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!
Career and Technical Education Conference,
July 24-26, Sioux Falls

- Update Educational Directory information via online system beginning July 15 (due Sept. 1)
- Submit Special Education Initial Evaluation (Indicator 11) through Launchpad 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.)
- School meal claims for reimbursement due by 10th of each month
- Appeal window to review 2021-22 Report Card data, Aug. 25 - Sept. 8 (tentative)
- Update school calendars via Infinite Campus by Aug. 26
- 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 Launchpad by Sept. 1

New to Infinite Campus training (for district staff new to working with Infinite Campus), Aug. 9, Fort Pierre

New Assessment Coordinator training, date TBA, Pierre
• Data submission for Personnel Record Form begins early September (due Oct. 17)

• 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. 3

• Last day to begin verification of school meal program applications, Oct. 3

• Deadline for districts to submit request for new course codes, Oct. 3

• Verify annual district financial report by Oct. 4 (tentative)
- 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 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.)

2021-22 Report Card released

National School Lunch Week, Oct. 10-14
• 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

American Education Week, Nov. 14-18
• Submit Special Education maintenance of effort information by Dec. 20 (tentative)
SPRING TESTING WINDOWS

February

ACCESS for ELs 2.0 (for English learners)
Jan. 23 - Feb. 24

March

SD ELA and Math Assessment
March 1 - May 5

SD ELA and Math Alternate Assessment
March 12 - April 28 (tentative)

April

SD Science Assessment (and Alternate)
March 1 - May 5

May

Spring assessment and alternate assessment workshops, late January/early February
• 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. 13

• Last day to notify department of intent to change Perkins Consortium membership, including fiscal agent changes, for FY24, 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

2023 South Dakota Legislature convenes, Jan. 10
• 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. 6-10
MARCH 23

- 21st Century School Library Award applications open March 1-May 5

National School Breakfast Week, March 6-10
• 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 28)
• Online School Library Survey open April 1-May 5; 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 3-7
Spring DOE/Infinite Campus User Groups, dates and locations TBA
Teacher Appreciation Week, first full week in May
School Lunch Hero Day, May 5

- 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 June 1
• By second Friday in June, close out school year data. See department’s annual Year-End Memo for details.

• Submit Perkins grant applications for next school year in GMS by June 15

• 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
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