

## **FEDERAL PROGRAM DIRECTOR CALENDAR**

**This calendar is based on information as of July 2008. It is the responsibility of each LEA to ensure that additional deadlines and/or requirements are met. For a two-month Calendar of Grant Submission and Reporting Due Dates go to <http://burleson.tea.state.tx.us/GrantOpportunities/forms>**

### **AUGUST**

1. Final Expenditure Report for NCLB Consolidated Application, Title I School Improvement, and Rural and Low-Income Schools (15)
2. Submit eGrants NCLB Consolidated Compliance Report
3. Submit Gun Free Schools District Report
4. Document New Hire Credentials for Teachers and Paraprofessionals
5. Send Parents' Right-to-Know Information
6. Obtain SBDM Schedules from Campus Administrators-Add Agenda Items, As Appropriate
7. Prepare NCLB Consolidated Application, If Submitting for September 4<sup>th</sup> Deadline
8. Contact Private Schools Regarding Services
9. Schedule the Title I, Part A Meeting for Parents
10. Ensure School-Parent Compacts are Signed and Teachers Conference with Parents Regarding the Compact.
11. Anticipate AYP Results
12. Begin Year-Long Planning Process for Campuses that will Change to Schoolwide; Document Planning Meetings
13. Migrant NGS: Facility Updates and Contact Information (30<sup>th</sup>)

### **SEPTEMBER**

1. September 4th – NCLB Consolidated Application Deadline
2. Revised Final Expenditure Report
3. Review District and Campus Improvement Plans (Title I Components and Other Comprehensive Needs Assessment Activities)
4. Ensure that Principals Complete the Principal Attestation
5. Anticipate PBM and ICR Results
6. Migrant NGS: LEP and Graduation Plans (30<sup>th</sup>)

### **OCTOBER**

1. Migrant COEs Due & OEYP Program Evaluation Due(1<sup>st</sup>)
2. Highly Qualified Teacher Reports Due (15<sup>th</sup>)
3. Fall ACET Conference – For dates of conference go to [www.acetx.org](http://www.acetx.org)
4. School Improvement Program (SIP) Application Due (22<sup>nd</sup>)
5. Review PEIMS Program Reports
6. Rural & Low-Income School Program Application Due (31<sup>st</sup>)
7. Submit Neglected/Delinquent Survey via eGrants
8. SIP Compliance Reports Available

## **NOVEMBER**

1. Migrant Residency Verification Date (1<sup>st</sup>)
2. Title III AMAO Notification to LEAs (Not Meeting AMAOs) (1<sup>st</sup>)
3. Deadline for **new** charter schools submitting SC5010 – Data Request Form for Federal Funding
4. AEIS Report Review
5. Highly Qualified Public Dissemination (15<sup>th</sup>)
6. NCLB Statewide Parent Involvement Conference
7. SIP Compliance Reports Due (19<sup>th</sup>)

## **DECEMBER**

1. Deadline to Send Parent Notification for AMAOs
2. Title I Comparability Report Due (3)
3. Deadline for submitting SC9000 – Survey of Children in Local Facilities for the Neglected and/or Delinquent (7)
4. Prepare to Submit PBM Intervention Documents, If Applicable
5. NCLB Consolidated Application for Federal Funding Due for Newly Opened Charter Schools
6. Highly Qualified Continuous Improvement Plan Due, If Applicable (15<sup>th</sup>)
7. School Improvement Conference

## **JANUARY**

1. Title I Distinguished Schools Announcement
2. Amend Highly Qualified Teacher Report via eGrants
3. Migrant NGS: Request Partial Credit Report and Secondary Credit for Mobile Youth Report (15<sup>th</sup>)

## **FEBRUARY**

1. Anticipate Maximum Entitlements to Adjust Expenditures and Amend NCLB Consolidated Application
2. Migrant NGS: Request Alternate Student ID Number Report (15<sup>th</sup>)
3. OEYP Application Due (28<sup>th</sup>)

## **MARCH**

1. Schedule Private School Consultation Meeting(s)
2. Schedule Planning Meetings with Campus Staff Regarding NCLB Consolidated Application Activities for Current and New Applications
3. Review Professional Development Participation for Title I Compliance Report
4. Title III Management Institute

## **APRIL**

1. Conduct a Focused Review of NCLB Consolidated Application Program Requirements and ICR Indicator Review
2. Gather Information Regarding the May 1<sup>st</sup> Amendment Deadline
3. NCLB Data Request Form Due(SC5010)
4. Private Non-Profit School Participation Report Due(PR7000)

## **MAY**

1. ACET Spring Conference – For dates of conference go to [www.acetx.org](http://www.acetx.org)
2. Prepare for July 1<sup>st</sup> NCLB Consolidated Application Submission, If Applicable
3. Attend NCLB Consolidated Application Training at Region 6
4. Persistently Dangerous Schools Corrective Action Report Due (1<sup>st</sup>)
5. eGrants ADC, NCLB Consolidated Application, and Compliance Reports Available (Mid-May)

## **JUNE**

1. Submit NCLB Consolidated Application, If Applicable
2. Title III Secondary LEP Symposium
3. Project ending date for 2008-2009 NCLB Consolidated Application, Title I School Improvement, and Rural and Low-Income Schools (30<sup>th</sup>)
4. Migrant NGS: Supplemental Program Data & Special Needs Categories (30<sup>th</sup>)
5. OEYP Amendment Deadline (30<sup>th</sup>)

## **JULY**

1. Gather Final Data for Compliance and Expenditure Reports
2. Submit NCLB Consolidated Application, If Applicable
3. State Compensatory Education District and Campus Plans Due, If Applicable