

Accountability at a Glance



State and Federal Due Dates for Oklahoma Public Schools K-12

August 2015 – July 2016

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Glossary of Abbreviations and Acronyms

ADA, ADM.....	Average Daily Attendance, Membership
ASR.....	Annual Statistical Report
AVID.....	Advancement via Individual Determination (Grant)
CCLC.....	21 st Century Community Learning Centers
CFR.....	Code of Federal Regulations
CNP.....	Child Nutrition Programs
CLEP.....	Comprehensive Local Education Plan
ESEA.....	Elementary and Secondary Education Act
FBA.....	Flexible Benefit Allowance
FQSR.....	First Quarter Statistical Report
GED.....	General Educational Development
HB.....	House Bill
HR.....	House Resolution
IDEA.....	Individuals with Disabilities Education Act
LEA.....	Local Educational Agency
OAC.....	Oklahoma Administrative Code
OPAT.....	Oklahoma Parents as Teachers
OCAS.....	Oklahoma Cost Accounting System
OECS.....	Oklahoma Educator Credentialing System
O.S.	Oklahoma Statute
OSTP.....	Oklahoma School Testing Program
NCLB.....	No Child Left Behind Act
P.L.	Public Law
RSA.....	Reading Sufficiency Act
§ and §§.....	Section(s)
SB.....	Senate Bill
SBE.....	State Board of Education
SDE.....	State Department of Education
SEA.....	State Educational Agency
SES.....	Special Education Services
SIS.....	Student Information System
SSO.....	Single Sign-On
STEM.....	Science, Technology, Engineering, Mathematics
Supp.....	Supplement
TLE.....	Teacher and Leader Effectiveness

Federal Programs

Title I A.....	Improving the Academic Achievement of the Disadvantaged
Title I C.....	Education of Migratory Children
Title II A.....	Preparing, Training and Recruiting High-Quality Teachers and Principals
Title II D.....	Technology
Title III A.....	Language Instruction for Limited English Proficient and Immigrant Students
Title IV.....	21 st Century Community Learning Centers
Title IV.....	Safe and Drug-Free Schools

Title VI Flexibility, Accountability, and Rural Education Initiative
Title VII Indian, Native Hawaiian, and Alaska Native Education Programs
Title VIII Impact Aid Program
Title IX General Provisions
Title X..... Part C: McKinney-Vento Homeless Education Assistance Program

Introduction

This annual Accountability at a Glance document is to assist school administrators with due dates for school year 2015-16. Revisions will be made throughout the year if needed.

All required reports and forms referenced in this document can be accessed via Single Sign-On, the Wave online, and/or the SDE web-site at <<http://www.sde.ok.gov/sde>>.

For the most current listing of department phone numbers please visit: <http://www.ok.gov/sde/staff-directory> or call the [SDE Customer Service](#) Desk at 405-521-3301.

During the Year

- F Review Direct Certification Report for free students: SFA must do this 3 times annually [Child Nutrition Programs](#) (405) 521-3301 **Report via:** Wave - Direct Certification
- S OCAS Annual Audit: [Financial Accounting/OCAS](#) (405) 521-2517 70 O. S. 220-101-113 **Report via:** NA
- F Qualified Zone Assessment Bond Application: Application is open until all funds have been allocated. [Financial Accounting/OCAS](#) (405) 521-2517 54 -c- 2 IRS Code **Report via:** NA
- S Reserve appropriations for contracts pending for outstanding encumbrances; lapse current appropriations and bring cash forward: [Financial Accounting/OCAS](#) (405) 521-2517 [70 O.S. 5-188] **Report via:** Single Sign On – OCAS
- F IEP Parent Satisfaction Survey: [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** Oklahoma Parent Center
- F IEP Re-Evaluations: [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** EdPlan
- S Each school bus must be safety-inspected once a year by a qualified bus mechanic: Inspections may be conducted any month and are valid for one year from the report date. Kept on file at the districts [Transportation](#) (405) 521-3472 [OAC 210:30-5-6] **Report via:** NA
- First Year Superintendents: [Accreditation](#) (405) 521-3335 **Report via:** Proof of attendance for Professional Development points. Mail to SDE.
- S Review teacher certificates to ensure they are current: This can be checked in OECS. [Teacher Certification](#) (405) 521-3337 [70 O.S. §§ 6-101, 6-107, 6-108] **Report via:** NA
- F [Child Nutrition Programs](#) free/reduced price applications: [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 245] **Report via:** Maintained in district files
- S Site Changes: [Accreditation](#) (405) 521-3335 **Report via:** Send a formal request by letter from the district with specific changes requested.
- S Initial Enrollment Prior Participation: [Early Childhood](#) (405) 522-4499 [70 O.S. § 3-161] **Report via:** Wave – IEPP
- S [Advanced Placement](#) Invoice to have student test fee discounts paid: [Advanced Placement](#) (405) 521-4288 **Report via:** Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73015 or Email to: lori.boyd@sde.ok.gov or Fax to: 405-521-2971, Attn: Lori Boyd
- F Electronic Application System for Indian Education (EASIE): [Indian Education/Curriculum](#) (405) 522-1591 **Report via:** Mail or Email to SDE Indian Education Office at dwight.pickering@sde.ok.gov

AVID Grant Expenditure Report: [Advanced Placement](#) (405) 521-4288 **Report via:** This is a report/export from your OCAS system. Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73105

F Application for the Community Eligibility Provision: For the new school year [Child Nutrition Programs](#) (405) 521-3327 [Healthy, Hunger-Free Kids Act of 2010] **Report via:** Single Sign On - CNP eClaims

S School Employee Assault Annual Report: Only if assault occurred. The blank form can be found on the SDE website:

http://www.ok.gov/sde/sites/ok.gov.sde/files/School%20Employee%20Assault%20Report%20Form_0.pdf [ACE/Counseling](#) (405) 521-2106 [70 O.S. 1991 §§ 641, 642, 646] **Report via:** Fax to [ACE/Counseling](#) Office at 405-522-0496

S High School Diploma: Any Oklahoma Resident who has been admitted to any accredited Oklahoma college or university may be awarded a high school diploma by the State Department of Education within this state, provided that such person has successfully completed at least thirty (30) hours of college work at an accredited college or university. [Accreditation](#) (405) 521-3335 Title 70 O.S. § 24-116 **Report via:** Mail to SDE. A blank form can be found on the SDE website: http://www.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Application_for_OK_HS_Diploma_rev05-14.pdf

S Emergency Transfer Notifications: Check several times a week in the Wave Student Transfer System online for transfer applications pending the resident sending district to either approve or deny. [Accreditation/Transfers](#) (405) 521-3335 [70 O.S. § 8-103] **Report via:** WAVE - Student Transfer System

Audit Presentation to Local Board of Education: [Financial Accounting/OCAS](#) **Report via:** NA

S Supplemental Online Courses Course Refusal Notification: Only required if a school refuses a supplemental online course for a student. [Instructional Technology](#) (405) 521-3365 §70-1-111 C-E **Report via:** Wave - Supplemental Online Courses

S SIF 2.X Wave requirements compliant SIS must be in place to maintain connectivity to the SDE via the Wave: A copy of the Wave Requirements can be found here: <http://ok.gov/sde/wave-system> [SDE Customer Service](#) (405) 521-3301 [70 O.S. § 3-160] **Report via:** NA

F Migrant Certificates of Eligibility: Certificates of Eligibility from districts that accept Title I Part C funds are to be submitted on a continual basis [Title I Part C/Migrant](#) (405) 522-4497 [34 CFR, Part 200.89 (c)] **Report via:** Please contact your District Migrant Recruiter to complete.

F Migrant Education Program Selection and Priority for Services: This form should be complete upon enrollment of the student and kept at the district office, it does NOT need to be sent to SDE. [Title I Part C/Migrant](#) (405) 522-4497 [NCLB, Title I, Part C, § 1308] **Report via:** This form can be found on the SDE website: <http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/FY15%20Priority%20for%20Service%20Form.docx>

S Annual Driving Record Report: Required for employees with an Oklahoma School Bus Driver Certificate [Transportation](#) (405) 521-3472 [OAC 210:30-5-8(h)] **Report via:** A blank form for the request can be found on the SDE website:
http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/Combined%20SDE_DPS%20MVR%20update.pdf. Kept on file at the district

S Oklahoma school bus drivers must complete at least four hours of in-service each year to maintain their SDE Certification: [Transportation](#) (405) 521-3472 [OAC 210:30-5-8] **Report via:** A blank copy of the Attendance Verification can be found on the SDE website:
<http://www.ok.gov/sde/sites/ok.gov.sde/files/Inservicesubjects2013.pdf>. Kept on file at the district.

S Oklahoma school bus drivers must have a current health certificate on file: Required each year [Transportation](#) (405) 521-3472 [210:30-5-8] **Report via:** A blank copy of the Annual Physical Form can be found on the SDE website:
<http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/HealthCert.pdf>. Kept on file at the district

F Provide educational materials to all bus drivers that explain the district's drug/alcohol testing policies: [Transportation](#) (405) 521-3472 [49 CFR Part 382.603] **Report via:** NA

Application for School Bus Driver Certification: Due before driver is eligible to drive.
[Transportation](#) (405) 521-3472 **Report via:** A blank application can be found on the SDE website:
http://www.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Application%20for%20SDE%20School%20Bus%20Driver%20CertificateD_0.pdf

S School Bus Route Evaluations: Kept on file at the school and reviewed by RAO [Transportation](#) (405) 521-3472 [OAC 210:30-5-5(d)] **Report via:** A blank form can be found on the SDE website:
http://www.ok.gov/sde/sites/ok.gov.sde/files/%20evaluationbusrts_0.pdf

F Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test: no recurrent training is required
[Transportation](#) (405) 521-3472 [49 CFR Part 382.603] **Report via:** Documentation kept on file at the district

F Application for Provision 1, 2 or 3 of the National School Lunch/Breakfast Programs: For participating sites only - can apply any time during the school year. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.9] **Report via:** Single Sign On - CNP eClaims

S Superintendent Contracts: Upload signed contract to School Personnel Records School Personnel Records (405) 521-3369 [70 O.S. § 5-141(B)] **Report via:** Single Sign On - School Personnel Records

Check student records for Ownership Conflicts: [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - Ownership Wizard

Check student records for data validation issues: [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - Data Validation Wizard

Check student records for STN match issues: [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - STN Wizard

Check students records for issues with files from local SIS Vendor: If there are any issues on this wizard please contact your local SIS Vendor [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - XSD Wizard

S Driver Education Instructor Certification, Assurances and Permit (ICAP) forms: Due 10 days prior to the start of the course. Approval by SDE and Department of Public Safety must be completed prior to school district offering a driver education program. State Aid (405-521-3460 [OAC 210:15-19-4] **Report via:** Mail/Fax to SDE. A blank form can be found on the SDE website: <http://ok.gov/sde/drivers-education-forms-and-information>

F Gun-Free Schools Weapon Report: Due within two weeks of any incident. The blank form can be found on the SDE website: <http://www.ok.gov/sde/sites/ok.gov.sde/files/Weapon%20Report%20Form.pdf> [ACE/Counseling](#) (405) 521-2106 H.R. 1§ 4141; NCLB § 4112 **Report via:** Fax to [ACE/Counseling](#) Office at 405-522-0496

August 2015

Due Date

- 8/1/2015 F Claim district expenditures for the Individuals with Disabilities Education Act (IDEA) Part B P.L. 108-446: Upon FY16 budget approval. [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** Single Sign On - Grants Management System
- 8/1/2015 S Gifted and Talented expenditure report: Districts can submit their report as soon as they have expended their allocations. Gifted and Talented (405) 521-4287 70 O.S. § 1210.307] **Report via:** Mail to Timmie.spangler@sde.ok.gov
- 8/1/2015 S All certified personnel must have a valid license/certificate on file before receiving a paycheck: This can be checked in the Oklahoma Educator Credentialing System on Single Sign On. [Teacher Certification](#) (405) 521-3337 [70 O.S. § 6-101, 6-107, 6-108] **Report via:** NA
- 8/1/2015 S TLE Framework Training: First-time administrators and supervisors of certified personnel [TLE Office](#) (405) 522-8298 [70 O.S. § 6-101.10] **Report via:** Contact your TLE Framework Training Provider to sign up
- 8/6/2015 S Closeout FY 2015 fiscal year IDEA Part B funds to generate carryover for FY 2016: [Special Education Services](#) (405) 522-4513 **Report via:** NA
- 8/10/2015 F Annual Title I Report: Only for Title I schools Federal Programs (405) 522-3249 [NCLB, Title I, Part A, 1116] **Report via:** Single Sign On - Annual Title I Report

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- 8/10/2015 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 8/14/2015 F IDEA Part B Data Profile Review: Draft reports will be sent to districts for review and instructions for correcting. [Special Education Services](#) (405) 521-3351 [IDEA 39 CFR § 300.149] **Report via:** NA
- 8/15/2015 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 8/15/2015 Sign up for Wave Trainings - Fall: This is recommended for all new data personnel in sites or districts. New reports will be discussed at this training. [SDE Customer Service](#) (405) 521-3301 **Report via:** To Sign up visit the SDE Events Office page: <http://www.eventbrite.com/o/sde-events-office-3334251518>
- 8/28/2015 S Annual District Reading Plan: [Reading/Literacy](#) (405) 522-3241 [O.S. 1210.508C] **Report via:** Single Sign On - RSA Annual Reading Plan
- 8/28/2015 S End of Summer Reading Sufficiency Report: New report starting July 31, 2015 [Reading/Literacy](#) (405) 522-3241 **Report via:** Single Sign On - RSA Survey
- 8/29/2015 S A-F Report Card Calculation Review: These are targets and are contingent on receiving the data on-time from assessment vendors and various entities. [Accountability](#) (405) 522-5169 [OAC 210:10-13-22] **Report via:** Single Sign On - Accountability (A-F Report Cards)
- 8/31/2015 F Letter of intent to establish Title I school-wide planning program: Federal Programs (405) 521-2846 NCLB, Title I, § 1114] **Report via:** Single Sign On - Grants Management System
- 8/31/2015 S Oklahoma Parents as Teachers (OPAT) final expenditure reports: [Special Education Services](#) (405)522-4513 [70 O.S. § 10-105.3] **Report via:** Send to the designated email address

September 2015

Due Date

- 9/1/2015 F Food Safety Inspection Report: must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement [Child Nutrition Programs](#) (405) 521-3327 **Report via:** Single Sign On - CNP eClaims

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- 9/1/2015 S Final data of the school district expenditures and revenue: For previous years data [Financial Accounting/OCAS](#) (405) 521-2517 [70 O.S. § 5-135.2] **Report via:** Single Sign On - OCAS
- 9/1/2015 S Bilingual District Contact Information: Bilingual Education/Title III A (405) 522-6249 **Report via:** This web form can be found on the SDE website: <http://ok.gov/sde/webform/bilingual-education-district-contact-information-update>
- 9/1/2015 S Annual Open Transfers Report: [Accreditation/Transfers](#) (405) 521-3335 [70 O.S. § 8-103] **Report via:** WAVE - Student Transfer System
- 9/1/2015 F IDEA Consolidated Budget Application available: [Special Education Services](#) (405) 522-3246 [P.L. 108-446 IDEA Part B] **Report via:** Single Sign On - Grants Management System
- 9/1/2015 S TLE Framework Training: First-time administrators and supervisors of certified personnel [TLE Office](#) (405) 522-8298 [70 O.S. § 6-101.10] **Report via:** Contact your TLE Framework Training Provider to sign up
- 9/10/2015 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 9/10/2015 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 9/15/2015 F Math Science Partnership Annual Performance Report: Only those districts that have received this grant must complete the Annual Performance Report. Federal Programs (405) 521-2846 Title I Part B **Report via:** <http://ed-msp.net/>
- 9/15/2015 S Alternative Education Implementation Plan: Alternative Education (405) 522-0276 [70 O.S. § 1210.569] **Report via:** Single Sign On - Alternative Education Implementation Plan
- 9/15/2015 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 9/21/2015 F IDEA Part B Final Determination, Desk Audits, and Disproportionality Notices to districts: These should be retained for your records, you will be contacted if you need to complete an improvement or correction plan. [Special Education Services](#) (405) 521-3351 [IDEA CFR § 300.149] **Report via:** NA

- 9/21/2015 F Final Special Education IDEA Part B Data Profiles sent to districts: [Special Education Services](#) (405) 521-3351 [IDEA 39 CFR 300.149] **Report via:** NA
- 9/30/2015 S Submit two copies of SDE [Accreditation](#) Application, including ILC Teacher Assignment forms: Interlocal Cooperatives (ILC) Only [Accreditation](#) (405) 521-3335 **Report via:** Mail to SDE
- 9/30/2015 S District expenditure reports for School Support/School Improvement must be encumbered: [School Turnaround](#) (405) 522-3263 **Report via:** Single Sign On - Grants Management System

October 2015

The following items will be contingent on the final approval date by the State Board of the A-F Report Cards

Due Date

- TBD Designation's Posted Online: These can be access in Single Sign On - [Accreditation](#)/HQT on the School Improvement tab. These will be posted approximately 30 days after the Board Approval of the A-F Report Card grades. [School Turnaround](#) (405) 522-3263 **Report via:** NA
- TBD Designation Appeal's Due: Will occur for two weeks after the Designation List is posted [School Turnaround](#) (405) 522-3263 **Report via:** The appeals form can be found on the SDE website on the [School Turnaround](#) page.
- TBD Designation Appeal's Heard: Will occur for one week after the appeals window closes [School Turnaround](#) (405) 522-3263 **Report via:** NA
- TBD Designation Appeal's Finalized: Will occur one week after appeals are heard [School Turnaround](#) (405) 522-3263 **Report via:** NA
- TBD SIG Applications: Only LEAs that are eligible based on the Priority Schools list may apply for funds. [School Turnaround](#) (405) 522-3263 **Report via:** Applications will be electronically sent to all schools who qualify. In addition, applications can be found on the SDE website: <http://ok.gov/sde/school-improvement-grant-sig>

Due Date

- 10 days following the end of S First Quarter Statistical Report (FQSR): Due 10 days following the end of the first nine weeks. State Aid (405) 521-3460 [70 O.S. § 5-128] **Report via:** Wave - FQSR/ASR

the first
nine weeks

- 10/1/2015 S Submit one copy of either the Estimate of Needs or the Budget (for those districts on the School District Budget Act): Send one copy to SDE and one copy to the County Excise Board [Financial Accounting/OCAS](#) (405) 521-2517 [70 O.S. § 5-128.1; 68 O.S. § 3002] **Report via:** Mail or Email to SDE
- 10/1/2015 S Each district shall send a District Test Coordinator and all building coordinators to the Oklahoma School Testing Program (OSTP) Test Preparation in-service sessions: Assessments (405) 521-3341 [OAC 210:10-13]
- 10/1/2015 S Test Coordinator Information: Superintendents shall designate Test Coordinators for the district and all buildings; names, email addresses and telephone numbers of district Test Coordinators (DTC) Assessments (405) 521-3341 [OAC 210:10-13-4] **Report via:** Email to: assessments@sde.ok.gov. A blank copy of the form can be found on the SDE website: <http://ok.gov/sde/sites/ok.gov.sde/files/DTC%20Update%20Form.pdf>
- 10/1/2015 S Beginning of Year Reading Sufficiency Report-Student Count: [Reading/Literacy](#) (405) 522-3241 [70 O.S. § 1210.508C] **Report via:** Single Sign On - RSA Survey
- 10/1/2015 S Flexible Benefit Allowance (FBA) October 1 audit forms are available: Data is audited by RAO and submitted by the RAO. State Aid (405) 521-3460 [70 O.S. § 26-105] **Report via:** Send completed form to your RAO. A blank form can be found on the SDE website: <http://ok.gov/sde/flexible-benefit-allowance>
- 10/3/2015 F Homeless Census Report: Federal Programs Title X/Homeless Education (405) 521- 2846 [NCLB P.L.17-110] **Report via:** Single Sign On - Homeless Census FY 2014-2015
- 10/5/2015 S Fourth Quarter Student Dropout Report: for 7-12 grades, by site, is required to be submitted by all public schools via the Wave; SDE accredited private/parochial schools are required to report via the Single Sign-On submitted by a superintendent, principal or head teacher Alternative Education (405) 522-0276 [70 O.S. § 35e] **Report via:** Wave - State Reporting Certification
- 10/10/2015 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 10/10/2015 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 10/13/2015 F Special Education Child Count: [Special Education Services](#) (405) 521-3351 [70 O.S. §18-200.1] and [70 O.S. § 18-200.1(E)] **Report via:** EdPlan

- 10/15/2015 S Statutory Waiver applications or a Deregulation application: This application is for the next school year. A blank application can be found on the SDE website:
http://www.ok.gov/sde/sites/ok.gov.sde/files/documents/files/OSDE_Statutory_Waiver_04_2014.pdf
[Accreditation](#) (405) 521-3335 70 O.S. § 3-126] **Report via:** Mail to SDE
- 10/15/2015 S Driver Education Prior Year Reimbursement Application: For prior year reimbursement State Aid (405) 521-3460 [OAC 210:15-19-6] **Report via:** Mail to SDE. A blank form can be found on the SDE website: <http://ok.gov/sde/drivers-education-forms-and-information>
- 10/15/2015 S renew [Advanced Placement](#) courses with College Board: [Advanced Placement](#) (405) 521-4288
Report via: To College Board
- 10/15/2015 S Gifted Educational Plan Update and Summary Budget: In the G/T application on Single Sign On you must indicate whether the G/T plan needs to be updated. If you need the plan template/sample please call the Gifted and Talented Office. Gifted and Talented (405) 521-4287 [70 O.S. § 1210.307]
Report via: Single Sign On - Gifted and Talented
- 10/15/2015 F Submit 9/30 Report to request a one-time waiver to carry over any Title I funds in excess of 15 percent: Federal Programs (405) 521-2846 [NCLB Title I § 1127 (a) (b) (1) (2) (c)] **Report via:** Single Sign On - Grants Management System
- 10/15/2015 S Initial Certified Personnel Report and Initial Support Personnel Report: School Personnel Records (405) 521-3369 [OAC 210:27-1] **Report via:** Single Sign On - School Personnel Records
- 10/15/2015 S October 1 Consolidated Report: [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - State Reporting Certification
- 10/15/2015 S Annual Accreditation Application: [Accreditation](#) (405) 521-3335 [70 O.S. § 18-113.3] **Report via:** Single Sign On - Accreditation Application
- 10/15/2015 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 10/15/2015 S Comprehensive Exit Report: [SDE Customer Service](#) (405) 521-3301 **Report via:** Wave - State Reporting Certification
- 10/17/2015 S ACE District Remediation Report: [ACE/Counseling](#) (405) 521-3549 [70 O.S. § 1210.522] **Report via:** Single Sign On - ACE Remediation Report
- 10/19/2015 S Student Dropout Report Re-entry Checklist: Private/parochial schools only Alternative Education (405) 522-0276 [70 O.S. § 35e] **Report via:** Single Sign On - Student Dropout Report
- 10/21/2015 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System

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- 10/30/2015 S Mid-Year Reading Sufficiency Report: [Reading/Literacy](#) (405) 522-3242 **Report via:** Single Sign On - RSA Survey
- 10/30/2015 F Limited English Proficiency (LEP) Student Survey: Bilingual Education/Title III A (405) 522-6249 [Title III P.L. § 103-382-7134] **Report via:** Single Sign On - LEP Survey
- 10/31/2015 F Civil Rights Compliance Checklist: Report must be completed and maintained in school district files [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.23(b)] **Report via:** Maintained in district files
- 10/31/2015 S Fall Testing Student Non-Standard Accommodation Request: Assessments (405) 522-1677 **Report via:** Single Sign On - Non-Standard Accommodation

November 2015

Due Date

- 10 days following the end of the first nine weeks
- 11/1/2015 S First Quarter Statistical Report (FQSR): Due 10 days following the end of the first nine weeks. State Aid (405) 521-3460 [70 O.S. § 5-128] **Report via:** Wave - FQSR/ASR
- 11/1/2015 S ACE End of Course Project Documentation: District superintendent must notify the SDE of the Performance Levels attained by students completing End of Course Projects Report; documentation to be submitted by August 1, November 1 and April 1 each year [ACE/Counseling](#) (405) 521-3549 **Report via:** Single Sign On - ACE End of Course Projects
- 11/1/2015 S Oklahoma School testing program test prep in-service sessions: Assessments (405) 521-3341 OAC 210:10-13-6 **Report via:** For specific training dates and to sign up go to the SDE website: <http://ok.gov/sde/assessment-administrator-resources-administrators>
- 11/1/2015 F Neglected and Delinquent (N&D) October Child Count: Title I, II, III, VI, X (405) 521-2846 **Report via:** The form will be sent to those districts participating. The completed form will need to be e-mailed (rose.carlson@sde.ok.gov)/faxed (405-521-2361)/mailed to SDE.
- 11/10/2015 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 11/10/2015 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address

Accountability at a Glance 2015-16

- 11/13/2015 S ACE Part Time Report: ONLY for schools who have students that are returning after 12th grade to complete ACE testing requirements [ACE/Counseling](#) (405) 521-3549
Report via: Wave-State Reporting Certification
- 11/13/2015 S Celebrate Freedom Week: Office of Instruction/Social Studies (405) 522-3253 [70 O.S. § 24-152] [OAC 210:15-33-1] **Report via:** NA
- 11/15/2015 S AP Participation materials: [Advanced Placement](#) (405) 521-4288 **Report via:** To College Board
- 11/15/2015 F School Improvement Consultation, Baseline and Initial Report: For Priority school or Focus school ONLY [School Turnaround](#) (405) 522-3263 [PL 107-110, NCLB 2001, 1116 (b) (3) (A)] **Report via:** Single Sign On - School Improvement Status Report
- 11/15/2015 S Local School District Salary Schedule: School Personnel Records (405) 521-3369 [70 O.S. § 5-141 (A)] **Report via:** Single Sign On - School Personnel Records
- 11/15/2015 F Consolidated School Food Authority Verification Report: must be submitted prior to submitting the December Child Nutrition Claim for Reimbursement [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 245.6 (a)] **Report via:** Single Sign On - CNP eClaims
- 11/15/2015 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 11/15/2015 S Changes to Financial Transactions Already Submitted to SDE: [Financial Accounting/OCAS](#) (405) 521-2517 [OAC 210:25-5-4(c)] **Report via:** Single Sign On – OCAS
- 11/18/2015 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 11/26/2015 F Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Student Annual Performance Report: Bilingual Education/Title III A (405) 522-6249 [NCLB, P.L. 107-110] **Report via:** Single Sign On - Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Student Annual Performance Report
- 11/30/2015 S Submit Annual Student Dropout Report to local board of education: Alternative Education (405) 522-0276 [OAC 210:35-25-3] **Report via:** NA
- 11/30/2015 S District expenditure reports for School Support/School Improvement must be claimed: [School Turnaround](#) (405) 522-3263 **Report via:** Single Sign On - Grants Management System

December 2015

Due Date

- 12/1/2015 F Title I Part D subpart 2 - Programs for Children/Youth who are Neglected, Delinquent or at Risk: Required by those who have a neglected and delinquent program Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Title I Part D subpart 2 - Programs for Children/Youth who are Neglected, Delinquent or at Risk
- 12/1/2015 S Annual Student College Remediation Report sent to Districts: This is a report send from Higher Education to each district. Regents for Higher Education (405) 225-9100 [OAC 210:35-25-4] **Report via:** NA
- 12/1/2015 F IDEA Time and Effort Logs for first semester: These are to be kept on file at the district. [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** NA
- 12/4/2015 F Private School Packet: Districts are required to have a private school meeting for consultation prior to completing this packet. Federal Programs (405) 521-2846 No Child Left Behind **Report via:** Mail to SDE
- 12/5/2015 S Advanced Placement Grant applications: [Advanced Placement](#) (405) 521-4288 **Report via:** A blank copy of the grant application can be found on the SDE website: <http://www.ok.gov/sde/advanced-placement>. Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73015
- 12/7/2015 S Local school board candidates running for an open seat must file with their County Election Board: on either the first Monday, Tuesday or Wednesday of December [Accreditation](#) (405) 521-3335 [26 O.S. § 13A-105] **Report via:** County Election Board
- 12/8/2015 F Comparability Report: comparability does not apply to a district with only one elementary building, one junior high building, one high school building Federal Programs (405) 522-3254 [NCLB, Title I, Part A, § 1120A] **Report via:** Title I: Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I
- 12/10/2015 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 12/10/2015 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 12/15/2015 S Oklahoma Technology Survey: [Instructional Technology](#) (405) 521-3364 [62 O.S. § 34.23 (D) (1) (b)] **Report via:** Single Sign On - Oklahoma Technology Survey

Accountability at a Glance 2015-16

- 12/15/2015 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 12/16/2015 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 12/18/2015 S Historical Graduation Cohort Report: contingent upon the completion of the Comprehensive Exit Report and Fourth Quarter Dropout Report Accountability (405) 522-5169 [OAC 210:10-13-22] **Report via:** Wave - State Reporting Certification
- 12/18/2015 S Speak Up Survey: [Instructional Technology](#) (405) 521-3364 **Report via:** <http://www.speakup4schools.org/speakup2015>.
- 12/31/2015 S Bullying Prevention Policy: [ACE/Counseling](#) (405) 521-2106 [70 O.S. § 24-100.4] **Report via:** Single Sign On - District Bullying Prevention Policy

January 2016

Due Date

- 1/1/2016 S Flexible Benefit Allowance (FBA) January 1 audit forms are available: Data is audited by RAO and submitted by the RAO. State Aid (405) 521-3460 [70 O.S. § 26-105] **Report via:** Send completed form to your RAO. A blank form can be found on the SDE website: <http://ok.gov/sde/flexible-benefit-allowance>
- 1/1/2016 S Application from Independent Auditors for State Auditor and Inspector approval: [Financial Accounting/OCAS](#) (405) 521-2519 [70 O.S. § 22-104] **Report via:** Mail to SDE
- 1/1/2016 S Teacher of the Year (TOY) Award Application: SDE Events Office (405) 521-3301 **Report via:** NA
- 1/5/2016 S First Quarter Student Dropout Report: for grades 7-12 is due from superintendent or principal of each public school site; SDE accredited private/parochial school sites report via the Single Sign-On Alternative Education (405) 522-0276 [70 O.S. § 35e] **Report via:** Wave - State Reporting Certification
- 1/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims

Accountability at a Glance 2015-16

- 1/10/2016 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 1/15/2016 S Reading Proficiency Test reimbursement claims for first semester: Information Required: County Code, County Name, District Code, District Name, Number of Alternate Tests Given, and Notation of 1st or 2nd Semester. In the subject line of the email please note "Reading Proficiency Reimbursement. For more information visit: http://ok.gov/sde/sites/ok.gov.sde/files/2014-2015%20Reading%20Proficiency%20Memo%20-%201.20.15_0.pdf Assessments (405) 521-3341 [OAC 210:10-13-15] **Report via:** Email to: amy.nicar@sde.ok.gov
- 1/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNPeClaims
- 1/27/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 1/29/2016 S ACE Part Time Report: ONLY for schools who have students that are returning after 12th grade to complete ACE testing requirements [ACE/Counseling](#) (405) 521-3549 **Report via:** Wave-State Reporting Certification
- 1/31/2016 F Impact Aid Application: due to Washington D.C. on the last working day of January [Financial Accounting/OCAS](#) (405) 521-2517 [Title VIII, 1995, 34 CFR 222.4] **Report via:** Washington D.C.

February 2016

Due Date

- 2/1/2016 F On site reviews for National School Lunch Program : only for those school districts with more than one eating site [Child Nutrition Programs](#) (405-521-3327 [7 CFR, Part 210.18(h) (4)] **Report via:** Maintained by the SFA
- 2/1/2016 AVID Grant Application: [Advanced Placement](#) (405) 521-4288 **Report via:** A blank copy of the grant can be found on the SDE website: <http://ok.gov/sde/advancement-through-individual-determination-avid-grant-application>. Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73105
- 2/1/2016 3-8 Assessment Pre-Code: Assessments (405) 521-3341 **Report via:** Wave - Pre-code
- 2/1/2016 EOI Assessment Pre-Code: Assessments (405) 521-3341 **Report via:** Wave - Pre-code

- 2/1/2016 [Advanced Placement](#) Grant Expenditure Report: Only for Schools that received Advanced Placement/International Baccalaureate grants [Advanced Placement](#) (405) 521-4288 **Report via:** This is a report/export from your OCAS system. Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73015 or Email to: lori.boyd@sde.ok.gov
- 2/1/2016 S Mid-Year Annual Certified Personnel Report and Final Annual Support Personnel Report: School Personnel Records (405) 521-3369 [OAC 210:25-3-4(F)] **Report via:** Single Sign On - School Personnel Records
- 2/6/2016 F Private School Consultation Information: Districts are required to have a private school meeting for consultation prior to completing the packet. Federal Programs (405) 521-2846 [NCLB] **Report via:** Call SDE
- 2/9/2016 S Local School Board Elections: For any school board seat that expires. [Accreditation](#) (405) 521-3335 **Report via:** NA
- 2/10/2016 S OPAT Midyear Expenditure Report: Only if applicable to the LEA. [Special Education Services](#) (405) 522-3241 [70 O.S. § 10-105.3] **Report via:** Send to the designated email address
- 2/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 2/10/2016 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 2/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 2/17/2016 F Migrant Credit Accrual Report and Supplemental Code Form for fall semester: [Title I Part C/Migrant](#) (405) 522-4497 [NCLB, Title I, Part C, § 1308] **Report via:** The SDE Migrant Office will email this report to your district to complete the credit accrual information.
- 2/24/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System

March 2016

Due Date

- 3/1/2016 S Spring Testing Student Non-Standard Accommodation Request: Assessments (405) 522-1678 **Report via:** Single Sign On - Non-Standard Accommodation
- 3/9/2016 S Prisoners of War Remembrance Day: Teachers and students of the schools of this state are requested to observe the day with appropriate exercises [Accreditation](#) (405) 521-3335 [25 O.S. § 90.4] (405) 521-3327. [Food, Conservation, and Energy Act of 2008] **Report via:** NA
- 3/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 3/10/2016 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 3/15/2016 S Interlocal Cooperative Intent to Withdraw Letter: Superintendents of districts currently participating in an ILC must submit an “Intent to Withdraw” letter by March 15 only if the district chooses not to participate in FY2015-16, or to withdraw from specific programs [Accreditation](#) (405) 521-3335 [70 O.S. § 5- 117(b)] **Report via:** submitted to the designated ILC’s Executive Board members and SDE [Accreditation](#) Director
- 3/15/2016 S Oklahoma Honor Society annual nomination forms: should be submitted for each Junior High, Middle School and High School after the semester is completed. [Accreditation](#) (405) 521-3335 [OAC 210:35-23-2] **Report via:** These can be mailed or emailed to SDE. A blank form can be found on the SDE website: <http://ok.gov/sde/Accreditation-standards-division>
- 3/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 3/26/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 3/30/2016 F New Charter School Participation Packet: Federal Programs (405) 522-8960 ESEA **Report via:** Sent Via Email to the Charter Schools

Accountability at a Glance 2015-16

- 3/31/2016 S Oklahoma Academic Scholars: For graduating seniors only Gifted and Talented (405) 521-4287 [70 O.S. § 11-103.2] **Report via:** Single Sign On - Oklahoma Academic Scholars
- 3/31/2016 F School Improvement Mid-Year Report: For Priority school or Focus school ONLY [School Turnaround](#) (405) 522-3263 [PL 107-110, NCLB 2001, 1116 (b) (3) (A)] **Report via:** Single Sign On - School Improvement Status Report
- 3/31/2016 F Workshop registration is due for Summer Food Service Program (SFSP): Participation in this Workshop is required for any school district wishing to participate in the SFSP [Child Nutrition Programs](#) (405) 521-3327 [7 CFR Part 225] **Report via:** Single Sign On - CNP eClaims
- 3/31/2016 S Roster Verification Data "Cleanup": [TLE Office](#) (405) 522-8298 **Report via:** Wave - State Reporting Certification

April 2016

Due Date

- 4/1/2016 S ACE End of Course Project Documentation: District superintendent must notify the SDE of the Performance Levels attained by students completing End of Course Projects Report; documentation to be submitted by August 1, November 1 and April 1 each year [ACE/Counseling](#) (405) 521-3549 **Report via:** Single Sign On - ACE End of Course Projects
- 4/1/2016 S ACE Part Time Report: ONLY for schools who have students that are returning after 12th grade to complete ACE testing requirements [ACE/Counseling](#) (405) 521-3549 **Report via:** Wave-State Reporting Certification
- 4/1/2016 S RSA - Summer Reading Academy Numbers: [Reading/Literacy](#) (405) 522-3241 [70 O.S. § 1210.508 (E)] **Report via:** Single Sign On - RSA Survey
- 4/1/2016 F Attend Special Education End of Year Training: More information about signing up will be made available closer to the deadline. [Special Education Services](#) (405) 522-1463 [IDEA 39 CFR 300.149] **Report via:** NA
- 4/5/2016 S Second Quarter Student Dropout Report: for grades 7-12 is due from superintendent or principal of each public school site; SDE accredited private/parochial school sites report via the Single Sign-On Alternative Education (405) 522-0276 [70 O.S. § 35e] **Report via:** Wave - State Reporting Certification
- 4/10/2016 S Copy of the Standards of Performance and Conduct for Teachers as adopted by the State Board of Education shall be distributed to each teacher by the local board of education.: A copy of the standards can be found on the SDE website: <http://ok.gov/sde/standards-performance-and-conduct-teachers> [Teacher Certification](#) (405) 521-3337 [70 O.S. § 6-101.21] **Report via:** NA

- 4/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 4/10/2016 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 4/12/2016 S Run Off Elections: As needed [Accreditation](#) (405) 521-3335 **Report via:** NA
- 4/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 4/19/2016 S Oklahoma City Bombing Remembrance Day: Teachers and students of the schools of this state are requested to observe the day with appropriate educational exercises [Accreditation](#) (405) 521-3335 [25 O.S. § 90.9] **Report via:** NA
- 4/21/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 4/30/2016 S SDE Annual School Board Membership Report: due after February elections, and if applicable, after a run-off election [Accreditation](#) (405) 521-3335 [70 O.S. § 5-110.2] **Report via:** Mail to SDE. A blank form can be found on the SDE website: http://www.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Annual%20School%20Board%20Report_0_OSDE_April2015.pdf
- 4/30/2016 F Audits identifying districts expending less than \$500,000 in federal awards: [Financial Accounting/OCAS](#) (405) 521-2517 [OAC 210:25-5-5; 70 O.S. § 22-108] **Report via:** NA

May 2016

Due Date

10 days
following
the end of
the school
year

- S Annual Statistical Report: Due 10 days following the end of the school year. State Aid (405) 521-3460 [70 O.S. § 5-128] **Report via:** Wave - FQSR/ASR

- 5/1/2016 F IDEA time and effort logs for second semester: These are to be kept on file at the district. [Special Education Services](#) (405) 521-3351 [34 CFR § 300.149] **Report via:** NA
- 5/2/2016 F School-wide Schools Plan: For participating sites only Federal Programs (405) 521-2846 [NCLB, P.L. 107-110] **Report via:** Single Sign On - Grants Management System
- 5/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 5/10/2016 S OPAT Data Reports: Data for the previous month, use the template provided by SDE and send to designated email address. [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 5/15/2016 S Reading Proficiency Test reimbursement claims for second semester: Information Required: County Code, County Name, District Code, District Name, Number of Alternate Tests Given, and Notation of 1st or 2nd Semester. In the subject line of the email please note "Reading Proficiency Reimbursement. For more information visit: http://ok.gov/sde/sites/ok.gov.sde/files/2014-2015%20Reading%20Proficiency%20Memo%20-%201.20.15_0.pdf Assessments (405) 521-3341 [OAC 210: 10-13-15] **Report via:** Email to: amy.nicar@sde.ok.gov
- 5/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 5/15/2016 F Seamless Summer Option food program application: Can apply to participate anytime during the school year. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR Part 210] **Report via:** Single Sign On - CNP eClaims
- 5/19/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 5/29/2016 F Arts Assessment Reports: Grades 3-8 Only Arts in Education (405) 521-3034 [IDEA 34 CFR § 300.149] **Report via:** Single Sign On - District Arts Assessment Report
- 5/30/2016 S Summer School [Accreditation](#) Application: Only if Summer School classes offered: Submit two notarized copies of the SDE Summer School [Accreditation](#) application postmarked no later than the first week of any scheduled Summer School class; [Accreditation](#) (405) 521-3335 **Report via:** Single Sign On - [Accreditation](#), two notarized copies must be mailed
- 5/30/2016 S Check all SDE School Bus Driver Certificates (pink cards) for expiration year: [Transportation](#) (405) 521-3472 [70 O.S. § 3-104(6)] and [OAC 210:30-5-8] **Report via:** NA

Accountability at a Glance 2015-16

- 5/30/2016 S End of Year Reading Sufficiency Report: [Reading/Literacy](#) (405) 522-3241 70 O.S. § 1210.508c] **Report via:** Single Sign On - RSA Survey
- 5/31/2016 S Site Changes: [Accreditation](#) (405) 521-3335 **Report via:** Send a formal request by letter from the district with specific changes requested.
- 5/31/2016 F Paid Lunch Equity Tool: must be submitted prior to March Child Nutrition Claim for Reimbursement [Child Nutrition Programs](#) (405) 521-3327 [Healthy, Hunger-Free Kids Act of 2010] **Report via:** This will be emailed to you when OSDE receives it from USDA.
- 5/31/2016 S Notify parents of students attending highest grade at dependent district to apply for open transfer: [Accreditation](#) (405)521-3335 **Report via:** NA
- 5/31/2016 S End Open Transfer Applications (Receiving Districts Only): [Accreditation](#) (405) 521-3335 [OAC 210:10-1-18 effective November 2014] **Report via:** WAVE - Student Transfer System

June 2016

Due Date

- 10 days following the end of the school year S Annual Statistical Report: Due 10 days following the end of the school year. State Aid (405) 521-3460 [70 O.S. § 5-128] **Report via:** Wave - FQSR/ASR
- 6/1/2016 F IDEA Independent Audit Investigations: [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** Send to the designated email address
- 6/1/2016 S State Vision Screening Report: Health, Safety and Physical Education (405) 522-3524 [OAC 210:35-3-109] **Report via:** Single Sign On - State Vision Screening Report
- 6/3/2016 S ACE Part Time Report: ONLY for schools who have students that are returning after 12th grade to complete ACE testing requirements [ACE/Counseling](#) (405) 521-3549 **Report via:** Wave-State Reporting Certification
- 6/6/2016 S Notification of intent by the school district to not enter into a written contract with a regularly employed teacher for the next school year : A teacher must notify the school board of the desire to not be reemployed within fifteen days after the first Monday in June or the teacher will be deemed to be reemployed School Personnel Records (405) 521-3369 [70 O.S. § 6-101 (E)] **Report via:** Mailed to teacher by registered or certified mail
- 6/8/2016 S Oklahoma Teacher of the Year Award Portfolios Due: SDE Events Office (405) 522-8767 **Report via:** NA

Accountability at a Glance 2015-16

- 6/10/2016 S Initial Enrollment Prior Participation: [Early Childhood](#) (405) 522-4499 [70 O.S. § 3-161] **Report via:** Wave – IEPP
- 6/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 6/10/2016 S OPAT Final Data Report: Data for the previous month, use the template provided by SDE and send to designated email address. After this report data will begin to be analyzed [Special Education Services](#) (405)522-4513 **Report via:** Send to the designated email address
- 6/15/2016 S [Advanced Placement](#) Invoice to have student test fee discounts paid: [Advanced Placement](#) (405) 521-4288 **Report via:** Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73015 or Email to: lori.boyd@sde.ok.gov or Fax to: 405-521-2971, Attn: Lori Boyd
- 6/15/2016 F Electronic Application System for Indian Education (EASIE): [Indian Education/Curriculum](#) (405) 522-1591 **Report via:** Mail or Email to SDE Indian Education Office at dwight.pickering@sde.ok.gov
- 6/15/2016 S Roster Verification Approval: [TLE Office](#) (405) 522-8298 [70 O.S. § 6-101.17] **Report via:** Single Sign On - Battelle for Kids
- 6/15/2016 F Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester: [Title I Part C/Migrant](#) (405) 522-4497 [NCLB, P.L. Title I, Part C, § 1308] **Report via:** The SDE Migrant Office will email this report to your district to complete the credit accrual information.
- 6/15/2016 S TLE Qualitative Report: [TLE Office](#) (405) 522-8298 [70 O.S. § 6-101.17] **Report via:** Wave - State Reporting Certification
- 6/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 6/16/2016 F Computer-generated school district expenditure reports: Title I, II, III, VI, X (405) 521-2846 **Report via:** Single Sign On - Grants Management System
- 6/17/2016 S Supplemental Membership Annual Reporting Totals (SMART) Report: Due 10 business days after the close of the school year SDE Service Desk (405) 522-5169 [OAC 210:10-13-22] **Report via:** Wave - State Reporting Certification

Accountability at a Glance 2015-16

- 6/19/2016 F Annual Incident and Firearms Report-Unsafe School Choice Option Report: [ACE/Counseling](#) (405) 521-2106 [H.R. 1, § 4141; NCLB, § 4112; NCLB § 9532] **Report via:** Single Sign On - Annual Incident and Firearms Report-Unsafe School Choice Option Report
- 6/24/2016 F IDEA LEA Agreement and Assurances : [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** Single Sign On - Grants Management System
- 6/30/2016 S Submit Testing Status Information for Invalidations or Exemptions: Assessments (405) 521-3341 OAC 210:10-13 **Report via:** Single Sign On - Accountability (A-F Report Cards)
- 6/30/2016 F Review Direct Certification Report for free students: SFA must do this 3 times annually [Child Nutrition Programs](#) (405) 521-3301 **Report via:** Wave - Direct Certification
- 6/30/2016 S OCAS Annual Audit: [Financial Accounting/OCAS](#) (405) 521-2517 70 O. S. 220-101-113 **Report via:** NA
- 6/30/2016 F Qualified Zone Assessment Bond Application: Application is open until all funds have been allocated. [Financial Accounting/OCAS](#) (405) 521-2517 54 -c- 2 IRS Code **Report via:** NA
- 6/30/2016 S Reserve appropriations for contracts pending for outstanding encumbrances; lapse current appropriations and bring cash forward: [Financial Accounting/OCAS](#) (405) 521-2517 [70 O.S. 5-188] **Report via:** Single Sign On – OCAS
- 6/30/2016 F IEP Parent Satisfaction Survey: [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** Oklahoma Parent Center
- 6/30/2016 F IEP Re-Evaluations: [Special Education Services](#) (405) 521-3351 [IDEA 34 CFR § 300.149] **Report via:** EdPlan
- 6/30/2016 S Each school bus must be safety-inspected once a year by a qualified bus mechanic: Inspections may be conducted any month and are valid for one year from the report date. Kept on file at the districts [Transportation](#) (405) 521-3472 [OAC 210:30-5-6] **Report via:** NA
- 6/30/2016 AVID Grant Expenditure Report: [Advanced Placement](#) (405) 521-4288 **Report via:** This is a report/export from your OCAS system. Mail to: Oklahoma State Department of Education, Attn: Lori Boyd, 2500 North Lincoln Blvd., Oklahoma City, OK 73105

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- 6/30/2016 F Application for the Community Eligibility Provision: For the new school year [Child Nutrition Programs](#) (405) 521-3327 [Healthy, Hunger-Free Kids Act of 2010] **Report via:** Single Sign On - CNP eClaims
- 6/30/2016 Alternative Education Student Data: OTAC will send a link to those participating at the end of April and all data is due before the site leaves for summer. Alternative Education (405) 522-0276 **Report via:** Collected by OTAC
- 6/30/2016 F School Improvement End of Year Report: For Priority school or Focus school ONLY [School Turnaround](#) (405) 522-3263 [PL 107-110, NCLB 2001, 1116 (b) (3) (A)] **Report via:** Single Sign On - School Improvement Status Report
- 6/30/2016 F School Improvement Final Report: For Priority school or Focus school ONLY [School Turnaround](#) (405) 522-3263 [PL 107-110, NCLB 2001, 1116 (b) (3) (A)] **Report via:** Single Sign On - School Improvement Status Report
- 6/30/2016 S District-wide Student Needs Assessment: Alternative Education (405) 522-0276 [70 O.S. § 1210-569] **Report via:** Single Sign On - District Wide Student Needs Assessment
- 6/30/2016 S Contract for audit of public schools between independent auditors and school districts: [Financial Accounting/OCAS](#) (405) 521-2517 [OAC 210:25-5-5(e) (1)] **Report via:** NA
- 6/30/2016 S End of Year Reading Sufficiency Report - Students Retained or Met Good-Cause Exemptions: New Report starting June 1, 2015 [Reading/Literacy](#) (405) 522-3241 **Report via:** Single Sign On - RSA Survey
- 6/30/2016 OPAT Grant Application: Application will be sent to all Superintendents through email. [Special Education Services](#) (405) 522-4513 **Report via:** Send to the designated email address
- 6/30/2016 F 21st Century Community Learning Centers (CCLC) funds must be expended: 21st CCLC Office (405) 522-6225 **Report via:** Single Sign On – GMS
- 6/30/2016 F district expenditures for IDEA Part B, P.L. 108-446 must be encumbered: [Special Education Services](#) (405) 522-3246 **Report via:** Single Sign On - Grants Management System
- 6/30/2016 S Shared Superintendent Salary Assistance Application: Submitted to the SDE by June 30 of the year prior to year the mutual contract will become effective School Personnel Records (405) 521-3369 [70 O.S. 7-203 (B) (2)] **Report via:** Mailed/Faxed/E-Mailed to SDE. A blank form can be found on the SDE website: <http://www.ok.gov/sde/shared-superintendent-assistance>

July 2016

Due Date

- 7/1/2016 Charter School Applications and Contracts: [Accreditation](#) (405) 521-3335 **Report via:** The Sponsor sends all appropriate documentation to SDE.
- 7/1/2016 S School [Accreditation](#) Recommendations presented to the State Board of Education: [Accreditation](#) (405) 521-3335 **Report via:** NA
- 7/1/2016 S File temporary appropriations applications: [Financial Accounting/OCAS](#) (405) 521-2517 [68 O.S. § 3020] **Report via:** County Excise Board
- 7/1/2016 S Adopted budget of the School District Budget Act shall be in effect: [Financial Accounting/OCAS](#) (405) 521-2517 [70 O.S. § 5-155] **Report via:** NA
- 7/1/2016 S TLE Framework Training: First-time administrators and supervisors of certified personnel [TLE Office](#) (405) 522-8298 [70 O.S. § 6-101.10] **Report via:** Contact your TLE Framework Training Provider to sign up
- 7/3/2016 S Submit Alternative Exam/Demonstrated Mastery Information: A user should be able to submit an alternate exam at any time. The close of this report is tied to the close of the post-code correction window. Accountability (405) 522-5169 OAC 210:10-13-16 **Report via:** Single Sign On - Accountability (A-F Report Cards)
- 7/3/2016 S Advanced Coursework Report: Accountability (405) 522-1519 [OAC 210:10-13-22] **Report via:** Wave - State Reporting Certification
- 7/3/2016 S Grades 3-8 and EOI Assessment Post-Code Correction: These are targets and are contingent on receiving the data on-time from assessment vendors and various entities. Accountability (405) 522-5169 [OAC 210:10-13-22] **Report via:** Single Sign On - Accountability (A-F Report Cards)
- 7/3/2016 S OAAP Assessment Post-Code Correction: These are targets and are contingent on receiving the data on-time from assessment vendors and various entities. Accountability (405) 522-5169 [OAC 210:10-13-22] **Report via:** Single Sign On - Accountability (A-F Report Cards)
- 7/5/2016 S Third Quarter Student Dropout Report: Due before last day of school Alternative Education (405) 522-0276 [70 O.S. § 35e] **Report via:** Wave - State Reporting Certification
- 7/8/2016 F Special Education End of Year Report: [Special Education Services](#) (405) 521-3351 [70 O.S. §18-200.1] and [70 O.S. § 18-200.1(E)] **Report via:** EdPlan
- 7/10/2016 F Special Milk Program Claim for Reimbursement: For reimbursement for lunches, breakfasts, snacks, and/or milk (Special Milk Program) served during previous month

- are due the 10th of each month. [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 7/15/2016 S Interlocal Cooperatives (ILC) for the following school year must submit all completed SDE forms: Participation Agreement, Authorization to Pay Funds, and the District Board Appointee with Loyalty Oath: these forms are provided by SDE to the ILC administrators to distribute to participating districts [Accreditation](#) (405) 521-3335 **Report via:** Forms will be mailed to you to complete.
- 7/15/2016 S Approve/Deny Open Transfer Applications: [Accreditation](#) (405) 521-3335 [OAC 210:10-1-18 effective November 2014] **Report via:** WAVE - Student Transfer System
- 7/15/2016 S Parents must be notified of district's Open transfer decision in writing.: [Accreditation](#) (405) 521-3335 [OAC 210:10-1-18 effective November 2014] **Report via:** NA
- 7/15/2016 S Send Transfer Approve/Deny Letters to Parents: [Accreditation](#) (405) 521-3335 [OAC 210:10-1-18 effective November 2014] **Report via:**
- 7/15/2016 S End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report: School Personnel Records (405) 521-3369 [OAC 210:25-3-4(G)] **Report via:** Single Sign On - School Personnel Records
- 7/15/2016 F Fresh Fruit/Vegetable Program claim for reimbursement: For fresh fruits and vegetables served during the previous month are due the 15th of each month [Child Nutrition Programs](#) (405) 521-3327 [7 CFR, Part 210.8 (b)] **Report via:** Single Sign On - CNP eClaims
- 7/30/2016 First Year Superintendents: [Accreditation](#) (405) 521-3335 **Report via:** Proof of attendance for Professional Development points. Mail to SDE.
- 7/30/2016 Audit Presentation to Local Board of Education: [Financial Accounting/OCAS](#) **Report via:** NA
- 7/30/2016 F Migrant Education Program Selection and Priority for Services: This form should be complete upon enrollment of the student and kept at the district office, it does NOT need to be sent to SDE. [Title I Part C/Migrant](#) (405) 522-4497 [NCLB, Title I, Part C, § 1308] **Report via:** This form can be found on the SDE website: <http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/FY15%20Priority%20for%20Service%20Form.docx>
- 7/31/2016 S Superintendent Contracts: Upload signed contract to School Personnel Records School Personnel Records (405) 521-3369 [70 O.S. § 5-141(B)] **Report via:** Single Sign On - School Personnel Records

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- 7/31/2016 S Driver Education Instructor Certification, Assurances and Permit (ICAP) forms: Due 10 days prior to the start of the course. Approval by SDE and Department of Public Safety must be completed prior to school district offering a driver education program. State Aid (405-521-3460 [OAC 210:15-19-4] **Report via:** Mail/Fax to SDE. A blank form can be found on the SDE website: <http://ok.gov/sde/drivers-education-forms-and-information>
- 7/31/2016 F Comprehensive District Academic Plan: Federal Programs (405) 521-3466 [NCLB, P.L. 107-110] **Report via:** Single Sign On - Grants Management System
- 7/31/2016 F Migrant Credit Accrual Report and Supplemental Code Forms for Summer School Program: [Title I Part C/Migrant](#) (405) 522-5158 [NCLB, Title I, Part C, § 1308] **Report via:** The SDE Migrant Office will email this report to your district to complete the credit accrual information.