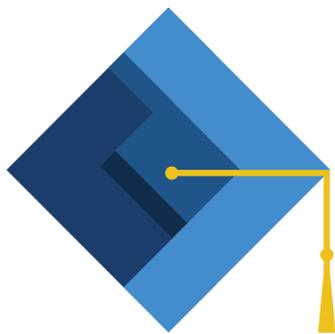


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# Reporting Requirements Calendar

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OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

State and Federal Due Dates for Oklahoma Public Schools K-12

**August 2016 – July 2017**

## Glossary of Abbreviations and Acronyms

ADA, ADM	Average Daily Attendance, Membership
AMO	Annual Measurable Objective
ASR	Annual Statistical Report
AVID	Advancement via Individual Determination (Grant)
CCLC	21 <sup>st</sup> Century Community Learning Centers
CDAP	Comprehensive District Academic Plan
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs
CLEP	Comprehensive Local Education Plan
DTC	District Test Coordinators
ESEA	Elementary and Secondary Education Act
FBA	Flexible Benefit Allowance
FFVP	Fresh Fruit and Vegetable Program
FQSR	First Quarter Statistical Report
GED	General Educational Development
HB	House Bill
HR	House Resolution
IDEA	Individuals with Disabilities Education Act
ILC	Inter-local Cooperative
LEA	Local Educational Agency
MEP	Migrant Education Program
NCLB	No Child Left Behind
N & D	Neglected and Delinquent
NSLP	National School Lunch/Breakfast Programs
OAC	Oklahoma Administrative Code
OCAS	Oklahoma Cost Accounting System
OECS	Oklahoma Educator Credentialing System
O.S.	Oklahoma Legislation
OSTP	Oklahoma School Testing Program
PEP	Parent Education Program
P.L.	Public Law
RAO	Regional Accreditation Officers
RLIS	Rural and Low-Income Schools
RSA	Reading Sufficiency Act
§ and §§	Section(s)
SB	Senate Bill
SBE	State Board of Education
SBP	School Breakfast Program
SDE	State Department of Education
SEA	State Educational Agency
SES	Special Education Services
SFA	School Food Authority
SFSP	Summer Food Service Program
SIS	Student Information System
SRSA	Small Rural Schools Achievement
SSO	Single Sign-On
STEM	Science, Technology, Engineering, Mathematics

Supp .....Supplement  
 SWSP.....Schoolwide Schools Plan  
 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 I D.....Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk- Subpart 1 State Agency Programs, Subpart 2 Local Agency Programs  
 Title II A.....Preparing, Training and Recruiting High-Quality Teachers and Principals  
 Title II D.....Enhancing Education through Technology  
 Title III A .....Language Instruction for Limited English Proficient and Immigrant Students  
 Title IV A.....Safe and Drug-Free Schools  
 Title IV B..... 21st Century Community Learning Centers  
 Title V A..... Innovative Programs  
 Title VI B..... Subpart 1, Small, Rural School Achievement Program and Subpart 2, Rural and Low-Income School Program  
 Title VII..... Indian, Native Hawaiian, and Alaska Native Education Programs  
 Title VIII..... Impact Aid Program  
 Title IX..... General Provisions  
 Title X C..... McKinney-Vento Homeless Education Assistance Program

### Introduction

This annual Reporting Requirements Calendar is a quick glance to assist school administrators with due dates for school year 2016-17. Revisions will be made throughout the year on a quarterly or as needed basis.

All required reports and forms referenced in this document can be accessed via Single Sign On, the Wave online, and/or <http://www.sde.ok.gov/sde>. **Please contact the program office responsible for the report regarding any questions.**

For the most current listing of department phone numbers please visit: <http://www.ok.gov/sde/staff-directory> or call the **SDE Customer Service Desk** at 405-521-3301.

This document is embedded with hyperlinks (links underlined in blue) that go to external webpages as well as to pages within the document. In order to utilize these hyperlinks, use the control (CTRL) button on your keyboard and a left click of your mouse.

### User Links

<u><a href="#">Throughout the Year</a></u>		
<u><a href="#">August 2016</a></u>	<u><a href="#">September 2016</a></u>	<u><a href="#">October 2016</a></u>
<u><a href="#">November 2016</a></u>	<u><a href="#">December 2016</a></u>	<u><a href="#">January 2017</a></u>
<u><a href="#">February 2017</a></u>	<u><a href="#">March 2017</a></u>	<u><a href="#">April 2017</a></u>
<u><a href="#">May 2017</a></u>	<u><a href="#">June 2017</a></u>	<u><a href="#">July 2017</a></u>

## Division of SDE

<a href="#">Accountability</a> (405) 522-5169	<a href="#">Accreditation</a> (405) 521-3333	<a href="#">Alternative Education</a> (405) 522-0276	<a href="#">Assessment</a> (405) 521-3341
<a href="#">Counseling</a> (405) 521-3549	<a href="#">Child Nutrition</a> (405) 521-3327	<a href="#">Financial Accounting/OCAS</a> (405) 521-2517	<a href="#">Instruction</a> (405) 521-5287
<a href="#">Education Technology</a> (405) 521-3364	<a href="#">Office of Federal Programs</a> (405) 521-2846	<a href="#">School Personnel</a> (405) 521-3369	<a href="#">School Support</a> (405) 522-0140
<a href="#">SDE Customer Service</a> (405) 521-2517	SDE Events Office (405) 522-8767	<a href="#">Special Education</a> (405) 521-3351	<a href="#">State Aid</a> (405) 521-3460
<a href="#">Student Transportation</a> (405) 521-3472	<a href="#">Teacher Certification</a> (405) 521-3337	<a href="#">Teacher and Leader Effectiveness (TLE)</a> (405) 522-8298	

## Throughout the Year

- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: Throughout the Year- October 18, 2016; November 15, 2016; December 13, 2016; January 24, 2017; February 21, 2017; March 21, 2017; April 18, 2017; May 16, 2017; June 13, 2017
- Fresh Fruit/ Vegetable Program Claim (FFVP) (Federal)-**Child Nutrition**: To be completed by the 10th of each month
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Data Validation Issues (State): **SDE Customer Service**: Throughout the Year
- Districts Presenting Annual College Remediation Report to Local Board of Education (State)-**Accreditation**: Throughout the year
- District Request for Site Changes (State)-**Accreditation**: Throughout the Year
- Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms (State)-**State Aid**: Throughout the Year
- Electronic Application System for Indian Education (EASIE) (Federal)-**Instruction**: August 1 2016- June 15, 2017
- First Year Superintendents provide Professional Development Points to the SDE (State)-**Accreditation**: Throughout the Year
- Gun- Free Schools Weapon Report (Federal)-**Counseling**: Throughout the Year
- Initial Enrollment Prior Participation (State)-**Instruction**: August 1, 2016-June 10, 2017
- OCAS Annual Audit (State)-**OCAS**: Due within 30 days after local board presentation
- Qualified Zone Academy Bond Application (Federal)-**OCAS**: Application remains open until funds are allocated
- Review Direct Certification Report for Free Students (Federal)-**Child Nutrition**: 3 times during the school year AND April 1, 2017
- School Bus Annual Inspection (State)-**Student Transportation**: Throughout the Year
- School Bus Driver Annual Driving Record Report (MVR) (State)-**Student Transportation**: Throughout the Year

- School Bus Driver Certificate Application (State)- **Student Transportation**: Throughout the Year (suggest annual review in May/June)
- School Bus Driver: Drug and Alcohol Education Policy (Federal)-**Student Transportation**: Throughout the Year
- School Bus Driver Health Certificate (State)-**Student Transportation**: Throughout the Year
- School Bus Driver In-Service Verification (State)-**Student Transportation**: Throughout the Year
- School Bus Driver Route Evaluation (State)-**Student Transportation**: Throughout the Year (Over the summer is recommended)
- School Improvement Status Report (Federal)-**School Support**: Throughout the Year; July 1-June 30
- Seamless Summer Option Application (Federal)-**Child Nutrition**: Anytime during the school year through May 15
- Special Education Computer Generated School District Expenditure Report (State)-**Special Education**: Throughout the Year
- Student Record Check for STN match issues (State): **SDE Service Desk**-Throughout the Year
- Student Transportation Supervisor Training (Federal)-**Student Transportation**: Throughout the Year
- Superintendent Contracts (State)- **School Personnel**: Throughout the Year; due within 15 days of signing
- Supplemental Appropriations (State) -**OCAS**: Application remains open until funds are allocated
- Transfer Notifications- Emergency Transfer Cancellation (State)-**Accreditation**: Throughout the Year
- Wave Ownership Wizard (State)- **SDE Customer Service**: Throughout the Year
- XSD Validation Errors Wizard (State)-**SDE Customer Service**: Throughout the Year

## August 2016

- Annual Title I and Title VI Report (Federal)-**Office of Federal Programs**: June-August 8
- A-F Report Card Calculation Review (State)-**Accountability**: August 29
- Application for Provision 1, 2 or 3 of the NSLP or School Breakfast Program (SBP) (Federal)-**Child Nutrition**: Any time prior to August 1 of current school year
- Gifted and Talented Expenditure Report (State)-**Instruction**: August 1
- School Bus Evacuation Drills (State)-**Student Transportation**: August-first two weeks of semester
- SIF 2.X Wave Requirements Compliance by local Student Information System (State)-**SDE Customer Service**: August 1
- Special Education Final Computer Generated School District Expenditure Report (State)-**Special Education**: On or before August 10
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Special Education Closeout Procedure (State)-**Special Education**: June- August 26
- RSA Annual District Reading Plan (State)-**Instruction**: May 2- August 28
- Application for the Community Eligibility Provision (Federal)-**Child Nutrition**: April 1-August 31
- Food Safety Inspection Report (Federal)-**Child Nutrition**: Must be submitted prior to September Child Nutrition Claim for Reimbursement

## September 2016

- Final Data for School District Expenditures and Revenue (State)-**OCAS**: September 1
- TLE Framework Training (State)-**Teacher and Leader Effectiveness**: September 1
- Alternative Education Implementation Plan (State)-**Alternative Education**: August 1-September 15
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Project 515-2nd Year Carryover Encumbrance Deadline (Federal)-**School Support**: July 1-September 30

## October 2016

- District Test Coordinator Information (State)-**Assessment**: August 1-October 1
- Estimate of Needs or the Budget (State)-**OCAS**: October 1
- First Quarter Statistical Report (FQSR) (State)-**State Aid**: 10 days following the end of the first nine weeks
- RSA Beginning of Year Reading Sufficiency Report (State)-**Instruction**: September 1-October 1
- Schoolwide/School Improvement Plan (Federal)-**School Support**: January 1-October 1
- Special Education Child Count (State)-**Special Education**: Start of district school year-October 1
- Homeless Census Report (Federal)-**Office of Federal Programs**: September-October 7
- Special Education Child Count Certification (State)-**Special Education**: October 3-14
- 9/30 Report Submission (Federal)-**Office of Federal Programs**: October 1-October 14
- Annual Accreditation Application (State)-**Accreditation**: October 1-October 15
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Driver Education Prior Year Reimbursement Application (State)-**State Aid**: October 15
- Gifted Educational Plan Update and Budget Summary (State)-**Instruction**: August 15- October 15
- Initial Certified Personnel Report and Initial Support Personnel Report (State)-**School Personnel**: September 1-October 15
- October 1 Consolidated Report (State)-**SDE Customer Service**: September 1- October 15
- Renewal of Advanced Placement Courses (State)-**Instruction**: August 1-October 15
- School Calendar Hours Notification (State)-**Accreditation**: January 1-October 15
- Statutory Waiver/ Deregulation (State)-**Accreditation**: April 1-October 15
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: October 18
- Fourth Quarter Dropout Report (State)-**Alternative Education**: October 19
- Comprehensive Exit Report (State)-**Accountability**: October 23
- Civil Rights Compliance Checklist (Federal)-**Child Nutrition**: Beginning of school year-October 31, 2016
- RSA Promotion and Retention Report (State)-**Instruction**: August 1-October 31
- Low Income Student Count Report (Federal)-**Child Nutrition**: must be submitted prior to submission of November claim for reimbursement

## November 2016

- Local School District Salary Schedule (State)-**School Personnel**: September 1- November 15
- Economically Disadvantaged Report (State)-**State Aid**: November 15
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: November 15
- Neglected and Delinquent (N&D) October Child Count (Federal)-**Office of Federal Programs**: October-November 18
- Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk (Federal)-**Office of Federal Programs**: October-November 18
- Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students Annual Performance Report (Federal)-**Office of Federal Programs**: October-November 18
- Graduation Part-Time Enrollment Report-Quarter One (State)-**Counseling**: November 4-November 30
- Consolidated School Food Authority Verification Report (Federal)-**Child Nutrition**: Must be submitted prior to the submission of the December claim for reimbursement

## December 2016

- Private School Packet (Federal)-**Office of Federal Programs**: November-December 5
- Comparability Report Title I (Federal)-**Office of Federal Programs**: November-December 9
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: December 13
- School Board Member Filing for Open Seat (State)-**Accreditation**: December 5-14
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Final Changes to Previously Submitted OCAS Financial Transactions (State)-**OCAS**: December 15
- Oklahoma Annual District Technology Survey (State)-**Education Technology**: September 1- December 31
- District Bullying Prevention Policy (State)-**Counseling**: December 31
- School Employee Assault Report (State)-**Counseling**: December 31
- School Improvement Grant Application (Federal)-**School Support**: October-December

## January 2017

- Flexible Benefit Allowance (FBA) (State)-**State Aid**: October 1, 2016-January 1, 2017
- School Calendar Hours Notification (State)-**Accreditation**: January 1-October 15
- Application from Independent Auditors for State Auditor & Inspector Approval (State)-**OCAS**: January 1
- Historical Graduation Cohort Report (State)-**Accountability**: November 2016-January 8, 2017
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- School Bus Evacuation Drills (State)-**Student Transportation**: January-first two weeks of semester
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: January 24
- Impact Aid Application (Federal)-**OCAS**: January 31
- Graduation Part-Time Enrollment Report-Quarter Two (State)-**Counseling**: December 29-January 31

- Reading Proficiency Test Reimbursement Claims-First Semester (State)-**Assessment**: Suspended due to budget constraints
- Oklahoma School Testing Program: Test prep in-service sessions (State)-**Assessment**: TBD
- On Site Reviews for National School Lunch Program (Federal)-**Child Nutrition**: prior to February 1
- Oklahoma Teacher of the Year (TOY) Award Application (State)

## February 2017

- 3-8 and Grade 10 Assessment Pre-Code (State)- **Assessment**: TBD
- Annual Measurable Objectives (AMO) Calculation Report (State)-Accountability: February 1
- Designations Calculation Review (State)-**Accountability**: February 1
- Mid-Year Certified Personnel Report & Mid-Year Support Personnel Report (State)-**School Personnel**: January 1-February 1
- Spring Testing: Student Non-Standard Accommodation Request (State)-**Assessment**: January 4-February 1
- Private School Consultation Information (Federal)-**Office of Federal Programs**: January-February 6
- School Board Elections (State)-**Accreditation**: February 14
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Migrant Credit Accrual Report and Supplemental Code Forms for Fall Semester (Federal)-**Office of Federal Programs**: January-February 17
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: February 21
- Paid Lunch Equity Tool (Federal)-**Child Nutrition**: Must be submitted prior to submission of the March claim for reimbursement

## March 2017

- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Oklahoma Honor Society (State)-**Accreditation**: February 1- March 15
- Withdrawal from Inter-Local Cooperative (State)-**Accreditation**: July 1, 2016-March 15, 2017
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: March 21
- New Charter School Participation Packet (Federal)-**Office of Federal Programs**: February-March 30
- School Board Membership Report (State): **Accreditation**- February 14-March 30
- Audits to Identify Districts Expending more than \$750,000 in Federal Funds (Federal)-**OCAS**: March 31
- Oklahoma Academic Scholars (State)-**Instruction**: January 15-March 31
- Registration for Summer Food Service Program Training (Federal)-**Child Nutrition**: March 31

## April 2017

- Cash Management Application (State)-**State Aid**: April 1
- Review Direct Certification Report for Free Students (Federal)-**Child Nutrition**: 3 times during the school year AND April 1, 2017
- Graduation Part-Time Enrollment Report-Quarter Two (State)-**Counseling**: March 1-April 2
- Standards of Performance and Conduct for Teachers (State)-**Teacher Certification**: April 10

- Application for Fresh Fruit and Vegetable Program (Federal)-**Child Nutrition**: prior to April 15
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: April 18
- Testing Status Information for Invalidations or Exemptions (State)-**Assessment**: TBD
- Application for Summer Food Service Program (Federal)-**Child Nutrition**: February 1-April 30
- Audits to Identify Districts Expending less than \$750,000 in Federal Funds (Federal)-**OCAS**: April 30

## May 2017

- School-Wide Schools Plan (Federal)-**Office of Federal Programs**: April-May 30
- Annual Statistical Report (ASR) (State)-**State Aid**: 10 days following the end of the school year
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- Inter-local Cooperatives (ILC)-Forms Sent (State)-**Accreditation**: February 15-May 15
- Seamless Summer Option Application (Federal)-**Child Nutrition**: Anytime during the school year through May 15
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: May 16
- Transfer Notifications- Request Open Transfer (State)-**Accreditation**: July 1-May 31
- Transfer Notifications- Notice of Enrollment (State)-**Accreditation**: May 31- August 1
- School Bus Driver Certificate Application (State)- **Student Transportation**: Throughout the Year (suggest annual review in May/June)
- Reading Proficiency Test Reimbursement Claims- Second Semester (State)-**Assessment**: Suspended due to budget constraints

## June 2017

- Graduation Part-Time Enrollment Report-Quarter Two (State)-**Counseling**: May 1-June 1
- RSA End of Year Reading Sufficiency Report (State)-**Instruction**: May 2-June 1
- State Vision Screening Report (State)-**Instruction**: May 1-June 1
- Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher (State)-**School Personnel**: First Monday of June; June 5
- School Bus Driver Certificate Application (State)- **Student Transportation**: Throughout the Year (suggest annual review in May/June)
- Advanced Placement Invoice for Test Fee Discounts (State)-**Instruction**: May 31-June 15
- Initial Enrollment Prior Participation (State)-**Instruction**: August 1, 2016-June 10, 2017
- Computer Generated School District Expenditure Reports (Federal)-**Office of Federal Programs**: June 13
- Alternative Education Student Data (State)-**Alternative Education**: May 1-June 15
- Annual Incident and Firearms Report- Unsafe School Choice Option Report (Federal)-**Counseling**: June 20
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- TLE Qualitative Report (State)-**Teacher and Leader Effectiveness**: May 1-June 15
- Electronic Application System for Indian Education (EASIE) (Federal)-**Instruction**: August 1 2016-June 15, 2017

- Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester (Federal)-**Office of Federal Programs**: May-June 16
- Supplemental Membership Annual Reporting Totals (SMART) Report (State)-**SDE Customer Service**: April 1-June 16
- Advanced Coursework Report (State)-**Accountability**: May-June 27, 2016
- Shared Superintendent Salary Assistance Application (State)-**School Personnel**: June 30
- Charter School Applications and Contracts (State)-**Accreditation**: January 1-June 30
- Comprehensive District Academic Plan (Federal)-**Office of Federal Programs**: May-June 30
- Contract for Audit of Public Schools between Independent Auditors and School Districts (State)-**OCAS**: June 30
- Districtwide Student Needs Assessment (State)-**Alternative Education**: May 1-June 30
- Letter of Intent to Establish Title I School-Wide Planning Program (Federal)-**Office of Federal Programs**: May-June 30
- Reserve Appropriations for Contracts Pending for Outstanding Encumbrances (State)-**OCAS**: June 30
- Special Education Budget Application (State)-**Special Education**: September 1, 2016-June 30, 2017
- Special Education End of Year Report (State)-**Special Education**: April 1- June 30
- Special Education End of Year Report Certification (State)-**Special Education**: May 29-June 30
- Oklahoma Teacher of the Year (TOY) Award Portfolios (State)

## July 2017

- School Accreditation Recommendations prepared and presented to the State Board of Education (State)-**Accreditation**: January 1-July 1
- District Assurances and LEA Agreement (Federal)-**Special Education**: May 28-July 1
- Temporary Appropriations Application (State)-**OCAS**: July 1
- TLE Framework Training (State)-**Teacher and Leader Effectiveness**: July 1
- Review Free/Reduced Price Applications (Federal)-**Child Nutrition**: After July 1 through specific date determined by the LEA
- Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-**Child Nutrition**: To be completed by the 15th of each month
- End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report (State)-**School Personnel**: June 1-July 15
- Grades 3-8 and EOI and OAAP Assessment Post-Code Correction (State)-**Accountability**: July 15
- Inter-local Cooperatives (ILC)-Form Submission (State)-**Accreditation**: May 15-July 15
- Transfer Notifications- Approve or Deny (State)-**Accreditation**: May 31-July 15
- Submit Alternative Exam/Demonstrated Mastery Information (State)-**Accountability**: July 15
- Special Education High Cost Assistance Application (Federal)-**Special Education**: June 1-July 22
- Migrant Credit Accrual Report and Supplemental Code Forms for Summer School Program (Federal)-**Office of Federal Programs**: June-July 31
- Migrant Education Program Selection and Priority for Services (Federal)-**Office of Federal Programs**: June-July 31
- Summer School Accreditation Application (State)-**Accreditation**: May 30-July 31
- Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms (State)-**State Aid**: Throughout the Year