

Revised 8/10/17

Date	Event	DE contact
Annually	Review annual notification statement and annual notification in newspaper, newsletter, handbooks, and website (Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C.)	Fred Kinne Fred.kinne@iowa.gov
15 th of each month, 3 pm (or next workday if 15 th on weekend/holiday)	National School Lunch Program (NSLP) – Meal claims must be entered. System access closes for processing.	Patti Harding patti.harding@iowa.gov
June 15	Title I Application Due (Local Delinquent Education Application, Migrant Education and Schoolwide program)	Geri McMahan geri.mcmahan@iowa.gov
June 30	Perkins Grant Applications Due Perkins Five Year State Plan	Pat Thieben pat.thieben@iowa.gov
July 15	Title I Participation Data Due	Geri McMahan geri.mcmahan@iowa.gov
July 15	Prior Year Title I Participation Data	Geri McMahan geri.mcmahan@iowa.gov
July 15	Finalize Title I/SINA/SIG/Delinquent/Migrant budgets	Geri McMahan geri.mcmahan@iowa.gov
July 15	Last date to bill for second semester tuition. This includes open enrollment.	Bill Roederer bill.roederer@iowa.gov
August 1	File Outstanding [Bonds] Obligation Report (12.1)	Treasurer of State
August 1-15	Title II A Allocations need to be calculated (anticipated/expected date)	Jay Pennington Jay.Pennington@iowa.gov Isbelia Arzola Isbelia.Arzola@iowa.gov
August 1	Regular Education Foster Care Claim, Due (282.3191)(b))	Carla Schimelfenig carla.schimelfenig@iowa.gov
August 1	Special Education Foster Care Claim Due (parental rights severed or resident district can't be located) (282.31(1)(b)).	Bill Roederer bill.roederer@iowa.gov

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August 1	Special Education Services Provided to Nonpublic Students Claim Due (excess over amount billed to resident district and generated from NP shared time)	Bill Roederer bill.roederer@iowa.gov
August 1	Special Education Services High Cost Fund Claim Due	Bill Roederer bill.roederer@iowa.gov
August 15	Submit and certify bullying and harassment data (Iowa Code 280.28)	Meredith MacQuigg meredith.macquigg@iowa.gov
Prior to the first day of school	Human Growth and Development Instruction. Must be provided before 1st day of classes at the beginning of the school year. (Iowa Code section 279.50)	Melissa Walker melissa.walker@iowa.gov
Prior to the first day of school	Availability of post-secondary enrollment options for high school students. (Iowa Code 261E.6(2))	Eric St Clair Eric.StClair@iowa.gov
Prior to the first day of school	Identify and publish name and contact information for district's Level One Investigator. (281-IAC Chapter 102)	Nicole Proesch Nicole.Proesch@iowa.gov
Prior to the first day of school	Provide parents and students notification of district policies and state law on physical restraint and physical confinement. (281-IAC 103.7)	Thomas Mayes Thomas.Mayes@iowa.gov
Prior to the first day of school	Provide notice of nondiscrimination policy, grievance procedures, name and contact information for equity coordinator. (Title VI; Title IX; Section 504 of Rehabilitation Act)	Fred Kinne Fred.kinne@iowa.gov
Prior to the first day of school	Identify and publish name of Investigator of allegations of bullying and harassment (Iowa Code 280.28)	Cindy Butler cindy.butler@iowa.gov
Prior to the first day of school	Provide Family Educational Rights and Privacy Act (FERPA) notice: components of "directory information parent or eligible student right to inspect educational records, opt out rights, military recruiters (FERPA, 20 U.S.C. 1232g)	Thomas Mayes Thomas.Mayes@iowa.gov
Prior to the first day of school	Provide notice of student responsibility and discipline policies, including attendance, tobacco, alcohol, out-of-school behavior (281-IAC 12.3(6))	Cindy Butler cindy.butler@iowa.gov

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Prior to the first day of school	Provide notice of educational rights of homeless children and youth. (281-IAC Chapter 33)	Sandra Johnson Sandra.Johnson@iowa.gov
Must be distributed at the time of registration or enrollment	Publish procedures on charging fees, written notice of fees, waiver policy, and income guidelines. (281-IAC Chapter 18)	Tom Cooley tom.cooley@iowa.gov
Prior to the first day of school	Non-Fall Courses for Supplementary Weighting Application Due.	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
Prior to the first day of school	Graduate Verification	Rachel Kruse or Margaret Hanson Rachel.Kruse@iowa.gov Margaret.Hanson@iowa.gov
August 23	The first day public and nonpublic schools can begin Iowa code (279.10)	Cindy Butler cindy.butler@iowa.gov
September 1	New Regional Academy applications due	Carla Schimelfenig carla.schimelfenig@iowa.gov
September 1	Title II A annual notifications to LEAs; application opens (Sep 1-15)	Isbelia Arzola Isbelia.Arzola@iowa.gov Linda Carroll Linda.Carroll@iowa.gov
September 1	Kindergarten and preschool students with an IEP Open Enrollment deadline. (Iowa Code 282.18(1)(a))	Eric Heitz eric.heitz@iowa.gov
September 1	Due date for updates to the Vehicle Information System	Max Christensen Max.Christensen@iowa.gov
September 2	On-line request for hearing at the October School Budget Review Committee (SBRC) meeting due	Tom Cooley tom.cooley@iowa.gov
September 2	Exhibits for hearings at the October SBRC meeting due	Tom Cooley tom.cooley@iowa.gov

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September 15	Date by which a student must be at least five years old to be counted for certified enrollment if enrolled on October 1.	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
September 15	Title II A nonpublic schools allocations are released (expected date) and notification is sent out	Isbelia Arzola Isbelia.Arzola@iowa.gov
September 15	Certify Preschool Desk Audit, CSIP, TAG, Mentoring and Induction, and Assurances in CASA (Iowa Code 256.7) (IAC 281-16.31(1))	Cindy Butler cindy.butler@iowa.gov
September 15	On-line Certified Annual Financial Report (CAR) Due (291.10)	Denise Ragias Denise.Ragias@iowa.gov
September 15	On-line Special Education Supplement (CAR-SES) Due (291.10)	Bill Roederer bill.roederer@iowa.gov
September 15	On-line Annual Transportation Report (ATR) Due.	Max Christensen Max.Christensen@iowa.gov
September 15	If the CAR, SES, and ATR are not filed today and no extension was granted, district shall file a corrective action plan with the SBRC immediately	Tom Cooley tom.cooley@iowa.gov
September 15	Local Education Agency (LEA), Area Education Agency (AEA) and Nonpublic School Improvement Universal Desk Audit opens in CASA (IAC 281 - 12 and 281 - 72)	Cindy Butler cindy.butler@iowa.gov
September 30	On-line Facilities, Elections & Sales Tax Data Collection Due	Gary Schwartz gary.swartz@iowa.gov
September 30	Parent Notification of Open Enrollment IAC (281-17.32)	Eric Heitz eric.heitz@iowa.gov
September 30	CTSO Perkins Grant Applications due	Pat Thieben Pat.Thieben@iowa.gov
September 30	First quarter claims due for Secondary Perkins Grants	Pat Thieben Pat.Thieben@iowa.gov

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September 30	National School Lunch Program (NSLP) Annual financial Report for Nonpublic and RCCIs due	Patti Harding patti.harding@iowa.gov
October 1	National School Lunch Program (NSLP): Districts must select sample for Verification (7 CFR 245.6a(5))	Deb Linderblood Deb.Linderblood@iowa.gov
October 1	Title II, Part A. Revision of Allocations based on Final allocations made to the IDOE	Isbelia Arzola Isbelia.Arzola@iowa.gov Linda Carroll Linda.Carroll@iowa.gov Jay Pennington Jay.Pennington@iowa.gov
October 1	Board resolutions for studying reorganization due to DE for any Whole Grade Sharing (WGS) districts that want to begin receiving WGS supplementary weighting (2013 is last year).	Carla Schimelfenig carla.schimelfenig@iowa.gov
October 1	Certified Student Count Taken (257.6(1))	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
October 1	The number of students participating in whole-grade sharing shall be determined (for first semester) (282.12). Not required to report to the Department of Education	Carla Schimelfenig carla.schimelfenig@iowa.gov
October 1	Facility, Bond, Physical Plant and Equipment Levy (PEEL), Elections	Gary Schwarz gary.schwartz@iowa.gov
October 1	School Budget Review Committee (SBRC) Application for Modified Supplemental Amount (MSA) for Limited English Proficient Excess Costs Deadline	Carla Schimelfenig carla.schimelfenig@iowa.gov
October 4	October School Budget Review Committee (SBRC) meeting	Tom Cooley tom.cooley@iowa.gov

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October 15	On-line Fall student count certification, including Supplementary Weighting, Due (257.6(1))	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
October 15	On-line Fall Basic Education Data Survey (BEDS) staffing, including supplementary weighting for operational function sharing, Due	Connie Brooks connie.brooks@iowa.gov
October 15	On-line Fall Basic Education Data Survey (BEDS) due	Jay Pennington jay.pennington@iowa.gov
October 15	Late date to notify the School Budget Review Committee (SBRC) if the district incurred a negative unspent balance and begin developing a corrective action plan	Carla Schimelfenig carla.schimelfenig@iowa.gov
October 15 (available for an extension)	Title II-Part A (Teacher and Principal Training and Recruiting) Application available	Isbelia Arzola isabelia.arzola@iowa.gov
October 30	Special Education Student Weighted Count (257.6(5) and 273.5(5)), last Friday in October.	John Lee john.lee@iowa.gov
October 31	Certified Enrollment Last Day to resolve data issues	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
October 31	Operational Sharing Certification Due	Jay Pennington jay.pennington@iowa.gov
November 1	Last date for public notice of board intent to whole grade share (282.11). Must be not less than 90 days before signing the agreement.	Barb Byrd barb.byrd@iowa.gov
November 1	School Board Officers Report Due (291.11)	Marcia Krieger marcia.krieger@iowa.gov
November 1 (even years)	Two year application for year round school due (Iowa Code 279.10)	Cindy Butler cindy.butler@iowa.gov
November 10	On-line request for hearing at the December SBRC meeting due.	Tom Cooley tom.cooley@iowa.gov

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November 10	Exhibits for hearings at the December School Budget Review Committee (SBRC) meeting due.	Tom Cooley tom.cooley@iowa.gov
November 14	On-line School Association Reporting due.	Gary Schwartz gary.schwartz@iowa.gov
Not later than the last allowable election date of the calendar year prior to the calendar year in which the reorganization will take effect on July 1	Last date for an election to reorganize effective July 1 (Iowa Code 275.18)	Carla Schimelfenig carla.schimelfenig@iowa.gov
November 15	Title I Comparability Report Due	Geri McMahan geri.mcmahan@iowa.gov
November 15	National School Lunch Program (NSLP) Verification process must be completed	Deb Linderblood Deb.Linderblood@iowa.gov
November 30	Number of Public and Private School Students Qualifying for Free Lunches report due	Geri McMahan geri.mcmahan@iowa.gov
December 1	Title II, A - first day to submit request for reimbursement	Isbelia Arzola Isbelia.Arzola@iowa.gov Linda Carroll Linda.Carroll@iowa.gov
December 1	Last date to submit on-line School Budget Review Committee (SBRC) Application for Modified Supplemental Amount (MSA) for Increased Enrollment, Open Enrollment Out, and Limited English Proficient Excess Costs, for Districts that want MSA (IAC 289 - 6.3(3)"h")	Carla Schimelfenig carla.schimelfenig@iowa.gov
December 1	First semester parental claim forms for nonpublic transportation reimbursement due from parents to district.	Max Christensen Max.Christensen@iowa.gov
December 1	SBRC Application Deadline for Modified Supplemental Amount (MSA) for Increased Enrollment, Open Enrollment Out, and Limited English Proficient beyond 5 years of weighting, for Districts that want MSA (IAC 289--6.3(3)"h")	Carla Schimelfenig carla.schimelfenig@iowa.gov

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December 13	December School Budget Review Committee (SBRC) Meeting	Tom Cooley tom.cooley@iowa.gov
December 15	Dropout Verification Date	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
December 15	Last day to submit on-line application for modified supplemental amount for the next year's At-Risk, Returning Dropout/Dropout Prevention program due for districts that want MSA (257.40, IAC 289--6.3(3)"i")	Steve Crew steve.crew@iowa.gov Gary Schwartz gary.schwartz@iowa.gov
December 15	Local Education Agency (LEA), Area Education Agency (AEA) and Nonpublic School Improvement Universal Desk Audit Items due in CASA (IAC 281 - 12 and 281 - 72)	Cindy Butler cindy.butler@iowa.gov
Third Friday in December	National School Lunch Program (NSLP) Verification Collection Report due	Deb Linderblood Deb.Linderblood@iowa.gov Patti Harding patti.harding@iowa.gov
December 24	Driver Education Report Due	Nicole Proesch nicole.proesch@iowa.gov
December 30	Second Quarter Claims due for Secondary Perkins Grants	Pat Thieben pat.thieben@iowa.gov
December 31	Between December 15-31 districts submit a report of Equal Employment Opportunity (EEO) standards and accomplishments via BEDS. (Iowa Code 19B.11)	Cindy Butler cindy.butler@iowa.gov
January 1	Secondary Career and Technical Education (CTE) Reporting Application opens for Fiscal Year (FY) Reporting	Pat Thieben pat.thieben@iowa.gov
January 1	Last date to certify to the Department of Education (DE) reorganization or dissolution action effective July 1 (Iowa Code 275)	Carla Schimelfenig carla.schimelfenig@iowa.gov

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January 1	Juvenile Home Program Budget Due (AEA only)	Denise Ragias denise.ragias@iowa.gov
Second Friday in January	Determine number of students participating in whole-grade sharing for 2 nd semester. Not required to report to the Department of Education	Carla Schimelfenig carla.schimelfenig@iowa.gov
January 15	Last date to resubmit an unapproved At Risk, Returning Dropout/Dropout Prevention Program application for modified supplemental amount (Iowa Code 257.40)	Steve Crew steve.crew@iowa.gov Gary Schwartz gary.schwartz@iowa.gov
January 27	National School Lunch Program (NSLP) <i>hawk-i</i> submission due	Deb Linderblood deb.linderblood@iowa.gov
January 31	Last day to submit Courses in a Program on the Secondary CTE Reporting Application (IAC 281.12.5)	Pat Thieben pat.thieben@iowa.gov
February 1	National School Lunch Program (NSLP) Self-monitoring review completion due	Patti Harding patti.harding@iowa.gov
February 1	Last date for boards to sign a whole grade sharing agreement (28E contract) for the next school year. (Iowa Code 282.10)	Barb Byrd barb.byrd@iowa.gov
February 1	Last date to request authority to charge administrative costs to the special education program for the subsequent fiscal year (IAC 289--6.3(3)"j")	Bill Roederer bill.roederer@iowa.gov
February 10	On-line request for hearing at the March School Budget Review Committee (SBRC) meeting due.	Tom Cooley tom.cooley@iowa.gov
February 10	Exhibits for hearings at the March School Budget Review Committee (SBRC) meeting due.	Tom Cooley tom.cooley@iowa.gov
February 15	Last date to bill for first semester tuition. This includes open enrollment billing.	Carla Schimelfenig carla.schimelfenig@iowa.gov
March 1	Open Enrollment Grades 1-12 Deadline (Iowa Code 282.18)	Eric Heitz eric.heitz@iowa.gov
March 14	March School Budget Review Committee (SBRC) meeting	Tom Cooley

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		tom.cooley@iowa.gov
March 31	Last Date to Submit Local Education Agency (LEA) Electronic Annual Audit of prior year to DE and to SAO (11.6(6))	Marcia Krieger marcia.krieger@iowa.gov
March 31	Third Quarter Claims due for Secondary Perkins Grant	Pat Thieben pat.thieben@iowa.gov
April 15	Board resolutions for the budget guarantee due to Department of Management (DOM)	John Parker john.parker@iowa.gov
April 15	Copy of ballot question or resolution for new voter physical plant & equipment levy (VPPEL) (that is not 100% property tax) or ISL to DOM	John Parker john.parker@iowa.gov
April 15	Electronic Budget Certification Date (24.17)	John Parker john.parker@iowa.gov
April 15	Budget Filed with Control County Auditor (24.17)	John Parker john.parker@iowa.gov
May 1	Spring Basic Educational Data Survey (BEDS) Opens	Connie Brooks connie.brooks@iowa.gov
May 1	Copy of ballot question for new Voter Physical Plant and Equipment Levy (VPPEL) that is 100% property tax to Department of Management (DOM)	John Parker john.parker@iowa.gov
May 1	Bond resolution filed with control county auditor (76.2)	John Parker john.parker@iowa.gov
May 1	Second semester parental claim forms for nonpublic transportation reimbursement due from parents to district (Iowa Code 285.2)	Max Christensen max.christensen@iowa.gov
May 15	Area Education Agency (AEA) Budget Proposal-Resubmit Unapproved Budget	Denise Ragias denise.ragias@iowa.gov
May 31	Last Date to Amend current year's Certified Budget (24.9)	John Parker john.parker@iowa.gov
June 15	On-line Nonpublic Transportation Reimbursement Claim Due (Iowa Code 285.2)	Max Christensen max.christensen@iowa.gov

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June 15	Student Information, Program Updates and Program of Study information due on Secondary Career and Technical Education (CTE) Reporting Application (IAC 281.12.5)	Pat Thieben pat.thieben@iowa.gov
June 16	National School Lunch Program (NSLP) Health inspection data must be entered online via IowaCNP	Deb Linderblood deb.linderblood@iowa.gov
June 16	Spring Basic Educational Data Survey (BEDS) due	Connie Brooks connie.brooks@iowa.gov
June 20	Spring Student Reporting in Iowa (SRI) due	Margaret Hanson margaret.hanson@iowa.gov Rachel Kruse rachel.kruse@iowa.gov
June 21	Assessment Accountability (Previously known as Adequate Yearly Progress, AYP) Due	Tom Deeter tom.deeter@iowa.gov Xiaoping Wang xiaoping.wang@iowa.gov
June 30	Last day to pay PSEO tuition due to eligible postsecondary institutions	FFOTS
June 30	Last day to submit Fourth Quarter Claims for Secondary Perkins Grants, CSTO Grants and Corrections Grants	Pat Thieben pat.thieben@iowa.gov