



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

2016-17
SUPERINTENDENT'S
CHECKLIST

JULY

16

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2016-17

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. Please note that the calendar lists major deadlines – both federal and state – but it is not a comprehensive list. You will receive further communication from the department prior to each deadline. We hope the calendar makes your job a bit easier!



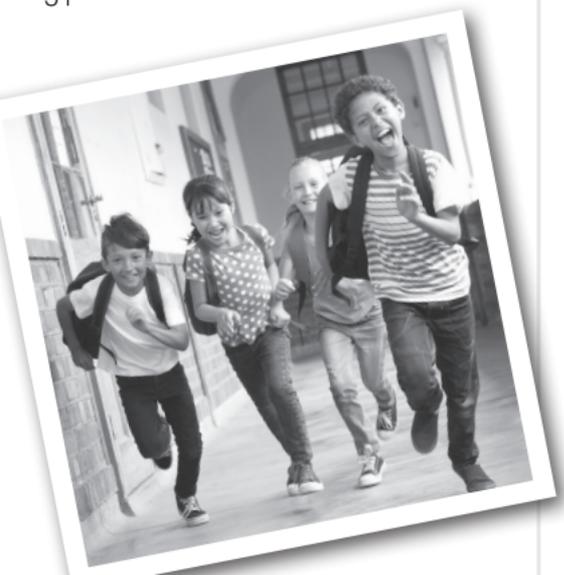


JULY

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- First day to obligate FY 2017 ESEA and IDEA funds if application has been submitted in substantially approvable form, July 1
- School USDA food orders due by 10th of each month through iCAN system



School Nutrition Association/Child and Adult Nutrition Services Conference & workshops, July 26-28, Watertown

Career and Technical Education Conference, July 31-Aug. 2, Sioux Falls



AUG. 16

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- Submit Special Education Initial Evaluation (Indicator 11) Spreadsheet by Aug. 1
- Updates to the Educational Directory begin Aug. 1
- School meal claims for reimbursement due by 10th of each month
- First student data update of the year for SDMyLife by Aug. 24 (NOTE: Student data must already be entered into Infinite Campus for student to appear in SDMyLife.)
- Update school calendars via Infinite Campus by Aug. 26
- Pre-appeal window to review Report Card data, Aug. 26-Sept. 2 (tentative)
- Submit annual district financial report by Aug. 30 (penalties for late submissions)





SEPT.

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- Submit Special Education Part C to Part B Transition Evaluation (Indicator 12) Spreadsheet by Sept. 1
- Update Educational Directory information via the online system by Sept. 1
- Data submission for Personnel Record Form begins (early September)
- 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.



Indian Education Summit, Sept. 25-27, Pierre

Fall assessment workshops Dates TBA

Fall DOE/Infinite Campus user groups Dates TBA



OCT. 16

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2015-16 Report Card released

*Systems Change Conference
featuring SD Teacher of the Year
announcement, Oct. 12-14,
Chamberlain*

*Career and Technical Education
Program Improvement meetings,
Oct. 31-Nov. 9, statewide*

- Meal status for all students must be updated in Infinite Campus by the end of October
- Special Education Post School Outcome survey demographic data verified and IEP information entered by Oct. 1
- Begin verification of school meal program applications, Oct. 1
- Complete data submission for Personnel Record Form by Oct. 17
- Submit Plan of Intent for non-certified teachers and administrators via Personnel Record Form by Oct. 17 (if applicable)
- Verify annual district financial report by Oct. 28
- 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.)



NOV.

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- Complete verification of school meal program applications by Nov. 15



American Education Week, Nov. 14-18



DEC.

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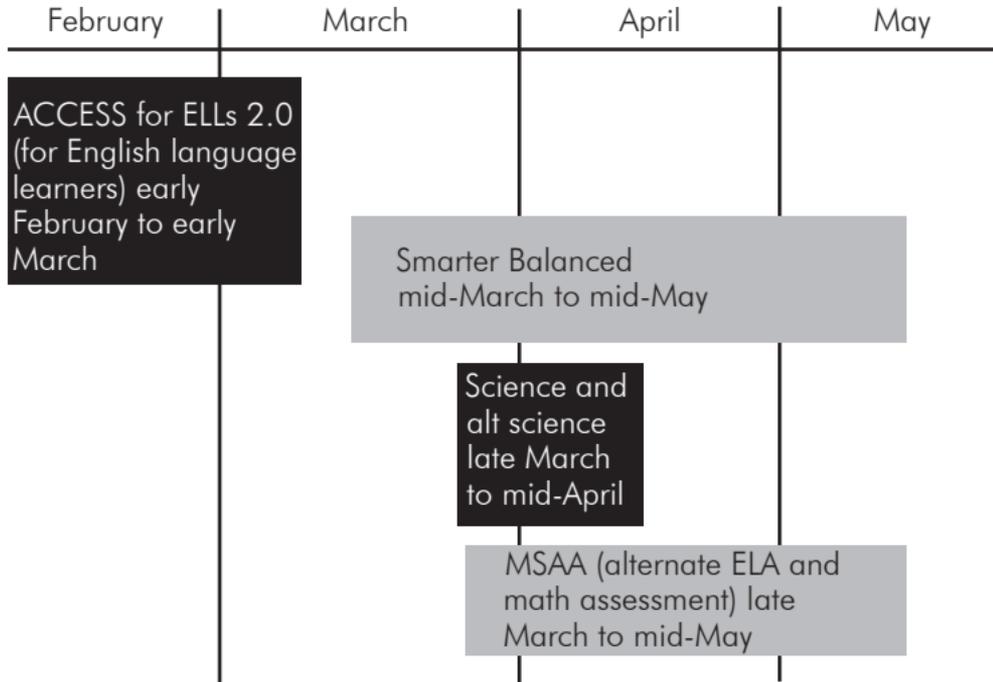
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- 2017-18 CTE4Core Content applications due Dec. 1
- Special Education Child Count, including private school students, taken by Department of Education as of Dec. 1
- Submit Special Education maintenance of effort information by Dec. 2
- Submit Summary of Verification of School Meal Program applications by Dec. 8





SPRING TESTING WINDOWS



Spring assessment and MSAA (alternate assessment) workshops Dates TBA



JAN.

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- Select your district's Teacher of the Year this spring and submit to regional ESA
- Remind your staff: Educators whose certificates are up for renewal in 2017 have until July 1 to complete their renewal application
- Braille and large-print textbook orders for SY 2017-18 due to State Library by Jan. 15
- For districts not using the state model for teacher or principal evaluation, crosswalk for next school year due Jan. 31

2017 South Dakota Legislature convenes, Jan. 10



FEB.

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- Verification of Educational Structure system opens
- LEAs with multiple sites complete NSLP site monitoring self-assessment
- Contact Child and Adult Nutrition Services by Feb. 1 if interested in beginning process to contract for food service management



Career & Technical Education Month

National School Counseling Week, Feb. 6-10

Spring DOE/Infinite Campus user groups Dates TBA



MARCH 17

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- Summer meal program workshops and agreement processes begin
- Report school structural changes for 2017-18 by March 1 (pending state Board of Education approval)
- Career and Technical Education Program applications for 2017-18 due March 1





APRIL 17

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- Fresh Fruit and Vegetable applications due for coming year
- Online School Library Survey opens April 1; one submission per district
- Applications for Extraordinary Cost Funding become available April 3 (due April 28)
- Summer meal program agreements due by April 10
- Distribute Parent Involvement Surveys to parents of children with disabilities by April 30

National School Library Month





MAY

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- Complete Paid Lunch Equity Tool to determine meal prices for next school year
- Check status of waivers to Administrative Rule; submit applications for waivers effective July 1
- Print & review state certified data report via the Personnel Record Form for completed school year
- Last student data update of the year in SDMyLife by May 11
- Online School Library Survey closes May 13; one submission per district
- End-of-year Technology Survey due by May 30
- Career and Technical Education Perkins data must be entered by May 31

Teacher Appreciation Week, May 1-5

Child Nutrition Employee Appreciation Week, May 1-5



JUNE

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- State releases district performance on Special Education State Performance Plan indicators June 1
 - Submit final student data via Infinite Campus by 2nd Friday in June
 - Submit final safe, drug and gun-free data online by 2nd Friday in June
 - Submit Perkins applications for 2017-18 by June 15
 - Braille and large-print textbooks borrowed from State Library due June 15
-
- Submit final Perkins budget amendments for 2016-17 by June 30
 - Submit Special Education suspension/expulsion data via online form by June 30
 - Submit school meal program agreement by June 30
 - Application to receive federal IDEA funds for Special Education (Part B and Preschool Grants) due July 1
 - Consolidated Application to receive federal funds for ESEA formula grant programs due July 1

