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Accountability at a Glance 2013-2014



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Glossary of Abbreviations and Acronyms

ADA, ADM	Average Daily Attendance/Membership
CCLC	21 st Century Community Learning Centers
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs
CLEP	Comprehensive Local Education Plan
ESEA	Elementary and Secondary Education Act
GED	General Educational Development
HB	House Bill
HR	House Resolution
IDEA	Individuals with Disabilities Education Act
LEA	Local Educational Agency
OAC	Oklahoma Administrative Code
OMB	Office of Management and Budget
OPAT	Oklahoma Parents as Teachers
OCAS	Oklahoma Cost Accounting System
OECS	Oklahoma Educator Credentialing System
O.S.	Oklahoma Statute
OSTP	Oklahoma School Testing Program
NCLB	No Child Left Behind Act
P.L.	Public Law
RSA	Reading Sufficiency Act
§	Section
§§	Sections
SB	Senate Bill
SBE	State Board of Education
SDE	State Department of Education
SDRS	School District Reporting Site
SEA	State Educational Agency
SIS	Student Information System
STEM	Science, Technology, Engineering, Mathematics
Supp	Supplement
TLE	Teacher and Leader Effectiveness

Federal Programs

Title I A	Improving the Academic Achievement of the Disadvantaged
Title I C	Education of Migratory Children
Title II A	Preparing, Training and Recruiting High-Quality Teachers and Principals
Title II D	Technology
Title III A	Language Instruction for Limited English Proficient and Immigrant Students
Title IV	21st Century Community Learning Centers
Title IV	Safe and Drug-Free Schools
Title VI	Flexibility, Accountability, and Rural Education Initiative
Title VII	Indian, Native Hawaiian, and Alaska Native Education Programs
Title VIII	Impact Aid Program
Title IX	General Provisions
Title X	Repeals, Re-designations, Part C: McKinney-Vento Homeless Education Assistance, Amendments to other statutes.

Introduction

This Accountability at a Glance document is to assist school administrators with **due dates for the school year 2013-14.**



This icon designates the document can be data-entered or accessed online via Single Sign On or the State Department of Education's web site <<http://www.sde.ok.gov/sde>>. Contact the appropriate SDE office if you have questions. Phone numbers are also on each page.

	<u>AC 405</u>
ACE/Counseling	521-3549 or 521-2106
21st Century (CCLC)	522-6225
Accountability/Assessment	521-3341
Accreditation Standards	521-3333
Advanced Placement	521-4288
Alternative Education	522-0276
Annexation and Consolidation	521-3460
Arts in Education	521-3034
Bilingual Education/Title IIIA	521-3196
C3 Schools	522-0855
Child Nutrition	521-3327
Early Childhood/Family Education	521-3346
Federal Fiscal	521-3327
Federal Programs (Title I, II, II, VI, X)	521-2846
Financial Accounting/OCAS/Auditing	521-2517
Financial Services/Comptroller	521-3349
Gifted and Talented	522-8191
High School Reform	522-8618
Homeless Education	521-2846
Indian Education	522-1591
Instruction	521-3578
Instructional Materials	521-3456
Learning Technologies	521-3994
Lifelong Learning	521-3321
Migrant Education/Title I C	522-5158
Office of Instruction/STEM	521-2107
Reading/Literacy	522-3219
Resident Teacher	521-3337
School Support/Improvement	522-3395
School Personnel Records	521-3369
Special Education Services	521-3351
State Aid	521-3460
Student Assessment	521-3341
Transportation (School Bus)	521-3472
Teacher Certification	521-3337
Teacher and Leader Effectiveness	522-8298

Technical Assistance:

[Office of Management and Enterprise Services \(OMES\) / Oklahoma City](#)
[OMES Help Desk](#) (405) 521-2444 or Toll Free (866) 521-2444
[OMES Help Desk Email](#) <helpdesk@omes.ok.gov>

Accountability at a Glance

2013-2014

EACH MONTH

- S Statutory Waiver applications and Deregulation applications must be received in the SDE Accreditation office at least two weeks prior to the next State Board of Education monthly meeting to be on the agenda; **Accreditation** (405) 521-3333. [70 O.S. § 3-126]
- S In the Wave's Student Transfer System, check Notifications for Emergency Transfers that are pending approval by the Sending District; data-enter the approve or deny decision within 10 business days; **Accreditation** (405) 521-3311. [70 O.S. § 8-103]
- F Claims for reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 210.8 (b)]
- F Fresh Fruit/Vegetable Program claim for reimbursement for fresh fruits and vegetables served during the previous month are due the 15th of each month; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 210.8(b)]
- S Annexation/Consolidation elections are held on the second Tuesday of each month January through November; contact the county election board to verify dates; **State Aid** (405) 521-3460. [70 O.S. §7-101]
-  S Collection of information upon initial enrollment will be available on the SDE Wave. A cumulative report is due in May; **Early Childhood** (405) 521-3346. [70 O.S. § 3-161]
- S Applications, fees, letters from superintendents, affidavits, and supporting documentation for teacher certification exceptions must be filed for submission to the State Board of Education's monthly meeting; **Teacher Certification** (405) 521-3337. [70 O.S. § 6-187]
- S Check for each school bus driver's Commercial Driver Licenses/CDL expiration date month and year; **Transportation** (405) 521-3472. [OAC 210:30-5-1]
- F Certificates of Eligibility from districts that accept Title I Part C funds are to be submitted on a continual basis; **Title I Part C/Migrant** (405) 522-5158. [34 CFR, Part 200.89 (c)]
-  S Students enrolled must be submitted in the Wave online error free and have Student Testing Numbers validated/assigned. Enrollment data must be kept up-to-date in the SIS; **the Wave** (405) 521-2444. [70 O.S. § 18-200.1(E)]

DURING THE YEAR

- S Each school site must conduct two (2) lockdown drills; **ACE/Counseling** (405) 521-2106. [70 O.S. § 5-148]
- F Gun-free Schools Weapon Report is due within two weeks of any incident; **ACE/Counseling** (405) 521-2106. [H.R. 1 § 4141; NCLB § 4112]
- S School Emergency Plan is to be reviewed and updated annually. [63 O.S. § 2001]
- S Annual School Board Membership Report (provided on the SDE web site) is due after district elections in February, or run-off elections in April; **Accreditation** (405) 521-3333. [70 O.S. § 5-110.2]
- S First time Oklahoma superintendents (a first year superintendent) upon employment must enroll in the required training program (66 hours) provided by the SDE; **Accreditation** (405) 521-3335 or 522-2692. [OAC 210:20-21-1]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

DURING THE YEAR (Page 2)

- S A Statutory Waiver/Deregulation application that includes the span of the entire school year must be submitted by October 15th; **Accreditation** (405) 521-3333 [70 O.S. § 3-126]
- S Comprehensive Local Education Plan (CLEP) annual update and/or approval by local board of education (*new six [6] year cycle began 2009*); **Alternative Education/Instruction** (405) 522-0276; School Improvement (405) 521-3361.
-  F Prior to submitting the first Claim for Reimbursement for the National School Lunch/School Breakfast/After School Snack/Special Milk Programs, the Renewal Application, Agreement, Policy Statement, and changes to the Permanent Policy Statement must be submitted; **Child Nutrition** (405) 521-3327. [7 CFR, Part 210.9 (b)]
- F On site reviews for After School Snack Program (only participating districts). Reports must be completed twice per year for each site participating and maintained in the school districts files; **Child Nutrition** (405) 521-3327. [7 CFR, Part 210.9 (c) (7)]
- S Thirty (30) days after the audit presentation to the local board of education, forward one copy of the audit report to the SDE (regardless of required federal audit submission dates); **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 22-108]
- S Encumbrance Clerks and District Treasurers are to receive training on the school finance laws of Oklahoma, accounting, ethics, and the duties and responsibilities of their positions. Requirement: Twelve (12) hours of the above training was to be received before July 1, 2008. Newly employed encumbrance clerk and treasurer, twelve (12) hours of the above training must be completed within nine (9) months of employment. Also the same individuals, twelve (12) hours of continuing education must be completed every three years. Watch for qualifying workshops held during the year to meet the requirements; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 5-190]
- F Adult Education student data must be entered in the Literacy, Adult, and Community Education System (LACES); **Lifelong Learning** (405) 521-3321.
-  S Waived 2013-14: Schools download Resident Teacher Packets and assign Resident Teacher Committees; **Teacher Certification** 521-3337. [70 O.S. § 6-195]
- S Districts should begin to gather data for the Professional Development Program report. [70 O.S. § 6-195]
- S Superintendent's contract is due within fifteen (15) days of signing; **School Personnel Records** (405) 521-3369. [70 O.S. § 5-141(B)]
- S Annexation/Consolidation elections are held on the second Tuesday each month January through November as needed; **State Aid** (405) 521-3460. [70 O.S. § 7-101]
- S Annexation/Consolidation vote: Always file a resolution with the County Election Board 60 days before such an election and before the next school year begins; **State Aid** (405) 521-3460 [70 O.S. § 7-101]
- S Driver Education Instructor Certification, Assurances and Permit (ICAP) forms must be approved by SDE and the Department of Public Safety prior to a school district offering a driver education program; **State Aid** (405) 521-3460. [OAC 210:15-19-4]
-  S Ten days following the end of first nine weeks, submit First Quarter Statistical Report (FQSR) via Web-based system; **State Aid** (405) 521-3460. [70 O.S. § 5-128]
-  S Ten days after close of school, submit the Annual Statistical Report (ASR) via Web-based system; **State Aid** (405) 521-3460. [70 O.S. § 5-128]

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DURING THE YEAR (Page 3)

- S First-time administrators and supervisors of certified personnel need to enroll in required Criteria For Effective Teaching and Administrative Performance Training; [Teacher Certification](#) (405) 521-4527. [70 O.S. § 6-101.10]
- S [Waived for 2013-14](#): Schools submit Resident Teacher Committee Registration Form 002; [Teacher Certification](#) (405) 521-3337. [70 O.S. § 6-19]
- S [Waived for 2013-14](#): Resident Teacher Certification Recommendation Application Form 003; [Teacher Certification](#) (405) 521-3337. [70 O.S. § 6-195]
- F District Consolidated Application (Federal Programs) [Title I, II, III, VI and X](#) (405) 521-2846. [NCLB, P.L. 107-110]
- S All school sites must conduct a minimum of two (2) fire drills per semester for all students; [Transportation](#) (405) 522-2232, 521-3472. [OAC 63:176]
- S All district sites must have a minimum of two (2) tornado drills per school year; [Transportation](#) (405) 522-2232, 521-3472. [63 O.S. § 681]
- S Provide safety training each quarter for all noncertified personnel and keep records at local educational agency (LEA) to show quarterly training; [Transportation](#) (405) 522-2232, 521-3472 [40 O.S. § 403]
- S Each semester all students who will be transported in a school bus, for either daily routes or activity purposes, must participate in a passenger drill for an Emergency Bus Evacuation and receive bus passenger safety instructions; [Transportation](#) (405) 521-3472. [OAC 210:30-5-1]
- S Each school bus must be safety-inspected once a year by a qualified bus mechanic. Inspections may be conducted any month and are valid for one year from the report date; [Transportation](#) (405) 521-3472. [70 O.S. § 9-1 01.1]
- S Oklahoma school bus drivers must complete at least four hours of inservice each year to maintain their SDE Certification; [Transportation](#) (405) 521-3472. [OAC 210:30-5-1]
- S An annual Driving Record Report is required for any school employee holding an Oklahoma School Bus Driver Certificate; [Transportation](#) (405) 521-3472. [OAC 210:30-5-1(h)]
- S School Bus Route Evaluations are required each year; forms are on the SDE web site's Transportation page; [Transportation](#) (405) 521-3472. [OAC 210:30-5-1(d)]
- S A SIF 2.X Wave requirements compliant SIS must be in place to maintain connectivity to the SDE via the Wave; [the Wave](#) (405) 521-2444. [70 O.S. § 3-160]



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AUGUST 2013

- S Schools will be receiving preliminary Accountability Reports to be reviewed. Certification forms with any changes, corrections, or appeals are to be returned to the SDE; [Accountability and Assessments](#) (405) 521-3341.
- F IDEA Part B Data Profile will be reviewed by districts by the second Friday in August; [Special Education Services](#) (405) 521-3351 [IDEA 39 CFR § 300.149]
- S All certified personnel must have a valid license/certificate on file before receiving a paycheck; [Teacher Certification](#) (405) 521-3337. [70 O.S. § 6-101, 6-107, 6-108]
- S Waived for 2013-14: Resident Teacher Packets and assignment of Resident Teacher Committee; [Teacher Certification](#) (405) 521-3337. [70 O.S. § 6-195].

Due Date

- 1 ACE End of Course Project Report, high school only; [ACE/Counseling](#) (405) 521-3549.
- 1 District superintendent must notify the SDE of the Performance Levels attained by students completing End of Course Projects Report; documentation to be submitted by August 1, November 1 and April 1 each year. [ACE/Counseling](#) (405) 521-3549.
-  1 F Application for Provision 1, 2 or 3 of the National School Lunch/Breakfast Programs (for participating sites); [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.9]
- 1 S Computer-generated record and report of school district expenditure forms requesting reimbursement against any federal program section of SDE must be received or postmarked by August 1. Unclaimed funds in the federal program areas will become carryover funds into the new school year and will be spent and claimed for reimbursement; [Financial Accounting/OCAS](#) (405) 521-2517. [OAC 210:25-3-7]
- 1 S Submit Gifted and Talented expenditure reports; [Gifted and Talented](#) (405) 521-4287. [70 O.S. § 1210.307]
- 1 F Adult Education and Literacy data is frozen; [Lifelong Learning](#), (405) 521-3321.
- 1 District expenditures for the Individuals with Disabilities Education Act (IDEA) Part B P.L. 108-446 must be claimed; [Special Education](#) (405) 521-3351.
-  1 S From August 15 and no later than September 1, each Receiving District's superintendent must certify their Annual Open Transfers Report online via the Wave STS; [Accreditation](#), (405) 521-3311; [the Wave/OMES](#) (405) 521-2444. [70 O.S. § 8-103]
-  9 F Deadline for Title I school districts to submit their Annual Title I Report; [Titles I, II, III, VI and X](#) (405) 522-3249 [NCLB, Title I, Part A, 1116]
- 10 F Claims for reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.8 (b)]
- 15 F Fresh Fruit/Vegetable Program claim for reimbursement for fresh fruits and vegetables served during the previous month; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.8(b)]
- 16 Last day to submit data corrections to the SES IDEA Part B Data Profiles; [Special Education](#) (405) 521-3351. [IDEA 39 CFR 300.149]
- 26 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.

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4

AUGUST 2013

Due Date

30 S Districts with one or more sites in school improvement status submit updated district Reading Sufficiency Act Plan to the Office of Instruction as part of Comprehensive Local Educational Plan/CLEP; *(This due date previously November.)* Reading/Literacy (405) 522-3219 or 521-2537 [70 O.S. § 1210.508C]



30 F The last day to submit a letter of intent to establish Title I school-wide planning program; Titles I, II, III, VI, X (405) 521-2846. [NCLB, Title I, § 1114]

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SEPTEMBER 2013

- S **Prior to September 15** each year: Any school district choosing a calendar calculated by hours, in lieu of by days, must send a letter of notification to SDE Accreditation for approval of their 1080 hours calendar; the letter is to be signed by the district's superintendent and school board president and include minutes of local board approval; **Accreditation** (405) 521-3333. [H.B. 1864]
-  S All schools accredited by North Central Association must update their demographics via the homepage for **AdvanceED** <www.advanc-ed.org>; Dan Craig at **AdvanceEd/North Central Association** (405) 521-3773. [7 CFR, Part 210]
- S Collection of information upon initial enrollment will be available via the Wave's web site; **Early Childhood/Family Education** (405) 521-3346. [70 O.S. § 3-161]
-  F Food Safety Inspection Report must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement; **Federal Fiscal** (405) 521-3327.
- F IDEA Budget hands-on workshops are offered statewide; **Special Education** (405) 521-3351. [IDEA 34 CFR § 300.149]
- F IDEA Part B Child Count Training offered; **Special Education** (405) 521-3351. [IDEA 34 CFR § 300.149]
- S **Waived for 2013-14**: Resident Teacher Form 002 submitted one week after first Resident Teacher Committee meeting is; **Teacher Certification** (405) 521-3337. [70 O.S. § 6-195]
-  S Yearly Wave Reconnection: Notify the Wave office that student enrollment data is ready for submission and that the agent is connected and working. Errors must be corrected in preparation for the October 1 Wave Snapshot; **Wave/OMES** (405) 521-2444. [70 O.S. § 3-160]

Due Dates

- 1 S Open Transfers Annual Report must be certified in the SDE Wave STS no later than September 1 by each Receiving District superintendent; **Accreditation** (405) 521-3311. For technical assistance contact **the Wave/OMES** (405) 521-2444. [70 O.S. § 8-103]
-  1 S Submit the final data of the school district expenditures and revenue for preceding fiscal year to SDE via Oklahoma Cost Accounting System (OCAS) Web-based reporting system. Final reports must be submitted and certified via the Web-based OCAS reporting system; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 5-135.2]
-  6 F Submit 9/30 report to request a one-time waiver to carry over any Title I funds in excess of 15 percent; **Title I, II, III, VI**, (405) 521-2846. [NCLB Title I § 1127 (a) (b) (1) (2) (c)]
- 9 S Final expenditure reports for Oklahoma Parents as Teachers Program (OPAT) mailed to SDE; **Early Childhood/Family Education** (405) 521-3346. [70 O.S. § 10-105.3]
- 10 F Claims for reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 210.8 (b)]
- 12 S Interlocal Cooperative (ILC) Accreditation Application must be completed and returned by September 24; **Accreditation** (405) 521-3333. [70 O.S. § 5.117b]

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SEPTEMBER 2013 (Page 2)

Due Date

- S **Prior to September 15** each year: Any school district choosing to report an annual calendar calculated by hours, in lieu of by days, must send a letter of notification to SDE Accreditation for approval of their annual calendar based on 1080 hours. The letter is to be signed by the district's superintendent and school board president and include minutes of local board approval; **Accreditation** (405) 521-3333. [H.B. 1864]
- S A Statutory Waiver application or a Deregulation application that includes the span of the entire school year must be submitted by October 15th; **Accreditation** (405) 521-3333 [70 O.S. § 3-126] F
- 13 IDEA Part B Final District Data Profiles, Determination, Desk Audits, and Disproportionality Notices to districts by second Friday in September; **Special Education Services** (405) 521-3351. [IDEA CFR § 300.149]
-  15 S Alternative Education Statewide Academy Implementation Plan must be certified online via SDE Single Sign On/School District Reporting site; **Alternative Education**, (405) 522-0276. [70 O.S. § 1210.569]
- 15 F Fresh Fruit/Vegetable Program claim for reimbursement for fresh fruits and vegetables served during the previous month; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 210.8(b)]
- 15 S Appoint a Local Advisory Committee on Gifted Education; **Gifted and Talented** (405) 521-4287. [70 O.S. § 1210.308]
- 15 S Update and verify data on school technology resources (broadband and computers) related to online assessment for the OSTP, online <<http://www.techreadiness.net>>; **Learning Technologies** (405) 521-3994. [70 O.S. § 34.23m (D) (1) (b)]
- 15 S Flexible Benefit Allowance (FBA) audit forms are available on the SDE Web site; **State Aid** (405) 521-3460.
- 16 S Districts will receive their Prior Year Noncertified Teacher report; **School Person Records** (405) 521-3369. [OAC 210:25-3-4(c)]
- 24 S Interlocal Cooperative (ILC) Accreditation Application must be completed and received by SDE no later than September 24; **Accreditation** (405) 521-3333. [70 O.S. § 5.117b]
- 28 F IDEA Consolidated Budget Application; **Special Education Services** (405) 522-3246. [P.L. 108-446 IDEA Part B]

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OCTOBER 2013

- S School superintendents shall designate test coordinators, for both district and building, before October 1 of each school year. Names and telephone numbers of district test coordinators shall be recorded on the Oklahoma School Testing Program (OSTP) Questionnaire conducted in the fall semester of each school year; **Accountability and Assessments** (405) 521-3341. [OAC 210:10-13-4]
- S Each district shall send a District Test Coordinator and all building coordinators to the Oklahoma School Testing Program Test Preparation inservice sessions. The District Test Coordinator should attend the Test Interpretation inservice sessions provided by the SDE. School representatives attending sessions shall report to the school administration after the inservice sessions to provide the inservice materials and information gained. School principals shall assure that every OSTP test administrator is provided with State Board of Education Rules; **Accountability and Assessments** (405) 521-3341. [OAC 210:10-13]
- S Advanced Placement Grant applications available; **Advanced Placement** (405) 521-4288.
- S Submit their Annual Student Dropout Report to their local board of education in October or November; **Alternative Education** (405) 522-0276. [OAC 210:35-25-3]
- F IDEA Special Education Child Count: Prepare and begin data entry for IEP students enrolled in your district on October 1, 2013; **Special Education** (405) 521-3351. [70 O.S. § 18-200.1] and [70 O.S. § 18-200.1(E)]

9/25/13 REVISED DUE DATE: ACE Exemptions and Exceptions Report, high school only, is due December 31 and not in October; ACE/Counseling (405) 521-3549.
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Due Date

- 1 S Begin preparing site data to be used in the Annual Accreditation Application on the School District Report Site (SDRS); **Accreditation** (405) 521-3333. [70 O.S. § 18-113.3]
- 1 F Verification process of Child Nutrition Programs free/reduced price applications must begin; **Child Nutrition Programs**, (405) 521-3327. [7 CFR, Part 245]
-  1 S Submit one copy of either the Estimate of Needs or the Budget (for those districts on the School District Budget Act) to SDE and the County Excise Board; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 5-128.1; 68 O.S. § 3002]
- 1 S Local Advisory Committee on Gifted Education must convene/meet or have convened/met; **Gifted and Talented** (405) 521-4287. [70 O.S. § 1210.308]
-  1 S Submit Reading Sufficiency Act student count and annual goal status; **Reading/Literacy** (405) 522-3219, or (405) 521-2537. [70 O.S. § 1210.508C]
- 1 S Local board of education shall prepare a schedule of salaries and fringe benefits paid to administrators, including a description of the benefits, for any superintendent, assistant superintendent, principal, and assistant principal in both “teaching” and “nonteaching” positions; **School Personnel Records** (405) 521-3369. [Submitted as part of the Initial Certified Personnel Report; [70 O.S. § 5-141(C) (D)]
-  1 S Deadline for submitting Initial Certified Personnel Report and Initial Support Personnel Report via the SDE Web-based school personnel system; **School Personnel Records** (405) 521-3369. [OAC 210:27-1(2) (1); OAC 210:25-3-4(e)] [70 O.S. § 18-200.1]

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OCTOBER 2013 (Page 2)

Due Date

- 
- 1 S Class Size Audit forms are available via the SDE Single Sign-On Reporting Site; [State Aid](#) (405) 521-3460. [70 O.S. § 18-113.1]
- 
- 1 S First Quarter Statistical Report (FQSR) is available to school districts via the SDE Single Sign-On Reporting Site; [State Aid](#), (405) 521-3460. [70 O.S. § 5-128]
- 
- 1 S Student enrollment data will be captured/stored by the Wave; [the Wave](#) (405) 521-2444.
- 
- 3 F Migrant student enrollments, supplemental programs, and certificates of eligibility are due, [Title I Part C/Migrant](#) (405) 522-5158. [NCLB, Title I, Part C § 1308]
- 5 S Fourth Quarter Student Dropout Report (by site for grades K-12) is required for all public schools and SDE accredited private/parochial schools to be submitted by the superintendent, principal or head teacher, via the SDE School District Reporting Site; [Alternative Education](#) (405) 522-0276. [70 O.S. § 35e]
- 10 F Claims for reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.8 (b)]
- 11 F Deadline for entering the Special Education October 1st Child Count without penalty; [Special Education](#) (405) 522-1463. [70 O.S. § 18-200.1]
- 
- 15 S No later than October 15, the district's annual Accreditation Application to the State Board of Education must be certified online by the district superintendent; [Accreditation](#) (405) 521-3333. [70 O.S. § 3-104]
- 15 S Application for a Statutory Waiver/Deregulation that is for the span of the entire school year must be submitted by October 15th; [Accreditation](#) (405) 521-3333 [70 O.S. § 3-126]
- 15 S Preferred date to renew Advanced Placement courses with College Board; [Advanced Placement](#) (405) 521-4288.
- 15 F Fresh Fruit/Vegetable Program claim for reimbursement for fresh fruits and vegetables served during the previous month; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.8(b)]
- 
- 15 S Child count report due for Gifted Educational Plan Update and Summary Budget; [Gifted and Talented](#) (405) 521-4287. [70 O.S. § 1210.307]
- 
- 15 S Prior Year Noncertified Teachers deadline for response; [School Personnel Records](#) (405) 521-3369. [OAC 210:25-3-4(b)]
- 15 S Deadline for Driver Education Application for Prior Year Reimbursement; [State Aid](#) (405) 521-3460. [OAC 210:15-19-6]
- 18 F Homeless Census Report; Titles I, II, III, VI and Title X/Homeless Education (405) 521-2846. [NCLB P.L. 107-110]
- 
- 19 S Student Dropout Report Reentry Checklist due via the SDE Web site–School District Reporting site link; [Alternative Education](#) (405) 522-0276. [70 O.S. § 35e]
- 
- 22 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
- 31 F Civil Rights Compliance Checklist – Report must be completed and maintained in school district files; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 210.23(b)]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

NOVEMBER 2013

- S Building Coordinators and District Test Coordinator (DTC) must attend the Oklahoma School Testing Program (OSTP) Test Preparation Inservice sessions. In addition, the District Test Coordinator should attend the Test Interpretation Inservice sessions provided by the SDE. School representatives attending sessions shall report to the school administration after the inservice sessions, providing all inservice materials and information gained. Principals shall assure that every OSTP test administrator is provided a copy of the State Board of Education Rules; [Accountability and Assessment](#) (405) 521-3341. [OAC 210:10-13]
- S Submit the Annual Student Dropout Report to local school boards; [Alternative Education](#) (405) 522-0276. [OAC 210:35-25-3]
- S Oklahoma Native American Day: On the third Monday in November of each year, teachers and students of the schools of this state are requested to observe the day with appropriate exercises; [Indian Education/Curriculum](#) (405) 521-3361. [25 O.S. § 90.12]
- S First Quarter Statistical Report (FQSR) deadline is ten (10) days following the end of the first nine weeks; [State Aid](#) (405) 521-3460. [70 O.S. § 5-128]

Due Date

- 1 S ACE End of Course Project Report, high school only; [ACE/Counseling](#) (405) 521-3549.
-  2 S Oklahoma Technology Survey is available on the SDE School District Reporting Site; [Learning Technologies](#) (405) 521-3994. [62 O.S. 1995 § 41.5 m (D) (1) b)]
- 11 S Celebrate Freedom Week observed during the week of November 11; Office of Instruction/[Social Studies](#) (405) 522-3253. [70 O.S. § 24-152] [OAC 210:15-33-1]
-  15 S District ACE Remediation Report due via the SDE School District Reporting Site; [ACE/Counseling Office](#) (405) 521-3549. [70 O.S. § 1210.522]
-  15 F Low-Income Student Count Report; October's Claim for Reimbursement must be processed prior to submission; [Child Nutrition](#) (405) 521-3327. [7 CFR, Part 210.9 (b)]
- 15 S AP Participation materials due to College Board; [Advanced Placement](#) (405) 521-4288.
-  15 F Verification of Free/Reduced-Price Meal Applications; [Child Nutrition](#) (405) 521-3327.
- 15 F Each school designated as a Priority or Focus school that is currently in improvement, must submit a School Improvement Plan to SDE; [School Support/School Improvement](#) (405) 522-3253. [PL 107-110, NCLB 2001, 1116 (b) (3) (A)]
-  15 S Deadline for submitting the Local School District's Salary Schedule; [School Personnel Records](#) (405) 521-3369. [70 O.S. § 5-141 (A)] 15
- 15 S Complete each probationary teacher's final evaluation documentation which must include but is not limited to: name of evaluation tool used, evaluator name(s), date growth-plan was created (if applicable), each date for preconference, observation, evaluation post-conference, final evaluation ratings, and plan of improvement (if applicable); [TLE](#) (405) 522-8298. (DO NOT SUBMIT TO SDE)
- 19 Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
-  29 F Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Student Annual Performance Report online; [Bilingual Education](#) (405) 521-3196. [NCLB, P.L. 107-110]

Note: If a due date falls on Saturday or Sunday, the following Monday is acceptable.

10

Legend: F (federal law or regulation) S (state law or regulation)

DECEMBER 2013

- S Local school board candidates running for an open seat must file with their County Election Board on either the first Monday, Tuesday or Wednesday of December; **Accreditation** (405) 521-3333. [26 O.S. § 13A-105]
- S Submit an Annual Student College Remediation Report to district's local school board; **Regents for Higher Education** (405) 225-9100. [OAC 210:35-25-4]
- F First semester time and effort logs for IDEA should be completed; **Special Education Services** (405) 521-3351. [IDEA 34 CFR § 300.149]

Due Date

- 3 S Last day to file with a County Election Board to run for local school board; **Accreditation** (405) 521-3333 [26 O.S. § 13A-105]
- 8 F Districts required to submit their comparability documentation online through Grants Management and Expenditure Reporting; the comparability requirement does not apply to a district that has only one building for each grade span (one elementary, one junior high, one high school); **Titles I, II, III, VI and X** (405) 521-3466. [NCLB, Title I, Part A, § 1120A]
- 31 F Annual Performance Report; **ACE/Counseling** 405-521-2106. *Revised Due Date on 11/15/13.* [H.R. 1, § 4141; NCLB, § 4112]
- 31 S The district Bullying Prevention Policy is due via SDE school district reporting site; **ACE/Counseling** (405) 521-2106. [70 O.S. § 24-100.4] *Revised Due Date on 11/15/13.*
- 17 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; **School Support/School Improvement (405) 522-3395.**
- 15 S Advanced Placement grant applications due; **Advanced Placement** (405) 521-4288.
- 15 F Submit proposed teacher shortage areas to USDE; **Teacher Certification** (405) 521-3337. [34-CFR: Part 682-Dec 18, 1992; Part 674-Nov 30, 1994; Part 686-June 23, 2008]
- 31 S ACE Exemptions and Exceptions Report, high school only; **ACE/Counseling** (405) 521-3549.
- 31 S Last day to expend Advanced Placement grant funds awarded in 2012-13; **Advanced Placement** (405) 521-4288.
- 31 S School districts that have not approved permanent millage must file Preliminary Estimate of Needs, SBE Form 12, prepared by local board of education and mailed to County Excise Board; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 5-134]
-  31 S Deadline to complete Oklahoma Technology Survey using the SDE School District Reporting Site; **Learning Technologies** (405) 521-3994. [62 O.S. § 34.23 m (D) (1) b)]
- 31 F Oklahoma Proposed Teacher Shortage Area Report is due; **Teacher Certification** (405) 521-3337 [34 CFR, Parts 682, 674 and 868]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)

JANUARY 2014

- S New as of November 2013: Parents applying for an Open Transfer (for following school year) must submit their application to the Receiving District by the first Monday in June; and
Receiving District must notify the resident Sending district and complete all Open Transfer data-entry in the Wave Student Transfer System by the first Monday in June; and
Within 30 days of receiving an Open Transfer Application signed and dated by the parent/guardian, the Receiving District must approve or deny the transfer and enter the application and decision online via the Wave Student Transfers System, and no later than the first Monday in June; **Accreditation** (405) 521-3333. [HB 2131, November 2013]
- S Dependent/C Districts: Notify parents who have a child attending your district's highest grade level that they must apply for an Open Transfer to a receiving district of their choice no later than the first Monday in June; **Accreditation** (405) 521-3333. [70 O.S. Supp. 2004 § 8-10] [HB 2131, November 2013]
- F Consolidated School Food Authority Verification Report must be submitted prior to submission of the January Child Nutrition Claim for Reimbursement; **Child Nutrition Programs**, (405) 521-3327. [7 CFR, Part 245.6 (a)]
- F IDEA Independent Audit Investigations; **Special Education Services** (405) 521-3351 [IDEA 34 CFR § 300.149]
- S The application for the 2013-14 Oklahoma Teacher of the Year Award is available; TLE **Teacher Leader Effectiveness** (405) 522-0282.
- S Waived for 2013-14: Schools submit Resident Teacher Committee registration form 002; **Teacher Certification** (405) 521-3337. [70 O.S. 6-195]
- S Waived for 2013-14: Resident teacher packets and assignment of resident teachers committees for first year teachers employed mid-term; **Teacher Certification** (405) 521-3337. [70 O.S. 6-195]

Due Date

- 3 S Application from Independent Auditors for State Auditor and Inspector approval; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 22-104]
-  5 S First Quarter Student Dropout Report from each superintendent, principal or head teacher of each public or accredited private/parochial school site (Grades 7-12) to be filed on the SDE School District Reporting Site link; **Alternative Education** (405) 522-0276. [70 O.S. § 35e]
-  15 S Deadline for Reading Proficiency Claims to be filed on the SDE Web site-School District Reporting Site link; **Student Assessment**, (405) 521-3341. [OAC 210:10-13-15]
- 28 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; **School Support/School Improvement** (405) 522-3395.
- 31 F Impact Aid application is due to Washington D.C. on the last working day of January; **Financial Accounting/OCAS** (405) 521-2517. [Title VIII, 1995, 34 CFR 222.4]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

FEBRUARY 2014

S Local School Board Member elections will be held the second Tuesday of February for any board seat that expires in 2014. Run-off elections will be held the first Tuesday in April as needed; **Accreditation** (405) 521-3333. [26 O.S. § 13A-103]



S Submit each site's annual Oklahoma Honor Society nomination forms for Junior High, Middle School and High School by March 15; **Accreditation** (405) 521-3333. [OAC 210:35-23-2]

S Annual School Board Membership Report is due after February 2014 elections, and if applicable, after a run-off election; **Accreditation** (405) 521-3333. [70 O.S. § 5-110.2]



F If district's Preliminary Estimate of Needs shows an estimated need for levy, an election will be held (second Tuesday of February); **Financial Accounting/OCAS** (405) 521-2517. [P.L. 25-13A103]

S Prepare/submit the names of the district's graduating seniors who are qualified for recognition as Oklahoma Academic Scholars (due by March 1); **Gifted and Talented** (405) 521-4287. [70 O.S. § 11-103.2]

Due Date

1 S Schools that received Advanced Placement/International Baccalaureate grants in 2011-12 must turn in financial forms; **Advanced Placement** (405) 521-4288.

1 F On site reviews for National School Lunch Program only for those school districts with more than one eating site; reports must be completed for each site and maintained in school district files; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 210.18(h) (4)]



1 S Deadline to submit the Final Annual Certified Personnel Report and Final Annual Support Personnel Report; **School Personnel Records** (405) 521-3369. [OAC 210:25-3-4(f); OAC 210:20-27-1(a) (2)]

3 S Midyear Expenditure Reports for Oklahoma Parents as Teachers (OPAT) mailed to SDE; **Early Childhood/Family Education** (405) 521-3346.

7 F Private School Consultation Information; **Titles I, II, III, VI and X** (405) 521-3466. [NCLB]

11 S Local school board member elections will be held the second Tuesday of February (run-off elections are in April); **Accreditation** (405) 521-3333. [26 O.S. § 13A-103]



17 F Migrant Credit Accrual Report for fall semester; **Title I Part C/Migrant** (405) 522-5158. [NCLB, Title I, Part C, § 1308]

25 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; **School Support/School Improvement** (405) 522-3395.

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

MARCH 2014

- S New for 2013-14: Within 30 days of receiving an Open Transfer Application signed and dated by the parent, the Receiving District must approve or deny the transfer, enter transfer application and decision online in the Wave, and notify the parent; **Accreditation** (405) 521-3333. [HB 2131 in effect November 2013]
- S Dependent/C Districts: Notify parents of students attending your highest grade level that they must apply for a 2014-15 Open Transfer, to a district of their choice, no later than the first Monday in June; **Accreditation** (405) 521-3333.
- S Workshop registration is due for Summer Food Service Program (SFSP). Participation in this Workshop is required for any school district wishing to participate in the SFSP; **Child Nutrition Programs** (405) 521-3327. [7 CFR Part 225]
- S Annexation or Consolidation deadline to file a resolution with the County Election Board is 60 days before such an election and before the next school year; **State Aid** (405) 521-3460 [70 O.S. § 7-101]

Due Date



- 1 S Submit the names of graduating seniors who qualify for recognition as Oklahoma Academic Scholars; **Gifted and Talented** (405) 521-4287. [70 O.S. § 11-103.2]
- 15 S Submit each site's request for their Oklahoma Honor Society blank forms for Junior High, Middle School, High School; the order form is available on Accreditation Standards Division SDE web page; **Accreditation** (405) 521-3333. [OAC 210:35-23-2]
- 15 S Interlocal Coop (ILC) deadline for an Intent to Withdraw letter (if applicable) when the district will not be participating in the ILC for the next school year; Intent to Withdraw must be submitted to the SDE Accreditation office and ILC executive board; **Accreditation** (405) 521-3333. [70 O.S. § 5-117(b)]
- 26 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; **School Support/School Improvement** (405) 522-3395.
- 31 F Audits identifying districts expending \$500,000 or more in federal awards due to Financial Accounting; **Financial Accounting/OCAS** (405) 521-2517. [OMB Circular A-133 § 3052.320; OAC 210:25-5-5]



Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

14

APRIL 2014



- S Summer School Accreditation Applications are available to districts on the SDE web site Accreditation page; **Accreditation** (405) 521-3333.
- S Local school board member run-off elections will be held the first Tuesday in April as needed; **Accreditation** (405) 521-3333. [26 O.S. § 13A-103]
- F Submit a copy of the Electronic Application System for Indian Education (EASIE) to the SDE Indian Education office by e-mail attachment or by postal mail; **Indian Education Curriculum** Title VII (405) 522-1591.
- F Attend Special Education End of Year Training; **Special Education** (405) 522-1463.
- F Consideration for Notification of Destruction of IDEA Special Education Records letters sent to districts; **Special Education** (405) 521-3351 [IDEA 34 CFR§ 300.149]
- S Annexation/Consolidation vote: Always file a resolution with the County Election Board 60 days before such an election and before the next school year begins; **State Aid** (405) 521-3460 [70 O.S. § 7-101]

Due Date

- S **Please note:** The Parent Application for Open Transfer deadline dates have changed. By the first Monday in June, a parent may apply for an Open transfer for the following school year (to the receiving district); within 30 days of receipt, the receiving district must approve/deny and enter each Open Transfer application online in the Wave, and data-entry cannot be later than the first Monday in June; the Wave will notify the resident Sending District by online notification; **Accreditation** (405) 521-3333. [HB 2131 November 2013]



- 1 S ACE End of Course Project Report, high school only; **ACE/Counseling** (405) 521-3549.
- 4 S Submit to SDE the number of third-grade students identified to participate in Summer Reading Academy; **Reading/Literacy** (405) 522-3219 or 521-2537. [70 O.S. § 1210.508 (E)]



- 5 S Second Quarter Student Dropout Report due from each superintendent, principal or head teacher of each public or accredited private/parochial school site (Grades 7-12) via the SDE School District Reporting Site link; **Alternative Education** (405) 522-0276. [70 O.S. § 35e]
- 9 S Prisoners of War Remembrance Day: Teachers and students of the schools of this state are requested to observe the day with appropriate exercises; **Accreditation** (405) 521-3333. [25 O.S. § 90.4]
- 10 S Waived for year 2013-14: Resident teacher committees should hold their third committee meeting between April 10 and the end of the school year. The Certification Recommendation-Form 003 (with an application for a certificate/license on the reverse side) should then be submitted to the resident teacher office. The Resident Teacher Report Form (for the mentor teacher stipend allocation) will be sent to schools in April and should be returned to the resident teacher office as soon as possible after April 10; **Teacher Certification** (405) 521-3337. [70 O.S. § 6-106.1] (405) 521-3327. [Food, Conservation, and Energy Act of 2008]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)

APRIL 2014 (Page 2)

Due Date

- 10 S Copy of the Standards of Performance and Conduct for Teachers as adopted by the State Board of Education, and any standards adopted by the local board of education, shall be distributed to each teacher on or before April 10 of each year. [Teacher Certification](#) (405) 521-3337 [70 O.S. § 6-101.21]
- 13 S Estimate of Textbook Needs due to appropriate depositories; [Instructional Materials](#) (405) 521-3456. [70 O.S. § 16-111]
- 15 F Application is due for the Fresh Fruit and Vegetable Program; [Child Nutrition Programs](#)
- 15 F Application for Summer Food Service Program; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR, Part 225.6(b) (1)]
- 19 S Oklahoma City Bombing Remembrance Day: Teachers and students of the schools of this state are requested to observe the day with appropriate educational exercises; [Accreditation](#) (405) 521-3333. [25 O.S. § 90.9]
- 19 F Computer-generated school district expenditure reports are due; Title I, II, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
-  30 F Submit annual Limited English Proficient (LEP) Student Survey online; [Bilingual Education/Title III](#) (405) 521-3196. [Title III, P.L. 103-382, § 7134]
- 30 F Audits identifying districts expending less than \$500,000 in federal awards is due; [Financial Accounting/OCAS](#) (405) 521-2517 [OAC 210:25-5-5; 70 O.S. § 22-108]
- 30 Final evaluation due for each probationary teacher and career teacher. Documentation must include, but is not limited to: name of evaluation tool used, evaluator name(s), date growth-plan was created (if applicable), each date for preconference, observation, evaluation post-conference, final evaluation ratings, plan of improvement (if applicable); [TLE](#) (405) 522-0282.
- 30 Each district must complete a qualitative survey and submit it to the SDE; specific survey details regarding this survey will be provided to districts at a later date; [TLE](#) (405) 522-0282.

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)

MAY 2014

- S Any school that had an approved Deregulation or Statutory Waiver for 2013-14 must mail a “Year-end Report of Progress” using school letterhead and prior to July 1; **Accreditation** (405) 521-3333. [70 O.S. § 3-126]
-  S By the first Monday in June the Receiving District must have completed all data entry in the Wave STS online of new Open Transfer applications for school year 2014-15; **Accreditation** (405) 521-3333. [HB 2131 May 2013]
- S Receiving Districts with new first-time Open Transfer applications for 2014-15 must approve or deny all transfers and data-enter in the Wave online within thirty (30) days of receiving the parent/guardian’s completed application, and no later than the first Monday in June; **Accreditation** (405) 521-3333. [HB 2131, November 2013]
- S On the last school day submit the Third Quarter Student Dropout Report on the School District Reporting Site (K-12); **Alternative Education** (405) 522-0276. [70 O.S. § 35e]
-  S Final report of information upon initial enrollment must be submitted via the Wave online; **Early Childhood/Family Education** (405) 521-3346. [70 O.S. § 3-161]
- S Five days prior to a Budget Hearing: The date, time and place of a budget hearing for the School District Budget Act shall be published in a newspaper of general circulation in the school district and include the proposed budget summary; **Financial Accounting/OCAS** (405) 521-2517. [70 O.S. § 5-155]
- S Annual Vision Screening Report is due June 1; **Health, Safety and Physical Education** (405) 522-3524. [OAC 210:35-3-109]
- F The first Friday in May open the LEA Agreement and Assurances for Special Education End of Year Data Report; **Special Education** (405) 521-3351.
- F The first Friday in May Special Education End of Year Report is “open” for data-entry; **Special Education** (405) 521-3351.
- F IDEA time and effort logs for second semester are to be completed; **Special Education Services** (405) 521-3351. [34 CFR § 300.149]
- S Check all school bus driver certificates for expiration year (all expire June 30); **Transportation** (405) 521-3472. [70 O.S. § 3-104 (9)]
- S Review teacher certificates to ensure they are current. [70 O.S. §§ 6-101, 6-107, 6-108]

Due Date

-  1 Special Education End of Year Data Report is “open” for data entry; (405) 522-1463.
- 1 S Deadline for district response to Underpaid Teachers Notification; **School Personnel Records** (405) 521-3369. [OAC 210:25-3-4(h)]
-  1 S Resident Teacher/Mentor Teacher Report due via the SDE School Personnel Record (SPR) reporting site. The Mentor Teacher Stipend allocation is dependent on this report. Enter number of days the resident teacher had a mentor teacher assigned; match the mentor teacher to the resident teacher; add the mentor’s information; certify the information. **School Personnel Records** (405) 521-3369. [70 O.S. § 6-106.1]
-  1 S Annual Statistical Report available to school districts via Web-based system; **State Aid** (405) 521-3460. [70 O.S. § 5-128]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)

MAY 2014 (Page 2)

Due Date

- 2 F Open the LEA Agreement and Assurances for Special Education End of Year Data Report the first Friday in May; [Special Education](#) (405) 521-3351
- 15 F The food program Seamless Summer Option application is due; [Child Nutrition Programs](#) (405) 521-3327. [7 CFR Part 210]
-  15 S Deadline for Reading Proficiency claims to be filed on the SDE School District Reporting Site link; [Student Assessment](#) (405) 521-3341. [OAC 210: 10-13-15]
- 16 S Between May 16 and June 30: Districts that by resolution of their governing body vote to comply with the provisions of the School District Budget Act, shall hold a public hearing on proposed budget; [Financial Accounting/OCAS](#) (405) 521-2517. [70 O.S. § 5-155]
- 17 F Deadline Computer-generated school district expenditure reports are due; Title I, II, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
- 27 S Arts Assessment Reports due for Grades 3-8; [Arts in Education](#) (405) 521-3034. [70 O.S. § 1210.508 (2003)]
-  30 S Deadline to submit the end of year Reading Sufficiency Act Report based on one of the three approved screening assessments; send via the SDE School District Reporting Site; [Reading/Literacy](#) (405) 522-5073 or 521-2537. [70 O.S. § 1210.508c]
- 30 F Due Last Friday in May: Special Education High Needs Application, Tier I and II; [Special Education Services](#) (405) 521-3351.
- 30 F Deadline to submit School-wide Schools Plan through WISE Online Planning Tool; Titles I, II, III, VI and X (405) 521-2846 {NCB, P.L. 107-110}
-  31 S Technology Plans filing deadline submitted via the Technology Plan Management System; [Learning Technologies](#) (405) 521-3994. [62 O.S. § 34.23m (D) (1) (b)]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)

JUNE 2014

- S If offering any Summer School classes: Submit two notarized copies of the SDE Summer School Accreditation application no later than the first week of scheduled Summer School classes; **Accreditation** (405) 521-3333.
- S On the last school day submit the Third Quarter Student Dropout Report on the School District Reporting Site (K-12); **Alternative Education** (405) 522-0276. [70 O.S. § 35e]
- S Notification of intent by the school district to not enter into a written contract with a regularly employed teacher for the next school year must be made prior to the first Monday in June. Intent letter must be mailed by registered or certified mail. A teacher must notify the school board of the desire to not be reemployed within fifteen days after the first Monday in June or the teacher will be deemed to be reemployed; **School Personnel Records** (405) 521-3369. [70 O.S. § 6-101 (E)]
- S Shared Superintendent Salary Assistance Application must be submitted to the SDE by June 30 of the year prior to year the mutual contract will become effective; **School Personnel Records** (405) 521-3369 [70 O.S. 7-203 (B) (2)]
- F If district sent a notice in April 2014 for destruction of IDEA records, those records can now be destroyed; **Special Education** (405) 521-3351 [IDEA 34 CFR § 300.149]
- F IDEA information on training and/or posting; FERPA/Confidentiality, Restraint and Seclusion, Section 504, Transportation, Health Plans, Paraprofessionals, IEP accommodations for general education staff and child find notices; **Special Education Services** (405) 521-3351 [34 CFR § 300.149]
- F IDEA LEA Agreement and Assurances are due the last Friday in June; **Special Education** (405) 521-3351 [IDEA 34 CFR § 300.149]
- S Ten (10) days after the close of school, the district's Annual Statistical Report (ASR) is due; **State Aid** (405) 521-3460. [70 O.S. § 5-128]
- S Annexation or Consolidation elections are held on the second Tuesday in June; verify date with local county election board; **State Aid** (405) 521-3460. [70 O.S. § 7-101]
- S Check all SDE School Bus Driver Certificates for expiration year (all expire June 30); **Transportation** (405) 521-3472. [OAC 210:30-5-1]

Due Date

- S By the first Monday in June, parents requesting an Open Transfer for 2014-15 must submit their application to the Receiving District; **Accreditation** (405) 521-3333.
- S By the first Monday in June, the Receiving District must notify the Sending district of Open Transfer applications which is accomplished when the application is approved on the Wave STS online; Open Transfers must be approved/denied by the Receiving District within 30 days of receiving the completed parent application; **Accreditation** (405) 521-3333. [HB 2131, November 2013]
- 1 F Annual Incident and Firearms Report; **ACE/Counseling** (405) 521-2106. [H.R. 1, § 4141; NCLB, § 4112]
- 1 F Unsafe School Choice Option Report; **ACE/Counseling** (405) 521-2106. [NCLB § 9532]
- 1 S Annual Vision Screening Report is due June 1; **Health, Safety and Physical Education** (405) 522-3524. [OAC 210:35-3-109]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

JUNE 2014 (Page 2)

Due Date

- 8 S Applicants for Teacher of the Year Portfolios to be submitted; [Teacher/Leader Effectiveness](#) (405) 522-8298.
- 10 S Comprehensive Local Education Plan (CLEP) updated and approved by local board; [Instruction](#) (405) 522-3521.
- 10 S Election for a district annexation or consolidation is held on the second Tuesday in June; [State Aid](#) (405) 521-3460. [70 O.S. § 7-101]
- 14 F Migrant Credit Accrual for Spring Semester; [Title I Part C/Migrant](#) (405) 522-5158. [NCLB, P.L. Title I, Part C, § 1308]
- 14 F Migrant supplemental end dates and end-of-school reporting due; [Title I Part C/Migrant](#) (405) 522-5158. [NCLB, Title I, Part C, § 1308]
-  15 S Deadline to submit [Advanced Placement](#) Invoice to have student test fee discounts paid; [Advanced Placement](#) (405) 521-4288.
- 15 S Deadline for submitting End-of-Year Certified Personnel Report (which includes Certified Substitute Teachers Report) and End-of-Year Support Personnel Report; [School Personnel Records](#) (405) 521-3369. [OAC 210:25-3-4(g); OAC 210:20-27-1(a 3)]
- 17 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
- 27 F IDEA LEA Agreements and Assurances are due the last Friday in June; [Special Education Services](#) (405) 522-2232. [IDEA 34 CFR § 300.199]
- 30 F 21st Century Community Learning Centers (CCLC) funds must be expended by June 30th; [21st CCLC](#) (405) 522-6225.
- 30 S Submit the District-wide Student Needs Assessment no later than June 30th; [Alternative Education](#) (405) 522-0276. [70 O.S. § 1210-569]
- 30 S Contract for audit of public schools between independent auditors and school districts; [Financial Accounting/OCAS](#) (405) 521-2517. [OAC 210:25-5-5(e) (1)]
- 30 S Reserve appropriations for contracts pending for outstanding encumbrances. Lapse current appropriations and bring cash forward; [Financial Accounting/OCAS](#)
- 30 S Shared Superintendent Salary Assistance Application must be submitted to the SDE by June 30 of the year prior to year the mutual contract will become effective; [School Personnel Records](#) (405) 521-3369 [70 O.S. 7-203 (B) (2)] (405) 521-2517. [OAC 210:25-5-2(b) and (c); Attorney General's Opinion 83-215]
- 30 S All district expenditure reports for School Support/School Improvement must be encumbered by June 30, 2014 and claimed by August 1, 2013. [School Support/School Improvement](#) (405) 522-3395.
- 30 F All district expenditures for IDEA Part B, P.L. 108-446 must be encumbered by June 30, 2013 and claimed by August 1, 2013; [Special Education](#) (405) 522-3246.
- 30 F LEA Agreement and Assurances are due the last Friday in June.
-  30 F District Consolidated Workbook for FY2013 Federal Grants due; [Titles I, II, III, VI, X](#) (405) 521-3466. [NCLB, P.L. 107-110]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (federal law or regulation) S (state law or regulation)

JULY 2014

- S Schools will be receiving preliminary Accountability Reports to be reviewed. Certification forms with any changes, corrections or appeals are to be returned to the SDE; **Accountability and Assessments** (405) 521-3341.
- S First-time Oklahoma superintendents, upon employment, need to enroll in the required training program provided by SDE; **Accreditation** (405) 521-3335 or 522-2692. [OAC 210:20-21-1]
- S School Accreditation Recommendations are taken to July State Board meeting; the accreditation recommendation letters are mailed to district Superintendents and local school board presidents; **Accreditation** (405) 521-3333.
- F Migrant student reports on Summer School Program are due; **Title I Part C/Migrant** (405) 522-5158. [NCLB, Title I, Part C, § 1308]
- S Superintendent contracts are due within fifteen (15) days of signing; **School Personnel Records** (405) 521-3369. [70 O.S. § 5-141(B)]

Due Date

- 1 S School Employee Assault Annual Report (only if an assault occurred); **ACE/Counseling** (405) 521-2106. [70 O.S. 1991 §§ 641, 642, 646]
- 1 S School district's Statewide Alternative Education Academy Detailed Expenditure Report mailed to SDE on or before July 1 of each year; **Alternative Education** (405) 522-0276. [70 O.S. § 1210.569]
- 1 S The adopted budget of the School District Budget Act shall be in effect no later than the first day of the fiscal year; **Financial Accounting**(405) 521-2517. [70 O.S. § 5-155]
- 1 S File temporary appropriations applications with the county excise board; **Financial Accounting/OCAS** (405) 521-2517. [68 O.S. § 3020]
- 1 F Deadline for entering Special Education End of Year Report without penalty; **Special Education** (405) 522-3246. [70 O.S. § 18-200.1]
- 1 S Review credentials for expiration dates for all certified personnel; **Teacher Certification** (405) 521-3337. [70 O.S. § 6-101, 6-107, and 6-108]
- 4 F First Friday in July is the deadline for entering Special Education End of Year Report without penalty; **Special Education** (405) 521-3351. [70 O.S. § 18-200.1]
- 5 S Third Quarter Student Dropout Report by site for grades K-12 is required for all public schools and SDE accredited private/parochial schools to be submitted by the superintendent, principal or head teacher, via the SDE School District Reporting Site; **Alternative Education** (405) 522-0276. [70 O.S. § 35e]

Note: *If a due date falls on Saturday or Sunday, the following Monday is acceptable.*

Legend: F (*federal law or regulation*) S (*state law or regulation*)