	Submit 2nd half (January - June) Broadband invoices for reimbursement.	Technology Services	Daniel Vogt (208) 332-6875 Broadband & E-Rate Coordinator	
05/10/24	LEA Determination Documentation	Districts & Charters	34 CFR § 300.149, 34 CFR § 300.600-602	Last date to provide signed electronic assurances and or action plan related to LEA Determination.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
05/15/24	EHCY McKinney - Vento/Homeless Subgrant Application Deadline	Districts & Charters	Federal Regs. 42 USC § 11432(f)(1) and (3)	Application required for McKinney-Vento/Homeless subgrant	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	

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DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
05/15/24	Significant Disproportionality Notifications	Districts & Charters	IDEA Section 618(d)	Notifications for significant disproportionality issued to LEAs who have exceeded the states threshold of three times the rate for identification, placement, or disciplinary action for students with disabilities by race/ethnicity for 1, 2, 3, or 3+ years.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator
05/15/24	Indicator 9 and 10 Compliance Notifications	Districts & Charters	20 U.S.C. 1416(a)(3)(c)	Notifications of noncompliance are issued related to Disproportionate Representation by race/ethnicity in special education and in specific disability categories.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
05/17/24	Indicator 14 Post School Outcome Survey Contact Information	Districts & Charters	Federal Regulations 20 U.S.C. 1416(a)(3)(B)	Last day to submit contact information for Post School Outcome (Indicator 14) survey.	Special Education	Randi Cole (208) 332-6918 Secondary Special Education Coordinator	
05/17/24	Indicator 8 Parent Involvement Survey Contact Information	Districts & Charters	Federal Regulations 20 U.S.C. 1416(a)(3)(A)	Last day to submit contact information for Parent Involvement (Indicator 8) survey.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	
05/17/24	ISEE Data Submission - May 2024	Districts & Charters	State Law IC 33-1028	Submission for data collecting period SY24 Start Date - 5/3/24. Data used for and statistical purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
05/17/24	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201, IC 33-1002(6)(d)	Certification is required for the service being rendered. The law states that the contract salary of every noncertificated teacher shall be subtracted from the district's share allowance. NOTE: A salary reduction for the July payment will result for assignment deficiencies still showing on the May ACR.	Teacher Certification	Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
05/19/24	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 5/5/23	Districts & Charters	42 USC Sec 11432(f)(1) and (3)	Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
05/31/24	NSLP Program Renewal	Districts & Charters	Federal Regs. 7 CFR 210	Renewal of school lunch application. Required annually.	Child Nutrition	NSLP Team (208) 332-6820	Melissa Cook (208) 332-6830 Financial Specialist
05/31/24	2024-2025 School Calendars	Districts & Charters	State Law IC 33-512(1)	Days in session and hours of instruction for the 2024-2025 school year. Forms will be available at http://www.sde.idaho.gov/finance/ under Calendars.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
05/31/24	Significant Disproportionality	Districts & Charters	20 U.S.C.1418(d), 34 CFR Sec. 300	Last date for district/charter identified as having significant disproportionality to submit an approved Comprehensive Coordinated Early Intervening Services (CCEIS) plan.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
06/01/24	ACCESS Appeals	Districts & Charters	ESSA 1111(b)(2)(G)	The ACCESS Participant Appeals window is an opportunity afforded by the Idaho State Department of Education and given to districts, as to verify the accurate reporting of student participation data for the annual ACCESS for ELLs 2.0 and Alternate Access English language proficiency assessments.	Assessment & Accountability	Andrew Bennett (208) 332-6909 ELPA Coordinator	
06/01/24	Charter School Advance Payment Request	Charters Only	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools serving more grades or at least 10% more classes than the previous year.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
06/01/24	Determinations/Levels of Support	Districts & Charters	Federal Regulations 34 CFR 300.600	Determination notice issued to districts/charters.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	
06/01/24	21st CCLC Demographics	21st CCLC Program Participants	Government Performance and Results Act (GPRA); EDGAR, Section 75.720	EDUID, First, Last, gender, DOB, Race/Ethnicity, IEP, FRL, ELL/LEP	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
06/01/24	Charter School Advance Payment Request	Charters Only	State Law IC 33-1006, 33-5208	Request for advance transportation funding.	Student Transportation	Zane Cliver (208) 332-6832 Financial Specialist	
06/14/24	ACCESS Appeals	Districts & Charters	ESSA 1111(b)(2)(G)	The ACCESS Participant Appeals window is an opportunity afforded by the Idaho State Department of Education and given to districts, as to verify the accurate reporting of student participation data for the annual ACCESS for ELLs 2.0 and Alternate Access English language proficiency assessments.	Assessment & Accountability	Andrew Bennett (208) 332-6909 ELPA Coordinator	

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DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
06/15/24	Indian Student Report/Indian Education (JOM)	Districts Only	Federal Regulations 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
06/15/24	Summary of Indian Personnel/Indian Education (JOM)	Districts Only	Federal Regulations 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
06/15/24	Border Contract Expense Report	Districts Only	State Law IC 33-1002	District submission of any adjustments to border contract costs for the current school year in preparation of the July Foundation payment.	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
06/15/24	Application for Alternative Secondary School	Districts & Charters	State Law IC 33-1002C	Approved application. Application required prior to funding each fiscal year.	School Choice	Michelle Clement Taylor (208) 332-6963 Director	
06/15/24	Preliminary Application and Budgets IDEA Part B and Preschool Funds	Districts & Charters	Federal Regulations 34 CFR 300.200-204	Required for eligibility for IDEA Part B and Preschool funds.	Special Education	Israel Silva (208) 332-6910 Financial Specialist, Senior	
06/15/24	GEAR UP Semester 2 and Annual Data	School Partners	GEAR UP Federal Regs/Evaluation Plan 34 CFR	Required for federal reporting and evaluation. Includes courses, dual enrollment, grades, GPA, ADA, test scores, IEP, ELL, homeless, and exit codes.	Student Engagement & Safety	Jacque Deahl (208) 332-6946 GEAR UP Coordinator	
06/16/24	ISEE Coding for McKinney-Vento Students for data collection period 8/15/22 - 6/16/23	Districts & Charters	42 USC Sec. 11432(f)(1) and (3)	Newly enrolled and/or identified MV students should be coded throughout the school year to be included in ISEE data uploads. The annual cumulative number of students identified/served is recorded regardless of if students move or find permanent housing.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
06/16/24	Form 10s for July 15th Payment	Districts & Charters	State Law IC 33-1004B	Final day to submit Form 10s to ensure they are included in the July 15th payment.	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	
06/16/24	Form 6 and Virtual FTE Forms	Districts Only	State Law IC 33-1004	Final day for school districts with funding being "left on the table" due to "use it or lost it" to submit a Form 6 or Virtual FTE Report to potentially regain this funding as part of the July 15th Payment	Public School Finance	Branwyn Phillips (208) 332-6875 Staffing Data Specialist	
06/16/24	ISEE Data Corrections - July 15th Foundation Payment	Districts & Charters	State Law IC 33-1002	Attendance, Enrollment, & Staffing Data Correction deadline. Final day to upload and request staffing corrections be made in order to be included in the July 15th payment. Staff funding will be calculated based on submitted information as of 9/29/23, as it appears in the November ISEE upload, unless otherwise requested (See 12/01/23).	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
06/16/24	Exit ISEE Data Collections for period 8/15/22 - 6/16/23	Districts & Charters	Federal Regulations 34 CFR 300.157	Exit: 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.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Will Spoja (208) 332-6933 Data Program Specialist
06/16/24	Early Childhood Transition ISEE Data Collections for period 8/15/22 - 6/16/23	Districts & Charters	Federal Regulations 20 U.S.C. 1416(a)(3)(A), 1412(a)(22), 34 CFR 300.170	Early Childhood Transition: Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program, were referred as potentially eligible, and had an initial eligibility determination between July 1 and June 30 of the current school year. Collected through the ISEE Special Education Students File.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Will Spoja (208) 332-6933 Data Program Specialist
06/16/24	ISEE Data Collections for period 8/15/22 - 6/16/23	Districts & Charters	Federal Regulations 20 U.S.C. 1416(a)(3)(A), 1412(a)(22), 34 CFR 300.170	District/Charter must have the following data uploaded to ISEE on or before June ISEE upload due date. Discipline: Reported at the building level. Reports suspension incidents for students with disabilities that occurred between July 1 and Jun 30 of the current school year. 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	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Will Spoja (208) 332-6933 Data Program Specialist

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DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
06/16/24	60-day Timeline ISEE Data Collections for period 8/15/22 - 6/16/23	Districts & Charters	Federal Regulations 34 CFR 300.111	60-day Timeline: 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 and were evaluated between July 1 and June 30 of the current school year. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and what was the reason for the delay? Data is available for review on the SPED Data Application under the Child Find tool. To access the SPED Data Application, select Resource Center on the Special Education homepage. Collected through the ISEE Special Education Students file.	Special Education	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator	Will Spoja (208) 332-6933 Data Program Specialist
06/21/24	Staff Assignment Credential Reporting	Districts & Charters	State Law IC 33-1201, IC 33-1002(6)(d)	Certification and proper endorsement is required for the service being rendered. Use this opportunity to run the Assignment Credential Report (ACR) and correct deficiencies. The contract salary of every noncertificated teacher shall be subtracted from the district's share allowance.	Teacher Certification	Cina Lackey (208) 332-6936 Director	Mandy Fulbright (208) 332-6885 Alt. Authorization Coordinator
06/21/24	2023-2024 Continuous Improvement Plans and Training Reimbursement Request	Districts & Charters	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.	Public School Finance	Public School Finance Team (208) 332-6840	
06/21/24	ISEE Data Submission - End of Year 2024	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period SY24 Start Date - SY24 End Date. Data used for both funding and statistical purposes.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
06/28/24	2024-2025 Square Footage Report	Districts & Charters	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match payment. Report will be emailed to Business Managers in early June.	Public School Finance	Public School Finance Team (208) 332-6840	
06/28/24	2023-2024 Court-Ordered Tuition Equivalency Report	Districts & Charters	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.	Public School Finance	Public School Finance Team (208) 332-6840	
06/29/24	Gun Free Schools Act	Districts & Charters	Gun-Free Schools Act of 1994	Required reporting is within the Title IV A CFSGA Grant Application.	Student Engagement & Safety	Danielle Taylor (208) 332-6984 Program Coordinator	
06/30/24	Camp Special Milk Renewal	Districts & Charters	Federal Regulations 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Submitted in MyIdahoCNP.	Child Nutrition	Melissa Cook (208) 332-6830 Financial Specialist	
06/30/24	Final McKinney-Vento/Homeless Data Verified	Districts & Charters	Federal Law 42 USC Chapter 119 Sec. 11432 (f)(3)	Verify that annual cumulative McKinney-Vento/Homeless data submitted via ISEE matches McKinney-Vento liaison of students identified/served by district.	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
06/30/24	Career Ladder Data System (CLDS)	Districts & Charters	State Law IC 33-1001, 33-1004B, 33-1004D, and 33-1201A	The collection of evaluation data is required for compliance with Idaho Code §33-1001, §33-1004B, §33-1004D, and §33-1201(A).	Federal Programs	Kathy Gauby (208) 332-6899 Interim Director	
06/30/24	English Learners Assurances and Certification Form	Districts & Charters	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).	Federal Programs	Maria Puga (208) 332-6905 ELP/Title III Coordinator	
06/30/24	Consolidated Federal and State Grant Application	Districts & Charters	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.	Federal Programs	Brian Butkus (208) 332-6900 Funding & Fiscal Accountability Specialist	
06/30/24	Title III/English Learners Data Collection	Districts & Charters	Federal Law PL 107-110	Data collection on English Learners for federal reporting.	Federal Programs	Maria Puga (208) 332-6905 ELP/Title III Coordinator	
06/30/24	Title I-D Neglected and Delinquent Programs - Application	Districts & Charters	Federal Law PL 107-110	Application and MOUs required for funding Title I-D Subpart 1 & 2 subgrant programs. Subpart 1 - online application, Subpart 2 - paper/pencil application	Federal Programs	Emily Sommer (208) 332-6904 Title D & IX-A Coordinator	
06/30/24	Equitable Service Intent to Participate and Consultation Documentation	Districts Only	Federal Law ESSA	Required of districts with non-profit private schools in their boundaries and students living in their boundaries attending non-profit private schools in another district.	Federal Programs	Katie Watkins (208) 332-6959 ESSER Funds Monitoring Coordinator	

DATA ACQUISITION CALENDAR 2023 - 2024

YEAR AT A GLANCE

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
06/30/24	Johnson-O'Malley (JOM) Application for Contract	Districts Only	Federal Regulations 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
06/30/24	School Building Demographics Building Additions, Reconfigurations, Deletions	Districts & Charters	State Law IC 33-119	All NEW school districts building additions, grade reconfigurations, address changes, closures etc. related to the upcoming school year (http://www.sde.idaho.gov/finance/index.html).	Public School Finance	Carol Piranfar (208) 332-6844 School Budget Specialist	
06/30/24	Early Childhood Outcomes	Districts & Charters	Federal Regulations 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 Data Collection System - which is part of the SPED Data Application - for all students who have participated in an early childhood program for six months or more, are exiting special education and related services, and or will be kindergarten eligible for the 2022-2023 school year. To access the SPED Data Application, navigate to the Resource Center on the Special Education homepage (https://www.sde.idaho.gov/sped/resource-center.html).	Special Education	Shannon Dunstan (208) 332-6908 Early Childhood Coordinator	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator
06/30/24	21st Century Community Learning Centers Renewal Application	Districts & Charters	ESSA	Required for continued funding of Title IV B.	Student Engagement & Safety	Sheena Strickler (208) 332-6813 Coordinator	
06/30/24	Authorization to Operate Driver Education Program	Districts & Charters	State Law 33-1704	Authorization runs from July 1, 2023 to June 30, 2024. Required 30 days prior to running driver education program or due prior to July 1, 2024.	Student Engagement & Safety	Danielle Taylor (208) 332-6984 Program Coordinator	
07/31/24	ISEE - Financial Transparency July FY24 (July 1, 2023 - June 30, 2024)	Districts & Charters	State Law IC 357	Final submission of cumulative financial expenditure and revenue transaction data for FY2024. Uploaded and certified via the State Reporting Manager (SRM). Used for Idaho State Transparency purposes.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	Chris Campbell (208) 332-6970 Chief Technology Officer
09/06/24	ISEE Data Submission - Summer Alternative 2024	Districts & Charters	State Law IC 33-1002 & IC 33-1004D	Submission for data collecting period 5/20/24 - 8/23/24. SDE approved alternative summer school programs including JDC.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Todd King (208) 332-6937 Education Data Systems Reporting Manager
8/1/2023 - 8/31/23	At-Risk for Disproportionality Webinar	Districts & Charters	IDEA Section 618(d)	Required webinar for LEAs determined to be At-Risk by race/ethnicity for significant disproportionality, significant discrepancy, or disproportionate representation.	Special Education	Debi Smith (208) 332-6915 Special Populations Coordinator	Alisa Fewkes (208) 332-6919 Monitoring & Reporting Coordinator

DATA ACQUISITION CALENDAR 2023 - 2024

VARIABLE DEADLINES

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
As Needed	Meal Counting System Information	Districts & Charters	Federal Regulations 7 CFR 210	Must be updated if method of counting meals changes during the school year. Data is entered on site application in MyIdahoCNP.	Child Nutrition	NSLP Team (208) 332-6820	
As Needed	District Certification Student Information from Electronic System	Districts & Charters	Federal Regulations 7 CFR 210	Free eligibility status can be determined by a match with food stamp, TAFI, Foster and/or Migrant. Must complete three times per year with the first upload of students due at or near the beginning of the school year.	Child Nutrition	Shawn Charters (208) 332-6822 CNP Program Specialist	Melissa Cook (208) 332-6830 Financial Specialist
As Needed	ELMS Coding for English Learners	Districts & Charters	EDGAR 34 CFR 76.731	District must code immigrant students based on the federal definition for immigrant students. See http://www.sde.idaho.gov/site/isee/requiredData.htm	Federal Programs	Maria Puga (208) 332-6905 ELP/Title III Coordinator	
As Needed	ISEE Coding for Immigrant Students	Districts & Charters	EDGAR 34 CFR 76.731	Districts/Charters must enter screeners and assessments into the English Learner Management Systems (ELMS), as students are identified and enrolled.	Federal Programs	Maria Puga (208) 332-6905 ELP/Title III Coordinator	
As Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	Districts & Charters	Federal Regulations 25 CFR 271, 3, & 6	Based upon budget request.	Indian Education	Johanna Jones (208) 332-6968 Coordinator	
As Needed	Changes in District/Building mailing address, phone/fax number, and key personnel	Districts & Charters	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.	Public School Finance	Carol Piranfar (208) 332-6844 School Budget Specialist	
As Needed	Instructional Calendar Revision Form	Districts & Charters	State Law IC 33-512	This form should be submitted to the SDE any time there is an adjustment to the instructional hours calendars (with the exception of emergency closures).	Public School Finance	Morgan Phillips (208) 332-6840 Program Information Coordinator	Tania Goretoy (208) 332-6841 Program Information Coordinator
As Needed	Indirect Cost Worksheet	Districts & Charters	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.)	Public School Finance	Public School Finance Team (208) 332-6840	
As Needed	ISEE Contact Information	Districts & Charters		District contact information should be up to date in ISEE year-round. The various departments at the SDE use these contact lists to communicate regularly. Contact your region specific ISEE coordinator for assistance with this.	State Board of Education	Amy Sigler (208) 332-6981 Regions 1-3 ISEE Technical Coordinator	Roger Evans (208) 332-6982 Regions 4-6 ISEE Technical Coordinator
As Needed	New School Bus Inspection	Districts & Charters	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.	Student Transportation	Lori Olsen (208) 332-6851 Admin Assistant	
Before School Year Ends	After School Snack Review	Districts & Charters	Federal Regulations 7 CFR 210	Review of 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.	Child Nutrition	NSLP Team (208) 332-6820	
Monthly	Reimbursement Accuracy Claim Sheet (RACS) or equivalent from automated Point of Service (POS)	Districts & Charters	Federal Regulations 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.	Child Nutrition	NSLP Team (208) 332-6820	
Monthly	ISEE Data Submission	Districts & Charters	State Law IC 33-1002, 33-1004, and Federal Law IDEA Sec. 618	Required ISEE data submission to provide accurate data for State and Federal requirements, funding calculations, and generate statistical data reports.	State Board of Education	Todd King (208) 332-6937 Education Data Systems Reporting Manager	
Monthly *recommended by the 10th	Reimbursement Claim	Districts & Charters	Federal Regulations 7 CFR 210	Recommended by the 10th of each month for reimbursable meals and milk.	Child Nutrition	NSLP Team (208) 332-6820	
Monthly *recommended by the 1st or 15th	IDEA Part B and Preschool Reimbursement Claims via GRA	Districts & Charters	Federal Regulations 34 CFR 200.331, 300.705, 825, & 826	Reimbursement requests submitted via GRA are processed the 11th and 25th of each month.	Special Education	Israel Silva (208) 332-6877 Financial Specialist, Senior	Lisa Pofelski-Rosa (208) 332-6916 Financial Specialist, Principal
Weekly	Bus Ridership Counts	Districts & Charters	State Law IC 33-1511, and State Board Rule IDAPA 08.02.02.190	Three Assigned weekly counts of eligible actual bus ridership.	Student Transportation	Lori Olsen (208) 332-6851 Admin Assistant	
Within 2 Weeks Following Accident	Driver Education Collision/Incident Report Form	Districts & Charters	State Board Rule IDAPA 08.02.01.230		Student Engagement & Safety	Danielle Taylor (208) 332-6984 Program Coordinator	
Within 2 Weeks Following Accident	Uniform School Bus Accident Report	Districts & Charters	State Board Rule IDAPA 08.02.02.170		Student Transportation	Zane Cliver (208) 332-6832 Financial Specialist	

DATA ACQUISITION CALENDAR 2023 - 2024

VARIABLE DEADLINES

DUE DATE	TITLE	APPLIES TO	REQUIRED BY	DETAIL	DEPARTMENT	CONTACT 1	CONTACT 2
Within 3 Days of Closure	Certificate of Closure Form	Districts & Charters	State Law IC 33-512	Certificate of closure for Emergency closures are due within 3 school days of the closure's occurrence. School Board minutes approving the closure must be submitted as soon as available.	Public School Finance	Dean Reich (208) 332-6983 Attendance & Enrollment Specialist	Morgan Phillips (208) 332-6840 Program Information Coordinator
Within 45 Days of Completion of Class, or Annually	Driver Education Claim for Reimbursement	Districts & Charters	State Law IC 33-1707		Student Engagement & Safety	Danielle Taylor (208) 332-6984 Program Coordinator	
Within 5 Days of Hire	Fingerprint Cards	Districts & Charters	State Law IC 33-130, IC 33-512	Required for new employees.	Teacher Certification	Annette Schwab (208) 332-6864 Ethics Program Specialist	



2023-2024 ISEE Data Submission Schedule

ISEE Data Submission	Collection Period (Data)	Submission Period
ISEE Summer Alt 2023 v13	05/22/2023 – 08/25/2023	08/04/2023 – 09/01/2023
ISEE October 2023 v14	SY24 Start Date – 09/29/2023	09/29/2023 – 10/16/2023
ISEE November 2023 v14	SY24 Start Date – 11/03/2023	11/03/2023 – 11/17/2023
ISEE December 2023 v14	SY24 Start Date – 12/01/2023	12/01/2023 – 12/15/2023
ISEE March 2024 v14	SY24 Start Date – 03/01/2024	03/01/2024 – 03/15/2024
ISEE May 2024 v14	SY24 Start Date – 05/03/2024	05/03/2024 – 05/17/2024
ISEE End of Year 2024 v14	SY24 Start Date – End Date	05/20/2024 – 06/21/2024
ISEE Summer Alt 2024 v14	05/20/2024 – 08/23/2024	08/02/2024 – 09/06/2024

ISEE Program Contacts	Collection Period (Data)	Submission Period
ISEE Program Contacts	Current Up-To-Date List	Open Year Round

Annual School Finance	Collection Period (Data)	Submission Period
School Finance 2023	FY23 (SY2022 – 2023)	08/04/2023 – 11/17/2023

Financial Transparency	Collection Period (Data)	Submission Period
Financial Transparency Oct	FY24 (07/01/2023 – 09/30/2023)	10/01/2023 – 10/31/2023
Financial Transparency Jan	FY24 (07/01/2023 – 12/31/2023)	01/01/2024 – 01/31/2024
Financial Transparency Apr	FY24 (07/01/2023 – 03/31/2024)	04/01/2024 – 04/30/2024
Financial Transparency July	FY24 (07/01/2023 – 06/30/2024)	07/01/2024 – 07/31/2024