SUPERINTENDENT’S CHECKLIST

2020-21
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!
- School USDA food orders due beginning of each month through iCAN system, August through April

- Submit Special Education Initial Evaluation (Indicator 11) through Launchpad by Aug. 1

- Update Educational Directory information via online system beginning Aug. 1 (due by Sept. 1)

- First student data update of the year for SDMyLife by Aug. 3 (NOTE: Student data must already be entered in Infinite Campus for student to appear in SDMyLife.)

- School meal claims for reimbursement due by 10th of each month


- Update school calendars via Infinite Campus by Aug. 28

- Submit annual district financial report by Aug. 30 (penalties for late submissions)

Career and Technical Education Conference, Aug. 3-5, online

“New to Infinite Campus” training, Aug. 4-6, online

Indian Education Summit, Aug. 10, online
• Data submission for Personnel Record Form begins (early September)

• Submit Special Education Part C to Part B Transition Evaluation (Indicator 12) through Launchpad by Sept. 1

• 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.

• Verify annual district financial report by Sept. 30

Fall DOE/Infinite Campus User Groups, Dates TBA
2019-20 Report Card released

National School Lunch Week, Oct. 12-16

- Special Education Post School Outcome survey demographic data (Appendix A) verified and IEP information entered by Oct. 1
- Last day to begin verification of school meal program applications, Oct. 1
- Complete data submission for Personnel Record Form by Oct. 15
- Submit Plan of Intent for non-certified teachers and administrators via Personnel Record Form by Oct. 15 (if applicable)
- Verify and finalize official State Aid fall enrollment count in Infinite Campus by Oct. 30 (NOTE: No additional students may be added to count after this date.)
- Meal status for all students must be updated in Infinite Campus by the end of October
American Education Week, Nov. 16-20

- Complete and report verification of school meal program applications via iCAN system by Nov. 16
- Submit Special Education maintenance of effort information by Nov. 20
• Special Education Child Count, including private school students, taken by Department of Education as of Dec. 1

• 2020-21 CTE4Core Content applications due Dec. 1
Spring Testing Windows

February

ACCESS for ELs 2.0 (for English learners)
Jan. 25 – Feb. 26

March

SD ELA and Math Assessment
March 8 – May 7

SD ELA and Math Alternate Assessment
March 15-April 30

April

SD Science Assessment (and Alternate)
March 8-May 7

May

Spring assessment and alternate assessment workshops Dates TBA
- Select your district’s Teacher of the Year this spring
- Remind your staff: Educators whose certificates are up for renewal this year have until July 1 to submit their renewal application
- For districts interested in sponsoring summer meal programs, information coming soon on applications, trainings, and agreements
- Braille and large-print textbook orders for next school year due to State Library by Jan. 15
- Districts with multiple sites complete National School Lunch Program site monitoring self-assessment by Jan. 31
- For districts not using the state model for teacher or principal evaluation, crosswalk for next school year due Jan. 31

2021 South Dakota Legislature convenes, Jan. 12
Career & Technical Education Month

National School Counseling Week, Feb. 1-5

• Verification of Educational Structure system opens

• Annual surveys due in iCAN system Feb. 24
• Applications open for statewide mentoring program
• Report school structural changes for next school year by March 1
• Online application for 21st Century School Library Award opens March 1; closes May 1
• Career and Technical Education Program applications for next school year due March 1

National School Breakfast Week, March 8-12
• Complete USDA NonProgram FoodTool to ensure NonProgram foods are properly priced to generate revenue

• Report number of directly certified students in iCAN system starting April 1 (due April 10)

• Online School Library Survey opens April 1; one submission per district

• Applications for Extraordinary Cost Funding become available April 1 (due April 30)

• Distribute Parent Involvement Surveys to parents of children with disabilities by April 30

• Submit final Perkins amendments for current grant year by April 30

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National School Library Month

Spring DOE/Infinite Campus User Groups, Dates TBA
Teacher Appreciation Week, May 3-7
School Lunch Hero Day, May 7

- Fresh Fruit and Vegetable applications due for coming year
- 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
- Review and update Personnel Record Form. Review plans of intent for accuracy.
- End-of-year Technology Survey due early May
- Contact Child and Adult Nutrition Services by May 3 if interested in beginning process to contract for food service management
- Last student data update of the year in SDMyLife by May 3
- Online School Library Survey closes May 4; one submission per district
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- Career and Technical Education Perkins data must be entered by June 1
- By second Friday in June, close out school year data. See department’s annual Year-End Memo for details.
- Braille and large-print textbooks borrowed from State Library due June 15
- Submit Perkins grant applications for next school year in GMS by June 15
- Last chance to submit school meal program agreement for payment in July. Due by June 30.

- Submit Community Eligibility Provision (CEP) application by June 30 for schools that are interested and eligible to participate
- Submit Special Education suspension/expulsion data via online form by July 1
- 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
See you next fall!
Have a great summer!
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