



DATA ACQUISITION CALENDAR 2021-2022



SHERRI YBARRA
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
BOISE, IDAHO

JULY 2021

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1		Claims Inquiry Report for Auditors	District/Charter	Child Nutrition	Melissa Cook (208) 332-6830	Federal Regulations 7 CFR 210	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 1		Value of Commodities Received - RA Report (WBSCM)	District/Charter	Child Nutrition	Brian Elwood (208) 332-6831	Federal Regulations 7 CFR 210	The Value of Commodities Received - RA Report shows the value of USDA Foods received by the program.
July 12 - 23		Assessment Participation Rate Appeal	School/Charter	Assessment	Ayaka Nukui (208) 332-6926	ESSA Section 1111(h) IDAPA 08.02.03.112.05	Appeal non-participants and provide supporting documentation. https://apps2.sde.idaho.gov/AssessmentParticipationAppeals/
July 15		Annual School Bus Certification Report	District/Charter	Student Transportation	Kyle Rahn (208) 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15		School District Budgets	District/Charter	School Finance	Carol Piranfar (208) 332-6844	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval, but no later than July 15th.
Mid-July		Spring/Final 21 APR Data	Subgrantee (LEA, CBO's)	Student Engagement & Safety	Sheena Strickler (208) 332-6813	ESSA Sec. 4203	Includes all 21APR data for Fall and Spring (First day of school until last day of school).
July 30		Bus Inventory/Odometer Report	District/Charter	Student Transportation	Aaron Kennedy (208) 332-6832	State Law IC 33-1511 IDAPA 08.02.02.160	Required to report Inventory, inspection, and annual mileage of school buses.

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

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SEPTEMBER 2021

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 1		Pupil Transportation Reimbursement Claim	District/Charter	Student Transportation	Aaron Kennedy (208) 332-6832	State Law IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.
September 3		ISEE Staff Data Reporting for Approved Summer Alternative School Programs	District/Charter	School Finance	Branwyn 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.
September 4		ISEE Attendance and Enrollment Data Submission	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission. SDE approved summer school programs including IDC.
September 15		Title I-C Migrant, Annual Data Collection	Title I-C funded districts	Federal Programs	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, Fidelity of Strategy Implementation (FSI) report. This year only: parent, secondary student, staff surveys.
September 24		Literacy Intervention Expenditure Report	District/Charter	Assessment	Marine Freibrun (208) 332-6979 TBD (208) 332-6903	State Law IC 33-1616	Literacy Intervention Program Expenditure Report Intervention Program Plan
September 24		ISAT Remediation Expenditure Report	District/Charter	Assessment	TBD (208) 332-6903	Appropriation Language in State Law	ISAT Remediation Program Expenditure Report Intervention Program Plan
September 30		School Lunch Match Report	District/Charter	Accounting	Katie Trondson (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 30		Title I-A Annual Performance Report	District/Charter	Federal Programs	Stacie Rekow (208) 332-6891	OESE Consolidated State Performance Report	Required for all Title I LEAs
September 30		Title I-D Neglected and Delinquent Programs - Evaluation	District/Institution	Federal Programs	Suzanne Peck (208) 332-6904	Federal Law ESEA Part D, Subpart 3, section 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

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 ISEE = Idaho System for Educational Excellence; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reporting Management System; IRI = Idaho Reading Indicator;
 JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

OCTOBER 2021

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 11432(f)(1) and (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.
October 1		Idaho Reading Indicator	District/Charter	State Board of Education	Alison Henken (208) 332-1579	State Law IC 33-1616	Intervention Program Plan
October 15		3 Year Gifted and Talented Plan	District/Charter	Content and Curriculum	Rebecca Martin (208) 332-6940	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.
October 15		Staff Assignment Credential Reporting	District/Charter/LEA	Certification	Cina Lackey (208) 332-6936 TBD (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 law states that the contract salary of every noncertificated teacher shall be subtracted from the district'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.
October 15		District and Charter School Salary Schedules	District/Charter	School Finance	Isabel Brune (208) 332-6841	State Law IC 33-1004E	Required for instructional staff and pupil services staff for 2021-2022. If the instructional staff schedule is the same as for pupil services staff, please make a note and may send one schedule.
October 15		ISEE Staff Data Reporting	District/Charter	School Finance	Branwyn Phillips (208) 332-6875	State Law IC 33-1004D	Submission of all district staff and salary data for 2021-2022. Used for both funding and statistical purposes.
October 15		ISEE Attendance and Enrollment Data Submission	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission.
October 15		Salary Based Apportionment Waiver Request	District/Charter	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (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.
October 15		Final Income Count and Enrollment Numbers for New and Significantly Expanded Charter	Charter/LEA	Federal Programs & Special Education	Alexandra McCann (208) 332-6900 Lisa Pofelski-Rosa (208) 332-6916	34 CFR 76.787	Used to calculate federal grant final allocations.
October 15		Special Education Policies and Procedures Adoption Form	New Charter/LEA	Special Education	Lisa Pofelski-Rosa (208) 332-6916	Federal Regs. IDEA PL 108-446	Required for IDEA Part B fund eligibility.
October 15		ISEE Coding for Immigrant Students	District/Charter	Federal Programs	Maria Puga (208) 332-6905	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 .
October 25-November 5		4-year and 5-year Cohort Graduation Rate Appeals Window	School/Charter	Assessment	Ayaka Nukui (208) 332-6926	ESSA Section 1111(c)	Appeal non-graduates and provide supporting documentation. https://apps2.sde.idaho.gov/AssessmentParticipationAppeals/
October 28		Annual Statement of Financial Condition	District/Charter	School Finance	Aaron McCoy (208) 332-6846	State Law 33-701(5)	IC 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.
October 31		School Improvement Plan	School/Charter	Federal Programs	Tyson Carter (208) 332-6911	ESEA section 1111(c)(4)(D)(i); ESEA section 1003(b)(1)(A)	Schoolwide Improvement Plans (SWIP) are required of all schools that are identified as Comprehensive Support and Improvement (CSI) as of 2018-2019.
October 31		2020-2021 IFARMS Annual (IFARMS) Financial Report	District/Charter	School Finance	Aaron McCoy (208) 332-6846	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.
October 31		Leadership Premiums	District/Charter	School Finance	Branwyn 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 https://sftp.sde.idaho.gov/ .

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NOVEMBER 2021

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November		General Supervision File Review	District/Charter	Special Education	Debi Smith (208) 332-6915	34 CFR § 300.149, 34 CFR § 300.600-602	District/charter select student files to review and then begin the General Supervision File Review (GSFR) process utilizing the GSFR checklists. For login issues contact Support at: (208) 332-6987.
November		Migrant Student Information System (MSIS) Data Reporting; Instructional Services, Supportive Services, Priority for Services and Continuation of Services	District/Charter	Federal Programs	Sarah Seamount (208) 332-6958	Federal Law 107-110	PL Required for Federal Reporting/Accountability/IC sub-allocation determination; Districts complete quarterly data verification in MSIS with regional ID & Coordinator.
November ISEE Upload		Special Education 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	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.
November ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 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.
November 1		Cohort Graduation Rate Appeals	School/Charter	Assessment	Ayaka Nukui (208) 332-6926	ESSA Section 1111(c)	Appeal non-graduates and provide supporting documentation.
November 10		2020-2021 Independent Audit Report	District/Charter	School Finance	Aaron McCoy (208) 332-6846	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.
November 15		Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition	Melissa Cook Lynda Westphal (208) 332-6830	Federal Regulations 7 CFR 245	Results of verification of free/reduced household income. Submitted in MyIdahoCNP .
November 15		WIDA ACCESS	District/Charter	Assessment	Andrew Bennett (208) 332-6909	ESSA	Pre-Identification on WIDA Account Management System (AMS) for spring English language proficiency testing; https://www.wida-ams.us/
November 15		Title I-A Comparability Report	District/Charter	Federal Programs	Alexandra McCann (208) 332-6900	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.
November 15		Final Application and Budgets for IDEA Part B and Preschool Special Education Funds	District/Charter/LEA	Special Education	Lisa Pofelski-Rosa (208) 332-6916	Federal Regulations 34 CFR 300.200-300.204	Last day to submit application and budgets for 2021-2022 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/
November 19		ISEE Staff Data Reporting	District/Charter	School Finance	Branwyn Phillips (208) 332-6875	State Law IC 33-1004D	Submission of all district staff and salary data for 2021-2022. Used for both funding and statistical purposes.
November 20		ISEE Attendance and Enrollment Data Submission	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
November 20		Staff Assignment Credential Reporting	District/Charter/LEA	Certification	Cina Lackey (208) 332-6936 TBD (208) 332-6885	State Law 33-1201 33-1002(6)(d)	IC 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 can run the Assignment Credential Report (ACR) and reconcile deficiencies. IMPORTANT: Changes must be made on or before December 4th to affect your February payment. Any changes made after December 4th will require the LEA to notify their ISEE Regional Coordinator, Public School Finance, and Teacher Certification. NOTE: A salary reduction will result for assignment/endorsement deficiencies still showing on the December ACR.
November 30		General Supervision File Review	District/Charter	Special Education	Debi Smith (208) 332-6915	34 CFR § 300.149, 34 CFR § 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.

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DECEMBER 2021

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 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.
December 1		2020-2021 Summary of Actual Expenditures	District/Charter	School Finance	Aaron McCoy (208) 332-6846	State Law IC 33-1028(2)(b)	Summary of actual expenditures for each line item distribution and for discretionary funds in FY 2021. (Report will be emailed to business managers for completion).
December 1		Johnson O'Malley American Indian Student Count	District/Charter	Indian Education	Johanna Jones (208) 332-6968	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.
December 1		ADA by County	District/Charter	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (208) 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
December 1		Separate Attendance Unit Report	District	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (208) 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 2		1st Half Internet/WAN Invoice Submission	District/Charter	Technology Services	Daniel Vogt (208) 332-6993	State Law IC 33-5605	Submit 1st half (July-December) Broadband invoices for reimbursement.
First Friday in December		Child Count	District/Charter	Special Education	Will Spoja (208) 332-6933 Alisa Fewkes (208) 332-6919	Federal Law 20 U.S.C. § 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.
December 3		Federal and State Consolidated Plan Revisions	District/Charter	Federal Programs	Alexandra McCann (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.
December 3		ISEE Attendance and Enrollment Data Submission	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	February 15th payment Attendance and Enrollment deadline
December 3		ISEE Staff Data Corrections	District/Charter	School Finance	Branwyn 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.
Second Friday in December		General Supervision File Review (GSFR)	District/Charter	Special Education	Will Spoja (208) 332-6933 Debi Smith (208) 332-6915	34 CFR § 300.149 34 CFR § 300.600-602	Last date to submit materials required for GSFR to the <u>CTI</u> .
December 15		Title I-D Neglected and Delinquent Programs - Annual Count	District/Institutions	Federal Programs	Suzanne Peck (208) 332-6904	Federal Law 34 CFR § 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
December 15		Alternative Secondary School Revenue and Expenditure Survey	District/Charter	School Finance	Aaron McCoy (208) 332-6846	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.)
December 15		2020-2021 School Building Maintenance Report	District/Charter	School Finance	Aaron McCoy (208) 332-6846	State Law IC 33-1019	Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.)
Third Friday in December		Certification of Child Count Data	District/Charter	Special Education	Alisa Fewkes (208) 332-6919 Will Spoja (208) 332-6933	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Last date to certify Child Count data on the SPED Data Application Child count tool. To access the SPED Data Application, select Resource Center on the Special Education homepage.
December 18		Staff Assignment Credential Reporting	District/Charter/ LEA	Certification	Cina Lackey (208) 332-6936 TBD (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 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 February payment will result for assignment/endorsement deficiencies still showing on the December ACR.
December 31		Safe and Drug Free Schools (SDFS)	District/Charter	Student Engagement and Safety Coordination	Eric Studebaker (208) 332-6961	Title IX, Section 9532 of ESEA	

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MARCH 2022

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
March ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 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.
March 1		Safety Busing Annual Affirmation Form	District/Charter	Student Transportation	Kyle Rahn (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		Request for New Safety Busing	District/Charter	Student Transportation	Kyle Rahn (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.
First 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 10		Coordinated Early Intervening Services	District/Charter	Special Education	Lisa Pofelski-Rosa (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: http://www.sde.idaho.gov/sped/funding/
March 18		Charter School Significant Expansion/Enrollment	Charter	Special Education/Federal Programs	Lisa Pofelski-Rosa (208) 332-6916 Alexandra McCann (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 http://www.sde.idaho.gov/sped/funding/ .
March 18		Certification of Low Income Student Count for Charter LEAs	Charter LEAs	Federal Programs	Alexandra McCann (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		ISEE Attendance and Enrollment Data Submission	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
March 19		Staff Assignment Credential Reporting	District/Charter/ LEA	Certification	Cina Lackey (208) 332-6936 TBD (208) 332-6885	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.
March 25		ISEE Attendance and Enrollment Data Submission Deadline	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	May 15th payment Attendance and Enrollment deadline
March 25		ISEE Staff Data Corrections	District/Charter	School Finance	Branwyn 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 30		Title I-A Federal Programs Self-Assessment	District/Charter	Federal Programs	Stacie Rekow (208) 332-6891	Federal Law: CFR 200.328	Required for all Title I LEAs not receiving an onsite visit. (ESSA)
March 31		Deadline to request tuition waiver from the State Board of Education	District/Charter	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (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		Indirect Cost Worksheet	District/Charter	School Finance	Aaron McCoy (208) 332-6846	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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MAY 2022

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 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.
May 1		Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Mary Ann Liby 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.
First Friday in May		Indicator 8 Parent Involvement Survey Contact Information	District/Charter	Special Education	Will Spoja (208) 332-6933	Federal Regs. 20 U.S.C. 1416(a)(3)(A)	Last day to submit contact information for Parent Involvement (Indicator 8) survey.
First Friday in May		Indicator 14 Post School Outcome Survey Contact Information	District/Charter	Special Education	Will Spoja (208) 332-6933	Federal Regs. 20 U.S.C. 1416(a)(3)(B)	Last day to submit contact information for Post School Outcome (Indicator 14) survey.
May 8		2nd Half Internet/WAN Invoice Submission	District/Charter	Technology Services	Daniel Vogt (208) 332-6993	State Law IC 33-5605	Submit 2nd half (January - June) Broadband invoices for reimbursement.
Second Friday in May		RDA Determination Documentation	District/Charter	Special Education	Kailey Bunch-Woodson (208) 332-6925 Debi Smith (208) 332-6915	34 CFR § 300.149 34 CFR § 300.600-602	Last date to provide signed electronic assurances and or action plan related to Results Driven Accountability (RDA) Determination. Provide documentation at https://www.surveygizmo.com/s3/5594401/Determinations-Assurances .
May 21		Staff Assignment Credential Reporting	District/Charter/ LEA	Certification	Cina Lackey (208) 332-6936 TBD (208) 332-6885	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.
May 20		ISEE Staff Data Corrections	District/Charter	School Finance	Branwyn 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 July 15th payment.
May 31		NSLP Program Renewal	District/Charter	Child Nutrition	NSLP Team Melissa Cook (208) 332-6830	Federal Regs. 7 CFR 210	Renewal of school lunch application. Required annually.
May 31		2022-2023 School Calendars	District/Charter	School Finance	Aaron McCoy Morgan Phillips (208) 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for the 2022-2023 school year. Forms will be available at http://www.sde.idaho.gov/finance/ under Calendars.
May 31		Significant Disproportionality	District/Charter	Special Education	Debi Smith (208) 332-6915	20 U.S.C.1418(d), 34 CFR § 300	Last date for district/charter identified as having significant disproportionality to submit an approved Comprehensive Coordinated Early Intervening Services (CCEIS) plan.

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JUNE 2022

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June ISEE Upload		Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes (208) 332-6919 Will Spoja (208) 332-6933	Federal Regulations 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> 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
June ISEE Upload		Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes (208) 332-6919 Will Spoja (208) 332-6933	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.
June ISEE Upload		Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes (208) 332-6919 Will Spoja (208) 332-6933	Federal Regulations 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.124	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.
June ISEE Upload		Special Education ISEE Data Collections	District/Charter	Special Education	Alisa Fewkes (208) 332-6919 Will Spoja (208) 332-6933	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.
June 1		Charter School Advance Payment Request	Charter	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (208) 332-6840	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.
June 1		Charter School Advance Payment Request	Charter	Student Transportation	Aaron Kennedy (208) 332-6832	State Law IC 33-1006, 33-5208	Request for advance transportation funding.
June 14		ACCESS Appeals	Districts/Charters	Assessment	Andrew Bennett (208) 332-6909 TBD (208) 332-6893	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.
June 15		Indian Student Report/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones (208) 332-6968	Federal Regulations 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15		Summary of Indian Personnel/Indian Education (JOM)	District/Charter	Indian Education	Johanna Jones (208) 332-6968	Federal Regulations 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15		Border Contract Expense Report	District	School Finance	Isabel Brune (208) 332-6841 Morgan Phillips (208) 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2021-2022.
June 15		Preliminary Application and Budgets IDEA Part B and Preschool Funds	District/Charter	Special Education	Lisa Pofelski-Rosa (208) 332-6916	Federal Regs 34 CFR 300.200-204	Required for eligibility for IDEA Part B and Preschool funds.
June 15		Application for Alternative Secondary School	District/Charter	School Choice	Michelle Clement Taylor (208) 332-6963	State Law IC 33-1002C	Approved application
Mid-June		ACCESS Appeals	Districts/Charters	Assessment	Andrew Bennett (208) 332-6909 TBD (208) 332-6893	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.
June 18		ISEE Attendance and Enrollment Data Submission Deadline	District/Charter	School Finance	Pam Brewer (208) 332-6840	State Law IC 33-1002	July 15th payment Attendance and Enrollment deadline
June 19		Staff Assignment Credential Reporting	District/Charter/ LEA	Certification	Cina Lackey (208) 332-6936 TBD (208) 332-6885	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.
June 22		Continuous Improvement Plans and Training Reimbursement Request	District/Charter	School Finance	Aaron McCoy (208) 332-6846	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 22		Court-Ordered Tuition Equivalency Report	District/Charter	School Finance	Aaron McCoy (208) 332-6846	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 2022 (CONTINUED)

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June ISEE Upload		ISEE Coding for McKinney-Vento Students	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	42 USC § 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.
June		Determinations/Levels of Support	SDE	Special Education	Debi Smith (208) 332-6915	Federal Regulations 34 CFR 300.600	Determination notices for FY 2020 (July 1, 2020, to June 30, 2021) will be issued to districts/charters.
June 29		Gun Free Schools Act	District/Charter	Student Engagement & Safety	Eric Studebaker (208) 332-6906	Gun-Free Schools Act of 1994	Required reporting is within the Title IV A CFSGA Grant Application.
June 30		21st Century Community Learning Centers Renewal Application	District/Charter	Student Engagement & Safety	Sheena Strickler (208) 332-6813	ESSA	Required for continued funding of Title IV B.
June 30		Title I-D Neglected and Delinquent Programs - Application	District/Institution	Federal Programs	Suzanne Peck (208) 332-6904	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
June 30		Updated Square Footage Numbers for 2022-2023	District/Charter	School Finance	Aaron McCoy (208) 332-6846	State Law 33-1019	IC Required to calculate the School Facility Maintenance Match payment. Report will be emailed to Business Managers in early June.
June 30		Title III/English Learners Data Collection	District/Charter	Federal Programs	Maria Puga (208) 332-6905	Federal Law PL 107-110	Data collection on English Learners for federal reporting.
June 30		Consolidated Federal and State Grant Application	District/Charter	Federal Programs	Alexandra McCann (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		EHCY McKinney-Vento/Homeless Sub-Grant Evaluation Deadline	District Subgrantees (if applicable)	Federal Programs	Suzanne Peck (208) 332-6904	Federal Law (NCLB Act) PL 107-110	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
June 30		English Learners Assurances and Certification Form	District/Charter	Federal Programs	Maria Puga (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		Early Childhood Outcomes	District/Charter	Special Education	Shannon Dunstan (208) 332-6908 Alisa Fewkes (208) 332-6919	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).
June 30		Camp Special Milk Renewal	District/Charter	Child Nutrition	Melissa Cook (208) 332-6830	Federal Regulations 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Submitted in MyIdahoCNP.
June 30		School Building Demographics Building Additions, Reconfigurations, Deletions	District/Charter	School Finance	Carol Piranfar (208) 332-6843	State Law IC 33-119	All NEW school districts building additions, grade reconfigurations, closures, and deletions related to the upcoming school year (http://www.sde.idaho.gov/finance/index.html).
June 30		Johnson-O'Malley (JOM) Application for Contract	District/Charter	Indian Education	Johanna Jones (208) 332-6968	Federal Regulations 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30		Career Ladder Data System (CLDS)	District/Charter	Federal Programs	Kathy Gauby (208) 332-6889	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).
June 30		Career Ladder Data System (CLDS)	District/Charter	Federal Programs	Kathy Gauby (208) 332-6889	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).
June 30		Final McKinney-Vento/Homeless Data Verified	District/Charter	Federal Programs	Suzanne Peck (208) 332-6904	Federal Law 42 USC Chapter 119 §11432 (f)(3)	Verify that annual cumulative McKinney-Vento/Homeless data submitted via ISEE matches McKinney-Vento liaison of students identified/served by district.
June 30		Equitable Service Intent to Participate and Consultation Documentation	District	Federal Programs	Michelle Clement Taylor (208) 332-6963	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

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NO FIXED DATE 2021-2022

DUE DATE	DATE SUBMITTED TO THE SDE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
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 Regulations 7 CFR 210	Free eligibility status can be determined by a match with food stamp and/or TAFI.
As Necessary		Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	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	NSLP Team (208) 332-6820	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 .
As Needed		Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Indian Education	Johanna Jones (208) 332-6968	Federal Regulations 25 CFR 271, 3 & 6	Based upon budget request.
Variable		Driver Education Claim for Reimbursement	District/Charter	Student Engagement & Safety	Emily Kormylo (208) 332-6984	State Law IC 33-1707	Due no later than 45 days following completion of class, or annually.
Variable		Driver Education Collision/ Incident Report Form	District/Charter	Student Engagement & Safety	Emily Kormylo (208) 332-6984	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable		Fingerprint Cards	District/Charter	Certification	Annette Schwab (208) 332-6864	State Law IC 33-130 IC 33-512	Required of districts for new employees within 5 days of hire.
Variable		New School Bus Inspection	District/Charter	Student Transportation	Kyle Rahn (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	Aaron Kennedy (208) 332-6832	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
Variable		After School Snack Review	District/Charter	Child Nutrition	NSLP Team (208) 332-6820	Federal Regulations 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.
Variable		Bus Ridership Counts	District/Charter	Student Transportation	Lori Olsen (208) 332-6851	State Law IC 33-1511 IDAPA 08.02.02.190	Three assigned weekly counts of eligible actual bus ridership.
Variable		Authorization to Operate Driver Education Program	District/Charter	Driver Education	Emily Kormylo (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.
Variable		ELMS Coding for English Learners	District/Charter	Federal Programs	Maria Puga (208) 332-6905	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
Variable		ISEE Coding for Immigrant Students	District/Charter	Federal Programs	Maria Puga (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.
TBD		Teacher of the Year Award	District/Charter	Superintendent's Office	TBD (208) 332-6812	Superintendent of Public Instruction	Districts submit nominations to SDE.

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

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