

Revised 12.4.14

Accountability at a Glance

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

August 2014 - July 2015



Dr. Janet Barresi
State Superintendent of Public Instruction

Accountability at a Glance 2014-15

Contents

Glossary of Abbreviations and Acronyms	ii
Federal Programs	ii
Introduction.....	iii
Each Month.....	1
During the Year (2014-15).....	1
August 2014.....	4
September 2014	5
October 2014.....	7
November 2014.....	9
December 2014	10
January 2015	11
February 2015	12
March 2015	13
April 2015	14
May 2015	16
June 2015	18
July 2015	20

ADA, ADM	Average Daily Attendance, Membership
ASR	Annual Statistical Report
AVID	Advancement via Individual Determination (Grant)
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
FBA	Flexible Benefit Allowance
FQSR	First Quarter Statistical Report
GED	General Educational Development
HB	House Bill
HR	House Resolution
IDEA	Individuals with Disabilities Education Act
LEA	Local Educational Agency
OAC	Oklahoma Administrative Code
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
§ and §§	Section(s)
SB	Senate Bill
SBE	State Board of Education
SDE	State Department of Education
SEA	State Educational Agency
SES	Special Education Services
SIS	Student Information System
SSO	Single Sign-On
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	Part C: McKinney-Vento Homeless Education Assistance Program

Introduction

This annual Accountability at a Glance document is to assist school administrators with due dates for school year 2014-15. Revisions will be made throughout the year if needed.

All required reports and forms referenced in this document can be accessed via Single Sign-On, the Wave online, and/or the SDE web-site at <<http://www.sde.ok.gov/sde>>.



	<u>AC 405</u>
Customer Service SDE	521-3301
State Department of Education Agency	
Help Desk OMES	521-2444 (AC 866 toll free)
Oklahoma Management Enterprise Systems	
21st Century (CCLC)	522-6225
ACE/Counseling	521-3549, 521-2106
Accountability	522-5169
Accreditation Standards	521-3333
Advanced Placement; AVID	521-4288
Alternative Education	522-0276
Annexation and Consolidation	521-3460
Arts in Education	521-3034
Assessments	521-3341
Bilingual Education/Title IIIA	521-2846
C3 Schools	522-0855
Certification (Teachers)	521-3337
Child Nutrition	521-3327
Early Childhood/Family Education	521-3346
Educator Effectiveness	521-4514
Events Office	522-8767
Federal Fiscal	521-3327
Federal Programs (Title I, II, III, VI, X)	521-2846
Financial Accounting/OCAS/Auditing	521-2517
Financial Services/Comptroller	521-3349
Gifted and Talented	521-3456
Homeless Education	521-2846
Indian Education	522-1591
Instruction	521-3578
Instructional Materials	521-3456
Instructional Technology	521-3364
Migrant Education/Title I C	521-2846
Office of Instruction/STEM	521-2107
Oklahoma Parents as Teachers	522-4513
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
Teacher and Leader Effectiveness	522-8298
Teacher of the Year (TOY)	522-8767
Transportation (School Bus)	521-3472

Accountability at a Glance 2014-2015

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 Emergency Transfer notifications: Check several times a week in the Wave Student Transfer System online for transfer applications pending the resident sending district to either approve or deny; **Accreditation/Transfers** (405) 521-3333. [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 Collection of information upon initial enrollment will be available on the SDE Wave. A cumulative report is due in May; **Early Childhood** (405) 522-4499. [70 O.S. § 3-161]
- F Certificates of Eligibility from districts that accept Title I Part C funds are to be submitted on a continual basis; **Migrant/Title I Part C** (405) 522-4497. [34 CFR, Part 200.89 (c)]
- S Annexation/Consolidation elections are held on the second Tuesday of each month January through November; contact your district's County Election Board to verify dates; **State Aid** (405) 521-3460. [70 O.S. §7-101]
- 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]
- F Verify all school bus drivers have taken a pre-employment drug test; **Transportation** (405) 521-3472 [49 CFR Part 382.303]
- F Verify all current school bus drivers are enrolled in a random drug and alcohol testing program that complies with federal standards; **Transportation** (405) 521-3472 [49 CFR Part 382.303]
- S Check for each school bus driver's expiration month/year on their Commercial Driver License/CDL; **Transportation** (405) 521-3472. [OAC 210:30-5-8]
- S Students enrolled must be submitted in the Wave online, error free, and have a Student Testing Numbers validated/assigned. Enrollment data must be kept up-to-date in the SIS; **SDE Customer Service** (405) 521-3301 [70 O.S. § 18-200.1(E)]

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)

- 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 Emergency Plan: Each school and administration building shall have written plans and procedures for protecting students, faculty, administrators and visitors from natural and man-made disasters and emergencies; plans shall be placed on file at each school district and local emergency management organization within the district; annual reports must be made to the local school board detailing emergency preparedness and identified safety needs for each school; Accreditation (405) 521-3333. [63 O.S. 2001 § 681]
- S Fire Drills: One each semester, first must be within first 15 days and second drill to be after first 30 days, must be documented; Accreditation (405) 521-3333. [70 O.S. § 5-148]
- S Intruder Drills: Two minimum, one within first 15 days of each semester; must be documented; Accreditation (405) 521-3333. [70 O.S. § 5-149]
- S Lockdown Drills: One each semester, two per year minimum, all employees and students participate at each site; must document; Accreditation (405) 521-3333 [70 O.S. § 5-149]
- S Tornado Drills: Two minimum per school year; must be documented; Accreditation (405) 521-3333. [63 O.S. § 681; OAC 210:35-3-186]
- S School Bus Emergency Evacuation Drills: Each semester, all students who will be transported in a school bus, either for daily routes or activity purposes, must participate in a bus evacuation safety drill and also receive bus passenger safety instructions; each drill must be documented; Transportation (405) 521-3472 [OAC 210:30-5-5]
- S First-time Oklahoma superintendents must enroll in free training offered by the SDE to meet the required 66 hours of superintendent training within their first year; to enroll contact SDE Accreditation (405) 521-3335. [OAC 210:20-21-1]
- S Applications for a Statutory Waiver/Deregulation for the span of entire school year, must be received by October 15; Accreditation (405) 521-3335. [70 O.S. § 3-126].
- 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)]
- F District Consolidated Application; Federal Programs (405) 521-2846. [NCLB, P.L. 107-110]
- 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; Twelve (12) hours of the above training was to be received before July 1, 2008; Requirement: Newly employed encumbrance clerk and treasurer, twelve (12) hours of the above training must be completed within nine (9) months of employment; same individuals must complete twelve (12) hours of continuing education every three years; districts will receive notification of qualifying workshops held during the year; Financial Accounting/OCAS (405) 521-2517. [70 O.S. § 5-190]
- 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]

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)

- S Superintendent's contract is due within fifteen (15) days of signing; **School Personnel Records** (405) 521-3369. [70 O.S. § 5-141(B)]
- F IDEA claims for reimbursement may be submitted between July 1 and August 1 through the online reporting system via Single Sign-On; **Special Education** (405) 521-3351
- S Annexation/Consolidation election is called by the State Superintendent of Public Instruction. Always file a resolution with the Oklahoma State Department of Education State Aid Section; contact the county election board to verify dates; **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]
- S First-time administrators and supervisors of certified personnel need to be certified in required district selected TLE Framework Training; **Teacher and Leader Effectiveness** (405) 522-8298. [70 O.S. § 6-101.10]
- F Districts shall provide educational materials to all bus drivers that explain the district's drug/alcohol testing policies; **Transportation** (405) 521-3472. [49 CFR Part 382.603]
- F Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test; no recurrent training is required; **Transportation** (405) 521-3472 [49 CFR Part 382.603]
- 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 210:30-5-8]
- S An Annual Driving Record Report is required for employees with an Oklahoma School Bus Driver Certificate; **Transportation** (405) 521-3472. [OAC 210:30-5-8(h)]
- S Oklahoma school bus drivers must have a current health certificate on file which can be either the annual SDE health certificate or a biannual certificate that meets Federal Motor Carrier Safety Regulations; **Transportation** (405) 521-3472. [210:30-5-8]
- S School Bus Route Evaluations are required each year; forms are on the SDE web site Student Transportation page; **Transportation** (405) 521-3472. [OAC 210:30-5-5(d)]
- 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. § 9-101.1] [OAC 210:30-5-6]
- S Employers of 25 or more full or part-time employees: Provide safety classes to each type/class of employee no less than quarterly, and public schools are required to provide safety classes or instruction to their employees only during the school year; public school employees who are certified personnel in compliance with federal OSHA occupational safety and health standards are exempt from safety classes or instruction; the employer must designate an employee who shall coordinate all safety programs; **SDE Customer Service** (405) 521-3301; safety training information via Oklahoma School Plant Management Association (405) 313-8645 <www.ospma.org>. [40 O.S. § 403]
- S A SIF 2.X Wave requirements compliant SIS must be in place to maintain connectivity to the SDE via the Wave; **SDE Customer Service** (405) 521-3301 [70 O.S. § 3-160]

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)

AUGUST 2014

- S Yearly Wave Reconnection: The Wave will begin utilizing enrollment data submitted from your Student Information System for Direct Certification on August 2. By August 1 be sure to have your fiscal year rolled and enrollment data ready to send; [SDE Customer Service](#) (405) 521-3301. [70 O.S. § 3-160]
- 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]

Due Date

- 1 ACE End of Course Project Report, high school only; [ACE/Counseling](#) (405) 521-3549.
- 1 F 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 the 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/claimed for reimbursement; [Federal Programs](#) (405) 521-2846. [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 By August 1 be sure to have your fiscal year rolled and enrollment data ready to send online; [SDE Customer Service](#) (405) 521-3301. [70 O.S. § 3-160]
- 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 Student Transfer System; [SDE Customer Service](#) (405) 521-3301. [70 O.S. § 8-103]
- 6 S OPAT informational meeting at SDE; [Special Education Services](#) (405) 522-4513
- 6 F Deadline to closeout FY 2014 fiscal year IDEA Part B funds to generate carryover for FY 2015; [Special Education Services](#) (405) 521-3351 [IDEA 39 CFR § 300.149]
- 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 Title I school districts to submit their Annual Title I Report; [Federal Programs](#) (405) 522-3249. [NCLB, Title I, Part A, 1116]
- 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)]
- 8 F Last day to submit data corrections to the SES IDEA Part B Data Profiles; [Special Education](#) (405) 521-3351. [IDEA 39 CFR 300.149]

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)

AUGUST 2014

Due Date

- 18 S The A to F Report Card Calculation Review is available via Single Sign-On, the A-F Accountability Application; **Accountability** (405) 522-5169. [OAC 210:10-13-22]
- 29 F The final Special Education IDEA Part B Data Profiles sent to districts; **Special Education Services** (405) 521- 3351. [IDEA 39 CFR 300.149]
- 29 S The A-F Report Card Calculation Review closes; **Accountability** (405) 522-5169. [OAC 210:10-13-22]
- 29 S All districts submit updated district Reading Sufficiency Act Plan to the Office of Instruction (due date was previously November); **Reading/Literacy** (405) 522-3219 or 522-3241. [O.S. 1210.508C]
- 30 F The last day to submit a letter of intent to establish Title I school-wide planning program; **Federal Programs** (405) 521-2846. [NCLB, Title I, § 1114]

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*)

SEPTEMBER 2014

- S **Prior to September 15** each year: Any school district choosing a calendar calculated by hours, in lieu of calculated 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 A Statutory Waiver application or a Deregulation application that includes the span of the entire school year must be submitted by October 15; **Accreditation** (405) 521-3333 [70 O.S. § 3-126]
- S Interlocal Cooperatives (ILC) must submit two copies of their SDE Accreditation Application for 2015-16, including ILC Teacher Assignment forms, no later than September 30; **Accreditation** (405) 521-3333.

- S **Prior to October 1** each year: Superintendents shall designate Test Coordinators for the district and all buildings; names, email addresses and telephone numbers of district Test Coordinators (DTC) shall be provided to the SDE Office of Assessments in the fall semester of each school year; **Assessment** (405) 521-3341. [OAC 210:10-13-4]
- S Collection of information upon initial enrollment will be available via the Wave's web site; **Early Childhood/Family Education** (405) 522-4499. [70 O.S. § 3-161]
- F Food Safety Inspection Report must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement; **Child Nutrition Programs** (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]
- F IDEA Consolidated Budget Application available for district budgeting; **Special Education Services** (405) 522-3246. [P.L. 108-446 IDEA Part B]
- S The TLE Other Academic Measures (OAM) upload from the previous school year must be submitted via Single Sign-On; **TLE office** (405) 522-8298 [70 O.S. § 6-101.17]

Due Dates

- 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]
- 1 S The superintendent must certify their district's Annual Report of Open Transfers, online in the Wave, no later than September 1; **Accreditation/Transfers** (405) 521-3333; Wave technical assistance (405) 521-2444. [70 O.S. § 8-103]
- 8 F Submit 9/30 Report to request a one-time waiver to carry over any Title I funds in excess of 15 percent; **Federal Programs** (405) 521-2846. [NCLB Title I § 1127 (a) (b) (1) (2) (c)]
- 9 S Oklahoma Parents as Teachers (OPAT) final expenditure reports to be mailed to SDE; **Special Education Services** (405) 522-4513 [70 O.S. § 10-105.3]
- 10 S OPAT Data Reports are due; **Special Education Services** (405) 522-4513.

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

6

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

SEPTEMBER 2014

Due Date

- 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 F IDEA Part B Final 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 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 Flexible Benefit Allowance (FBA) audit forms are available on the SDE Web site; **State Aid** (405) 521-3460. [70 O.S. § 26-105]
- 16 S Districts will receive their Prior Year Noncertified Teacher report; **School Personnel Records** (405) 521-3369. [OAC 210:25-3-4(c)]
- 22 S After September 22, Interlocal Cooperative directors must submit two copies of their SDE Accreditation Application for 2015-16 including ILC Teacher Assignment forms; **Accreditation** (405) 521-3333.
- 30 S Interlocal Coop deadline to submit completed SDE Accreditation Applications; **Accreditation** (405) 521-3333.

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)

OCTOBER 2014

- S **Prior to October 1** superintendents shall designate Test Coordinators for the district and all buildings; names, email addresses and telephone numbers of district Test Coordinators (DTC) shall be provided to the SDE Office of Assessments in the fall semester of each school year; **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 (OSTP) Test Preparation inservice sessions; **Assessments** (405) 521-3341. [OAC 210:10-13]
- S Advanced Placement Grant applications available; **Advanced Placement** (405) 521-4288.
- S Submit Annual Student Dropout Report to 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)]

Due Date

- 1 S Historical Graduation Cohort Report is available via the WAVE, contingent upon the completion of the Comprehensive Exit Report and Fourth Quarter Dropout Report; **Accountability** (405) 522-5169. [OAC 210:10-13-22]
- 1 S Begin preparing site data to be used in the Annual Accreditation Application via the Single Sign-On; **Accreditation** (405) 521-3333. [70 O.S. § 18-113.3]
- 1 F Submit annual Limited English Proficiency (LEP) Student Survey online; **Bilingual Education/Title III** (405) 522-6249. [Title III P.L. § 103-382-7134]
- 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; **Reading/Literacy** (405) 522-3219, or (405) 522-3241. [70 O.S. § 1210.508C]
- 1 S Deadline for submitting Initial Certified Personnel Report and Initial Support Personnel Report via SDE web-site, Single Sign-On; **School Personnel Records** (405) 521-3369. [OAC 210:27-1(2) (1); OAC 210:25-3-4(e)] [70 O.S. § 18-200.1]
- 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 (submitted as part of the Initial Certified Personnel Report); **School Personnel Records** (405) 521-3369. [70 O.S. § 5-141(C) (D)]

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)

OCTOBER 2014

Due Date

- 1 F Child Count for IDEA Special Education; [Special Education Services](#) (405) 521-3351. [70 O.S. § 18-200.1 and 18-200.1(E)]
- 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]
- 3 F Homeless Census Report; [Federal Programs](#) Title X/Homeless Education (405) 521-2846. [NCLB P.L.17-110]
- 5 S Fourth Quarter Student Dropout Report for 7-12 grades, by site, is required to be submitted by all public schools via the Wave; SDE accredited private/parochial schools are required to report via the Single Sign-On submitted by a superintendent, principal or head teacher; [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)]
- 10 S OPAT Monthly Data Report, [Special Education Services](#); (405) 522-4513.
- 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 No later than October 15, any district application for a Statutory Waiver or a Deregulation that is for the span of the entire school year, must be submitted; [Accreditation](#) (405) 521-3333 [70 O.S. § 3-126]
- 15 S No later than October 15, the Wave Comprehensive Exit Report is due certified by the District Superintendent; [SDE Customer Service](#) (405) 521-3301, or Office of Student Information (405) 521-4892.
- 15 S No later than October 15, the Wave October 1 Consolidated Report is due certified by the District Superintendent; [SDE Customer Service](#) (405) 521-3301, or Office of Student Information (405) 521-4892.
- 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]
- 17 S District ACE Remediation Report due via SDE School District Reporting Site; [ACE/Counseling](#) (405) 521-3549 [70 O.S. § 1210.522]

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)

October 2014

Due Date

- 19 S Student Dropout Report Re-entry Checklist due; Public schools submit via the Wave Fourth Quarter Dropout Report; Private/parochial schools submit via Single Sign-On; [Alternative Education](#) (405) 522-0276. [70 O.S. § 35e]
- 21 F Computer-generated school district expenditure reports are due; Title I, II, III, VI, X (405) 521-2846, or [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]
- 31 S ACE Exemptions/Exceptions Report, high school only; [ACE/Counseling](#) (405) 521-3549
- 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)]

NOVEMBER 2014

- S Annual Student Dropout Report is due 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 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.
- 10 S OPAT Data Report Due; [Special Education Services](#) (405) 522-4513.
- 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 AP Participation materials due to College Board; [Advanced Placement](#) (405) 521-4288.
- 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 F Verification of Free/Reduced-Price Meal Applications; [Child Nutrition](#) (405) 521-3327.
- 15 S By November 15 districts must inform SDE Financial Accounting of any district level changes made to financial transactions already submitted to the SDE; no data submitted by law can be changed or altered by the district or SDE Financial Accounting after November 15; [Financial Accounting/OCAS](#) (405) 521-2517 [OAC 210:25-5-4(c)]
- 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 F School Improvement Plan for each designated Priority school or Focus school currently in improvement must submit an improvement plan to SDE; [School Support/School Improvement](#) (405) 522-3253. [PL 107-110, NCLB 2001, 1116 (b) (3) (A)]

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)

NOVEMBER 2014

- 18 F Computer-generated school district expenditure reports are due; **Federal Programs** (405) 521-2846; School Support/School Improvement (405) 522-3395.
- 26 F Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Student Annual Performance Report online; **Bilingual Education/Title III A** (405) 522-6249. [NCLB, P.L. 107-110]

DECEMBER 2014

- 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]
- F Consolidated School Food Authority Verification Report must be submitted prior to submitting the January Child Nutrition Claim for Reimbursement; **Child Nutrition Programs** (405) 521-3327. [7 CFR, Part 245.6 (a)]
- 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 IDEA Time and Effort Logs for first semester should be completed; **Special Education Services** (405) 521-3351. [IDEA 34 CFR § 300.149]

Due Date

- 3 S Local School Board Member Seats: Last day to file with County Election Board to run for local school board vacant seats; **Accreditation** (405) 521-3333 [26 O.S. § 13A-105]
- 5 S Advanced Placement Grant applications are due; **Advanced Placement** (405) 521-4288.
- 8 F Title I: Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I; comparability does not apply to a district with only one elementary building, one junior high building, one high school building; **Federal Programs** (405) 522-3254. [NCLB, Title I, Part A, § 1120A]
- 9 S OPAT Data Report Due; **Special Education Services** (405) 522-4513.
- 15 S Flexible Benefit Allowance (FBA) audit forms are available on the SDE Web site; **State Aid** (405) 521-3460. [70 O.S. § 26-105]
- 16 F Computer-generated school district expenditure reports are due; **Federal Programs** (405) 521-2846; **School Support/School Improvement** (405) 522-3395.
- 19 S Historical Graduation Cohort Report is due via the WAVE; **Accountability** (405) 522-5169 [OAC 210:10-13-22]
- 31 S The district Bullying Prevention Policy and Annual Performance Report is due SDE via Single Sign-On reporting site; **ACE/Counseling** (405) 521-2106. [70 O.S. § 24-100.4]
- 31 S Last day to expend Advanced Placement grant funds awarded in 2013-14; **Advanced Placement** (405) 521-4288.
- 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 2015

- S Parents applying for an Open Transfer for school year 2015-16 may submit their application to the Receiving District no later than May 31, 2015; [Accreditation/Transfers](#)
- S Receiving District must data enter all 2015-16 Open Transfer applications no later than May 31, and no later July 15, must data enter online their decisions to approve or deny; Parents must be notified in writing of district's transfer application decision by July 15; [Accreditation/Transfers](#) (405) 521-3333. [OAC 210:10-1-18 effective November 2014]
- S Parents with an approved Open transfer must notify the Receiving District by August 1, in writing, if they still intend for their child to enroll there as a transfer student in Fall 2015; [Accreditation/Transfers](#) (405) 521-3333.
- 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 for next school year, to a receiving district of their choice; [Accreditation/Transfers](#) (405) 521-3333. [70 O.S. Supp. 2004 § 8-10]
- 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]
- S Oklahoma Technology Survey is available on the SDE School District Reporting Site; [Instructional Technology](#) (405) 521-3364. [62 O.S. § 34.23 (D) (1) (b)]
- F IDEA Independent Audit Investigations; [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149]
- S Oklahoma Teacher of the Year (TOY) award application for 2014-15 is available; SDE Events office; [SDE Customer Service](#) (405) 521-3301.

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]
- 9 S OPAT Data Report is due; [Special Education Services](#) (405) 522-4513.
- 5 S First Quarter Student Dropout Report for grades 7-12 is due from superintendent or principal of each public school site; SDE accredited private/parochial school sites report via the Single Sign-On; [Alternative Education](#) (405) 522-0276. [70 O.S. § 35e]
- 15 S Deadline for Reading Proficiency Test reimbursement claims for the first semester are to be filed with the SDE no later than December 15; [Assessment](#) (405) 521-3341. [OAC 210:10-13-15]
- 27 F Computer-generated school district Expenditure Reports are due; [Federal Programs](#) (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 a school board seat that expires in 2015. Run-off elections will be held the first Tuesday in April as needed; **Accreditation** (405) 521-3333. [26 O.S. § 13A-103]
- S Oklahoma Honor Society annual nomination forms should be submitted for each Junior High, Middle School and High School site by March 15; **Accreditation** (405) 521-3333. [OAC 210:35-23-2]
- S SDE 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]
- 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 OPAT Midyear Expenditure Report mailed to SDE; **Special Education Services** (405) 522-3241.
- 6 F Private School Consultation Information; **Federal Programs** (405) 521-2846. [NCLB]
- 10 S OPAT Data Report due; **Special Education Services** (405) 522-4513.
- 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]
- 15 S Oklahoma Technology Survey completion deadline via SDE Single-Sign-On reporting site; **Instructional Technology** (405) 521-3364. [62 O.S. § 34.23 (D) (1) (b)]
- 17 F Migrant Credit Accrual Report for fall semester; **Title I Part C/Migrant** (405) 522-4497. [NCLB, Title I, Part C, § 1308]
- 24 F Computer-generated school district expenditure reports are due; **Federal Programs** (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 2015

- S Dependent/C Districts: Notify parents of students attending your highest grade level that they must apply for a 2015-16 Open Transfer no later than May 31; parent is responsible for transportation only if a district is chosen that is outside of the assigned school bus transportation area; **Accreditation/Transfers** (405) 521-3333.
- F Paid Lunch Equity Tool must be submitted prior to March Child Nutrition Claim for Reimbursement; **Child Nutrition** (405) 521-3327. [Healthy, Hunger-Free Kids Act of 2010]
- 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 Oklahoma Tiered Intervention System of Support (OTISS) 2015-16: OTISS is Oklahoma's intervention model that allows educators to identify and address academic and behavioral difficulties prior to student failure; OTISS was developed, and is currently supported, by the Oklahoma State Personnel Development Grant (SPDG); information regarding the application process required to become an OTISS site will be emailed to superintendents no later than March 31, 2015 and the applications must be submitted by April 15th, 2015; SPDG, Special Education Services (405) 521-4869.

Due Date

- 1 S Oklahoma Academic Scholars due date to submit names of graduating seniors who qualify for OAS recognition; **Gifted and Talented** (405) 521-4287. [70 O.S. § 11-103.2]
- 10 S OPAT Data Report due; **Special Education Services** (405) 522-4513.
- 15 S Interlocal Cooperative (ILC) deadline: Superintendents of districts currently participating in an ILC must submit an "Intent to Withdraw" letter by March 15 only if the district chooses not to participate in FY2015-16, or to withdraw from specific programs; an Intent to Withdraw letter must be submitted to the designated ILC's Executive Board members and SDE Accreditation Director; **Accreditation** (405) 521-3333. [70 O.S. § 5-117(b)]
- 15 S Submit each site's request for Oklahoma Honor Society blank forms for Junior High, Middle School, High School; the order form is available on Accreditation page of the SDE web site; **Accreditation** (405) 521-3333. [OAC 210:35-23-2]
- 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.

14

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

APRIL 2015

- S Summer School Accreditation Application forms are available to districts on the SDE Single Sign-On, Accreditation page; two notarized copies must be mailed no later than the first week beginning the summer school class; **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]
- S All 2015-16 Open Transfer applications must be data entered online no later than May 31 by the Receiving District, and all Open Transfer decisions to approve or deny must be data entered online no later than July 15, and parents must be notified in writing by July 15; **Accreditation/Transfers** (405) 521-3333. [OAC 210:10-1-18 effective November 2014]
- 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]

Due Date

- 1 S ACE End of Course Project Report, high school only; **ACE/Counseling** (405) 521-3549.
- 1 S Advanced Coursework Report available on the WAVE; **Accountability** (405) 522-1519. [OAC 210:10-13-22]
- 4 S Submit the number of third-grade students identified to participate in Summer Reading Academy; **Reading/Literacy** (405) 522-3219 or 522-3241. [70 O.S. § 1210.508 (E)]
- 5 S Second Quarter Student Dropout Report (grades 7-12) is due from the superintendent, principal or head teacher of each public site and each accredited private/parochial school site; Public schools complete via the Wave Second Quarter Dropout Report; Private/parochial schools complete via the SDE web site's 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] (405) 521-3327. [Food, Conservation, and Energy Act of 2008]
- 10 S OPAT Data Report due; **Special Education Services** (405) 522-4513.
- 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 by their local board of education 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 S Oklahoma Tiered Intervention System of Support (OTISS) 2015-16: OTISS is Oklahoma's intervention model that allows educators to identify and address academic and behavioral difficulties prior to student failure; OTISS was developed and is currently supported by the Oklahoma State Personnel Development Grant (SPDG); information regarding the application process required to become an OTISS site will be emailed to superintendents no later than March 31, 2015, and the applications must be submitted by April 15th, 2015; SPDG, **Special Education Services** (405) 521-4869.

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

15

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

APRIL 2015

Due Date

- 15 F Fresh Fruit and Vegetable Program Application is due; **Child Nutrition** (405) 521-3327.
- 15 F Summer Food Service Program Application is due; **Child Nutrition** (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]
- 21 F Computer-generated school district expenditure reports are due; **Federal Programs** (405) 521-2846, or **School Support/School Improvement** (405) 522-3395.
- 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]

MAY 2015

- S 10 business days after the close of the school year, SMART Report is due via the Wave; **Accountability** (405) 522-5169. [OAC 210:10-13-22]
- S Any school that was granted a Deregulation or Statutory Waiver for FY2013-14 must submit a “Year-end Report of Progress” on school letterhead, due prior to July 1; **Accreditation** (405) 521-3333. [70 O.S. § 3-126]
- S Interlocal Cooperative (ILC) Directors will receive the SDE required 2015-16 forms by May 15, 2015; ILC must distribute SDE forms to their ILC participating districts for completion which are due to SDE by July 15 deadline; **Accreditation** (405) 521-3333.
- S Districts participating in an ILC for 2015-16 must submit their completed forms to their ILC Director no later than July 10: District Participation Agreement, Authorization to Pay Funds, and the District’s Board Appointee with Loyalty Oath; ILC directors have blank forms for their participating districts; **Accreditation** (405) 521-3333.
- S All 2015-16 Open Transfer applications must be data entered online no later than May 31 by the Receiving District, and all Open Transfer decisions to approve or deny must be data entered online no later July 15, and by July 15 parents must be notified in writing; **Accreditation/Transfers** (405) 521-3333. [OAC 210:10-1-18 effective November 2014]
- S If Summer School class is offered: Submit two notarized copies of the SDE Summer School Accreditation application postmarked no later than the first week of any scheduled Summer School class; **Accreditation** (405) 521-3333.
- S On the last school day submit Third Quarter Student Dropout Report (grades 7-12) on the School District Reporting Site; **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) 522-4499. [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]

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 2015

- 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 available 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 Review teacher certificates to ensure they are current; **Teacher Certification** (405) 521-3337 [70 O.S. §§ 6-101, 6-107, 6-108]
- S Check all SDE School Bus Driver Certificates (pink cards) for expiration year; **Transportation** (405) 521-3472. [70 O.S. § 3-104(6)] and [OAC 210:30-5-8]

Due Date

- 1 S Supplemental Membership Annual Report (SMART) Report is available via the WAVE; **Accountability** (405) 521-5169. [OAC 210:10-13-22]
- 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 Annual Statistical Report available to school districts via Web-based system; **State Aid** (405) 521-3460. [70 O.S. § 5-128]
- 1 F Deadline to submit School-wide Schools Plan (for sites participating in 2014-15 year of planning) through GMS; **Federal Programs** (405) 521-2846 [NCLB, P.L. 107-110]
- 11 S OPAT Data Report due; **Special Education Services** (405) 522-4513.
- 15 S Deadline for Reading Proficiency Test reimbursement claims for second semester to be filed with SDE no later than May 15; **Assessment** (405) 521-3341. [OAC 210: 10-13-15]
- 15 F Seamless Summer Option food program application due; **Child Nutrition** (405) 521-3327. [7 CFR Part 210]
- 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]
- 19 F Deadline Computer-generated school district expenditure reports are due; **Federal Programs** (405) 521-2846; **School Support/School Improvement** (405) 522-3395.
- 29 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 thirteen approved screening assessments; send online via Single-Sign-On; **Reading/Literacy** (405) 522-3219 or 522-3241. [70 O.S. § 1210.508c]
- 31 S All 2015-16 Open Transfer applications must be data entered online no later than May 31 by the Receiving District, and all Open Transfer decisions to approve or deny must be data entered online no later July 15, and by July 15 parents must be notified in writing; **Accreditation** (405) 521-3333. [OAC 210:10-1-18 effective November 2014]

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

17

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

JUNE 2015

- S No later than 10 calendar days after the close of the school year: the Supplemental Membership Annual Reporting Totals (SMART) Report must be superintendent certified online via the Wave; **Accountability** (405) 522-5169. [OAC 210:10-13-22]
- S If any Summer School class is offered: Submit two notarized copies of the SDE Summer School Accreditation application postmarked no later than the first week of scheduled Summer School class; **Accreditation** (405) 521-3333.
- S All 2015-16 Open Transfer decisions to approve or deny must be data entered online no later July 15, and by July 15 parents must be notified in writing of the decision; **Accreditation/Transfers** (405) 521-3333. [OAC 210:10-1-18 effective November 2014]
- S On the last school day submit Third Quarter Student Dropout Report for grades 7-12 on School District Reporting Site; **Alternative Education** (405) 522-0276. [70 O.S. § 35e]
- S Prior to the first Monday in June, 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. 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 Annual Statistical Report (ASR) is due 10 days after the close of school; **State Aid** (405) 521-3460. [70 O.S. § 5-128]
- S Roster Verification must be approved at each school site by the second Friday in June; **TLE office** (405) 522-8298 [70 O.S. § 6-101.17]
- S Check all SDE School Bus Driver Certificates for expiration year (all expire June 30); **Transportation** (405) 521-3472. [OAC 210:30-5-1]

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)

JUNE 2015

Due Date

- 1 S Vision Screening Annual Report is due June 1; [Health, Safety and Physical Education](#) (405) 522-3524. [OAC 210:35-3-109]
- 3 S Grades 3-8 and EOI Assessment Post-Code Correction available via the A-F Accountability application (SSO); [Accountability](#) (405) 522-5169. [OAC 210:10-13-22]
- 5 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.
- 8 S Portfolio deadline for applicants of the Oklahoma Teacher of the Year award; [SDE Events office](#) (405) 522-8767, or [Communications](#) (405) 521-3371.
- 10 S OPAT Final Data Report due; [Special Education Services](#) (405) 522-4513.
- 14 S OAAP Testing Data Correction is available via the A-F Accountability application (SSO); [Accountability](#) (405) 522-5169 [OAC 210:10-13-22]
- 15 F Migrant Credit Accrual for Spring Semester; [Title I Part C/Migrant](#) (405) 522-4497. [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) 522-4497. [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)]
- 16 F Computer-generated school district expenditure reports are due; [Federal Programs](#) (405) 521-2846; [School Support/School Improvement](#) (405) 522-3395.
- 19 F Annual Incident and Firearms Report-Unsafe School Choice Option Report is due; [ACE/Counseling](#) (405) 521-2106. [H.R. 1, § 4141; NCLB, § 4112; NCLB § 9532]
- 30 F 21st Century Community Learning Centers (CCLC) funds must be expended by June 30; 21st CCLC office (405) 522-6225.
- 30 F Application for the Community Eligibility Provision for the new school year; [Child Nutrition Programs](#) (405) 521-3327. [Healthy, Hunger-Free Kids Act of 2010]
- 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 F Comprehensive District Academic Plan for FY2016 is due; [Federal Programs](#) (405) 521-3466. [NCLB, P.L. 107-110]
- 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](#) (405) 521-2517.
- 30 S Shared Superintendent Salary Assistance Application must be submitted to SDE prior to the fiscal year the mutual contract will become effective and no later than June 30; [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]

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 2015

Due Date

- 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, 2014, and claimed by August 1, 2014; [Special Education Services](#) (405) 522-3246.
- 30 S OPAT Grant Application for 2015-16 is due; [Special Education Services](#) (405) 522-4513.
- 30 S All districts must submit TLE Qualitative Data via Single Sign-On (SSO) by June 30; [TLE office](#) (405) 522-8298. [70 O.S. § 6-101.17]

JULY 2015

- S School Accreditation Recommendations are presented to the State Board of Education at the July meeting; the SDE Accreditation Recommendation letters are mailed to district superintendents and local school board presidents; [Accreditation](#) (405) 521-3333.
- 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]
- 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 fiscal year; [Financial Accounting/OCAS](#) (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]
- 3 S Advanced Coursework Report is due via the Wave; [Accountability](#) (405) 522-5169 [OAC 210:10-13-22]
- 3 S Grades 3-8 and EOI Assessment Post-Code Correction is due via the A-F Accountability Application (SSO); [Accountability](#) (405) 522-5169 [OAC 21:10-13-22]
- 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]

(July is continued next page.)

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

20

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

JULY 2015

Due Date

- 5 S Third Quarter Student Dropout Report grades 7-12 is due from superintendent, principal or head teacher of each public school site and accredited private/parochial school site; Public schools complete via the Wave Third Quarter Dropout Report; Private/parochial schools complete via the SDE School District Reporting site link; [Alternative Education](#) (405) 522-0276. [70 O.S. § 35e]
- 6 F Special Education End of Year Report deadline for entering without penalty; [Special Education](#) (405) 522-3246. [70 O.S. § 18-200.1]
- 14 S OAAP Testing Data Correction is due via the A-F Accountability application (SSO); [Accountability](#) (405) 522-5169. [OAC 210:10-13-22]
- 15 S Interlocal Cooperatives (ILC) for 2015-16 must submit all completed SDE forms: Participation Agreement, Authorization to Pay Funds, and the District Board Appointee with Loyalty Oath, no later than July 15; these forms are provided by SDE to the ILC administrators to distribute to participating districts; [Accreditation](#) (405) 521-3333.
- 15 S All 2015-16 Open Transfer decisions to approve or deny must be data entered online no later July 15, and by July 15 parents must be notified in writing of the decision; [Accreditation/Transfers](#) (405) 521-3333. [OAC 210:10-1-18 effective November 2014]
- 31 F Migrant student reports on Summer School Program are due; [Title I Part C/Migrant](#) (405) 522-5158. [NCLB, Title I, Part C, § 1308]

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

21

Legend: F is a federal law or regulation; S is a state law or regulation.