

## **2015–2016 DUE DATES**

### Oklahoma State Department of Education School Personnel Records

- Initial Personnel Reports: Thursday, October 15, 2015\*
  
- Administrators' Salary and Fringe Benefit Report: Pulled from the Initial Personnel Report in October
  
- Local School District's Salary Schedule: Monday, November 16, 2015
  
- Mid-Year Personnel Reports: Monday, February 1, 2016
  
- End-of-Year Personnel Reports and Certified Substitute Teachers: Friday, July 15, 2016\*

**\*Please note deadline changes effective FY16**