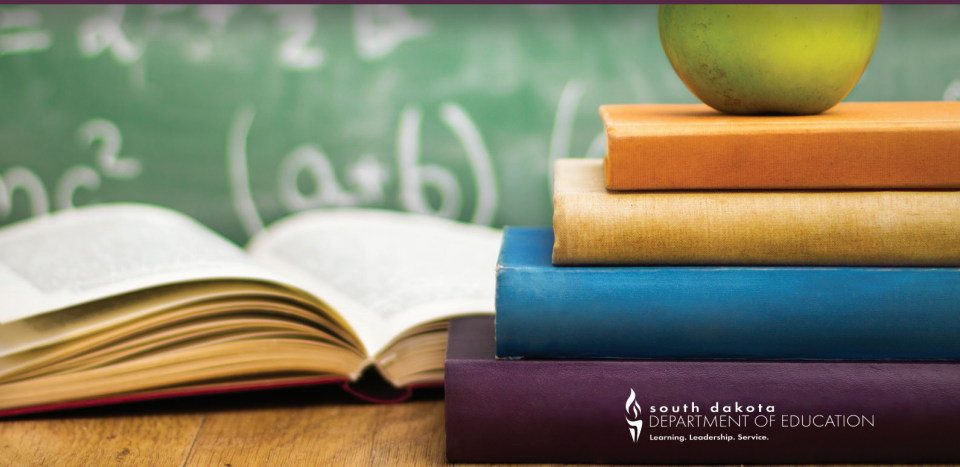


2023-24

# SUPERINTENDENT'S CHECKLIST



south dakota  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

# JULY 23

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# AUG. 23

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# SEPT. 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# OCT. 23

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# NOV. 23

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# DEC. 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# JAN. 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# FEB. 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

# MARCH 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# APRIL 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# MAY 24

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# JUNE 24

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# 2023-24

## south dakota SUPERINTENDENT'S CHECKLIST

---

This calendar provides superintendents with a month-by-month list of important actions required by the South Dakota Department of Education. The calendar lists major deadlines – both federal and state – but it is not a comprehensive list. **The due dates are approximate; in most cases, you will receive further communication from the department prior to deadlines.**





# JULY

23

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Update Educational Directory information via online system beginning July 15 (due Sept. 1)
- Submit Special Education Initial Evaluation (Indicator 11) through Ed Plan System by Aug. 1
- First student data update of the year for SDMyLife by Aug. 1 (NOTE: Student data must already be entered in Infinite Campus for student to appear in SDMyLife.)



*Career and Technical Education Conference,  
July 30-Aug. 2, Madison*



# AUG. 23

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- School meal claims for reimbursement due by 10th of each month
- Appeal window to review 2022-23 Report Card data, Aug. 24 - Sept. 7
- Update school calendars via Infinite Campus by Aug. 25
- Submit annual district financial report by Aug. 30 (penalties for late submissions)
- Submit Special Education Part C to Part B Transition Evaluation (Indicator 12) through Ed Plan System by Sept. 1

*New to Infinite Campus training (for district staff new to working with Infinite Camps), date and location TBA*

*New Assessment Coordinator training, date TBA, Pierre*







# SEPT.

# 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



- Data submission for Personnel Record Form begins early September (due Oct. 16)
- Official fall enrollment counts taken as of last Friday of September by Department of Education (census and state aid fall enrollments). NOTE: All students must be entered in Infinite Campus to be included in counts.
- Meal status for all students must be updated in Infinite Campus by Oct. 1.
- Special Education Post School Outcome survey demographic data (Appendix A) verified and IEP information entered by Oct. 2
- Last day to begin verification of school meal program applications, Oct. 2
- Deadline for districts to submit request for new course codes, Oct. 2
- Verify annual district financial report by Oct. 4

*Fall DOE/Infinite Campus User Groups, dates and locations TBA*



# OCT.

# 23

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Complete data submission for Personnel Record Form by Oct. 16
- Submit Plan of Intent for non-certified teachers and administrators via Personnel Record Form by Oct. 16 (if applicable)
- Verify and finalize official State Aid fall enrollment count in Infinite Campus by Oct. 31 (NOTE: No additional students may be added to count after this date.)



*2022-23 Report Card released, Oct. 12*

*National School Lunch Week, Oct. 14-18*



# NOV.

# 23

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Complete and report verification of school meal program applications via iCAN system by Nov. 15
- Special Education Child Count, including private school students, taken by Department of Education as of Dec. 1
- CTE for Core Content applications for new courses due Dec. 1 for the following school year



*2023 South Dakota Indian Education Summit,  
Nov. 17-18, Huron*



# DEC. 23

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

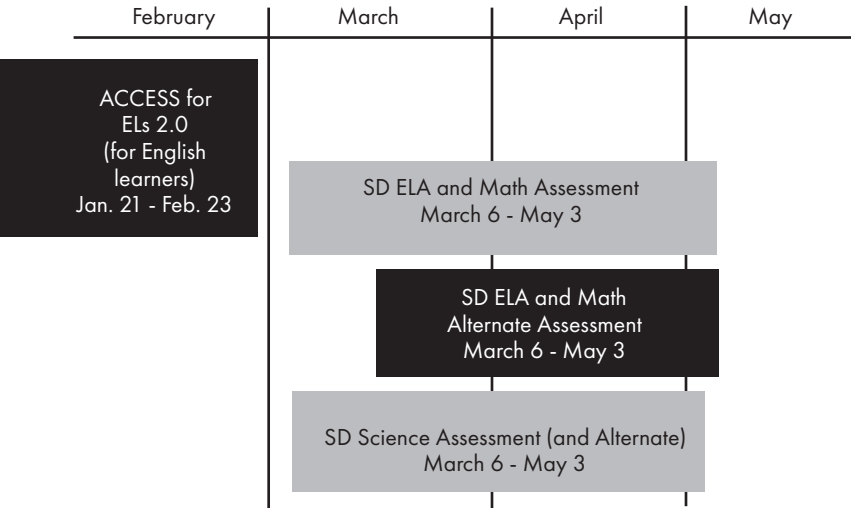
- Submit Special Education maintenance of effort information by Dec. 20







# SPRING TESTING WINDOWS



*Spring assessment and alternate assessment workshops, late January/early February*



WASHINGTON  
STATE  
UNIVERSITY  
STEEL  
Stephanie



# JAN.

# 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Select your district's Teacher of the Year this spring (submit name to Department of Education by March 1)
- Braille and large-print textbook orders for next school year due to State Library by Jan. 15
- Last day to notify department of intent to change Perkins Consortium membership, including fiscal agent changes, Jan. 31
- For districts not using the state model for teacher or principal evaluation, crosswalk for next school year due Jan. 31
- Contact Child and Adult Nutrition Services by Jan. 31 if interested in beginning process to contract for food service management for the following school year



*2024 South Dakota Legislature convenes, Jan. 9*



ALFA  
ALPHA

ALFA  
ALPHA

ALFA  
ALPHA

ALFA  
ALPHA

# FEB.

# 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- Report school structural changes via the Educational Structure system for next school year by March 1
- Career and Technical Education Program applications for next school year due March 1



*Career & Technical Education Month*

*National School Counseling Week, Feb. 5-9*



# MARCH 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 21st Century School Library Award; applications open March 1-May 3



*National School Breakfast Week,  
March 4-8*





# APRIL 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Report number of directly certified students in iCAN system starting April 1 (due April 10)
- Applications for Extraordinary Cost Funding become available April 1 (due April 30)
- Online School Library Survey open April 1-May 8; one submission per district
- Distribute Parent Involvement Surveys to parents of children with disabilities by April 30
- Submit final Perkins amendments for current grant year by April 30
- Summer school calendars due in Infinite Campus by April 30
- Last student data update of the year in SDMyLife by May 1

*National School Library Month*

*South Dakota Week of Work, April 8-12*

*Spring DOE/Infinite Campus User Groups,  
dates and locations TBA*





# MAY

# 24

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Check status of waivers to Administrative Rule; submit applications for waivers effective July 1
- Review and update Personnel Record Form; review Plans of Intent for accuracy
- End-of-year Technology Survey due May 31
- Career and Technical Education Perkins data must be entered by May 31



*Teacher Appreciation Week, first full week in May*

*School Lunch Hero Day, May 3*



# JUNE

# 24

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



- By second Friday in June, close out year-end school year data; see department's annual Year-End Memo for details
- Submit Perkins grant applications for next school year in Grants Management System by June 15
- Special Education Indicator 7 Battelle Developmental Inventory student data verified by June 30
- Submit Community Eligibility Provision (CEP) application by June 30 for schools that are interested and eligible to participate

## Due July 1:

- Application to receive federal IDEA funds for Special Education (Part B and Preschool Grants)
- Consolidated Application to receive federal funds for ESEA formula grant programs
- Special Education suspension/expulsion data





