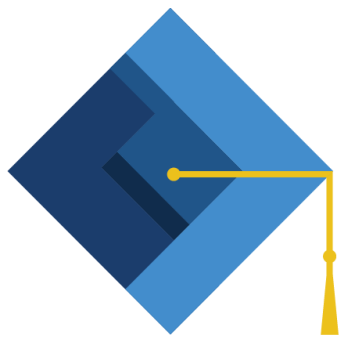


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# Reporting Requirements Document

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OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

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

**August 2016 – July 2017**

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## Glossary of Abbreviations and Acronyms

ADA, ADM	Average Daily Attendance, Membership
AMO	Annual Measurable Objective
ASR	Annual Statistical Report
AVID	Advancement via Individual Determination (Grant)
CCLC	21 <sup>st</sup> Century Community Learning Centers
CDAP	Comprehensive District Academic Plan
CFR	Code of Federal Regulations
CNP	Child Nutrition Programs
CLEP	Comprehensive Local Education Plan
DTC	District Test Coordinators
ESEA	Elementary and Secondary Education Act
FBA	Flexible Benefit Allowance
FFVP	Fresh Fruit and Vegetable Program
FQSR	First Quarter Statistical Report
GED	General Educational Development
HB	House Bill
HR	House Resolution
IDEA	Individuals with Disabilities Education Act
ILC	Inter-local Cooperative
LEA	Local Educational Agency
MEP	Migrant Education Program
NCLB	No Child Left Behind
N & D	Neglected and Delinquent
NSLP	National School Lunch/Breakfast Programs
OAC	Oklahoma Administrative Code
OCAS	Oklahoma Cost Accounting System
OECS	Oklahoma Educator Credentialing System
O.S.	Oklahoma Legislation
OSTP	Oklahoma School Testing Program
PEP	Parent Education Program
P.L.	Public Law
RAO	Regional Accreditation Officers
RLIS	Rural and Low-Income Schools
RSA	Reading Sufficiency Act
§ and §§	Section(s)
SB	Senate Bill
SBE	State Board of Education
SBP	School Breakfast Program
SDE	State Department of Education
SEA	State Educational Agency
SES	Special Education Services
SFA	School Food Authority
SFSP	Summer Food Service Program
SIS	Student Information System
SRSA	Small Rural Schools Achievement
SSO	Single Sign-On
STEM	Science, Technology, Engineering, Mathematics

Supp .....Supplement  
 SWSP.....Schoolwide Schools Plan  
 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 I D.....Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk- Subpart 1 State Agency Programs, Subpart 2 Local Agency Programs  
 Title II A.....Preparing, Training and Recruiting High-Quality Teachers and Principals  
 Title II D.....Enhancing Education through Technology  
 Title III A .....Language Instruction for Limited English Proficient and Immigrant Students  
 Title IV A.....Safe and Drug-Free Schools  
 Title IV B..... 21st Century Community Learning Centers  
 Title V A..... Innovative Programs  
 Title VI B..... Subpart 1, Small, Rural School Achievement Program and Subpart 2, Rural and Low-Income School Program  
 Title VII..... Indian, Native Hawaiian, and Alaska Native Education Programs  
 Title VIII..... Impact Aid Program  
 Title IX..... General Provisions  
 Title X C..... McKinney-Vento Homeless Education Assistance Program

## Introduction

This annual Reporting Requirements Document is to assist school administrators with due dates for school year 2016-17. Revisions will be made throughout the year on a quarterly or as needed basis. All required reports and forms referenced in this document can be accessed via Single Sign On, the Wave online, and/or <http://www.sde.ok.gov/sde>. **Please contact the program office responsible for the report regarding any questions.**

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.

This document is embedded with hyperlinks (links underlined in blue) that go to external webpages as well as to pages within the document. In order to utilize these hyperlinks, use the control (CTRL) button on your keyboard and a left click of your mouse.

## User Links

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**Division of SDE**

<a href="#">Accountability</a> (405) 522-5169	<a href="#">Accreditation</a> (405) 521-3333	<a href="#">Alternative Education</a> (405) 522-0276	<a href="#">Assessment</a> (405) 521-3341
<a href="#">Child Nutrition</a> (405) 521-3327	<a href="#">Counseling</a> (405) 521-3549	<a href="#">Financial Accounting/OCAS</a> (405) 521-2517	<a href="#">Instruction</a> (405) 521-5287
<a href="#">Education Technology</a> (405) 521-3364	<a href="#">Office of Federal Programs</a> (405) 521-2846	<a href="#">School Personnel</a> (405) 521-3369	<a href="#">School Support</a> (405) 522-0140
<a href="#">SDE Customer Service</a> (405) 521-2517	<a href="#">SDE Events Office</a> (405) 522-8767	<a href="#">Special Education</a> (405) 521-3351	<a href="#">State Aid</a> (405) 521-3460
<a href="#">Student Transportation</a> (405) 521-3472	<a href="#">Teacher Certification</a> (405) 521-3337	<a href="#">Teacher and Leader Effectiveness (TLE)</a> (405) 522-8298	

**Throughout the Year**

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs:](#)

[Throughout the Year- October 18, 2016; November 15, 2016; December 13, 2016; January 24, 2017; February 21, 2017; March 21, 2017; April 18, 2017; May 16, 2017; June 13, 2017](#)

[Fresh Fruit/ Vegetable Program Claim \(FFVP\) \(Federal\)-Child Nutrition: To be completed by the 10th of each month](#)

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[Data Validation Issues \(State\): SDE Customer Service: Throughout the Year](#)

[Districts Presenting Annual College Remediation Report to Local Board of Education \(State\)-](#)

[Accreditation: Throughout the year](#)

[District Request for Site Changes \(State\)-Accreditation: Throughout the Year](#)

[Driver Education Instructor Certification, Assurances and Permit \(ICAP\) Forms \(State\)-State Aid:](#)

[Throughout the Year](#)

[Electronic Application System for Indian Education \(EASIE\) \(Federal\)-Instruction: August 1 2016-June 15, 2017](#)

[First Year Superintendents provide Professional Development Points to the SDE \(State\)-Accreditation: Throughout the Year](#)

[Gun- Free Schools Weapon Report \(Federal\)-Counseling: Throughout the Year](#)

[OCAS Annual Audit \(State\)- Due within 30 days after local board presentation \(OCAS\)](#)

[Qualified Zone Academy Bond Application \(Federal\)-OCAS: Application remains open until funds are allocated](#)

[Review Direct Certification Report for Free Students \(Federal\)-Child Nutrition: 3 times during the school year AND April 1, 2017](#)

[School Bus Annual Inspection \(State\)-Student Transportation: Throughout the Year](#)

[School Bus Driver Annual Driving Record Report \(MVR\) \(State\)-Student Transportation: Throughout the Year](#)

[School Bus Driver Certificate Application \(State\)- Student Transportation: Throughout the Year \(suggest annual review in May/June\)](#)

[School Bus Driver: Drug and Alcohol Education Policy \(Federal\)-Student Transportation: Throughout the Year](#)

[School Bus Driver Health Certificate \(State\)-Student Transportation: Throughout the Year](#)  
[School Bus Driver In-Service Verification \(State\)-Student Transportation: Throughout the Year](#)  
[School Bus Driver Route Evaluation \(State\)-Student Transportation: Throughout the Year \(Over the summer is recommended\)](#)  
[School Improvement Status Report \(Federal\)-School Support: Throughout the Year; July 1-June 30](#)  
[Seamless Summer Option Application \(Federal\)-Child Nutrition: Anytime during the school year through May 15](#)  
[Special Education Computer Generated School District Expenditure Report \(State\)-Special Education: Throughout the Year](#)  
[Student Record Check for STN match issues \(State\): SDE Service Desk-Throughout the Year](#)  
[Student Transportation Supervisor Training \(Federal\)-Student Transportation: Throughout the Year](#)  
[Superintendent Contracts \(State\)- School Personnel: Throughout the Year; due within 15 days of signing](#)  
[Supplemental Appropriations \(State\) -OCAS: Application remains open until funds are allocated](#)  
[Transfer Notifications- Emergency Transfer Cancellation \(State\)-Accreditation: Throughout the Year](#)  
[Wave Ownership Wizard \(State\)- SDE Customer Service: Throughout the Year](#)  
[XSD Validation Errors Wizard \(State\)-SDE Customer Service: Throughout the Year](#)

## August 2016

[Annual Title I and Title VI Report \(Federal\)-Office of Federal Programs: June-August 8](#)  
[A-F Report Card Calculation Review \(State\)-Accountability: August 29](#)  
[Application for Provision 1, 2 or 3 of the NSLP or School Breakfast Program \(SBP\) \(Federal\)-Child Nutrition: Any time prior to August 1 of current school year](#)  
[Gifted and Talented Expenditure Report \(State\)-Instruction: August 1](#)  
[School Bus Evacuation Drills \(State\)-Student Transportation: August-first two weeks of semester](#)  
[SIF 2.X Wave Requirements Compliance by local Student Information System \(State\)-SDE Customer Service: August 1](#)  
[Special Education Final Computer Generated School District Expenditure Report \(State\)-Special Education: On or before August 10](#)  
[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)  
[Special Education Closeout Procedure \(State\)-Special Education: June- August 26](#)  
[RSA Annual District Reading Plan \(State\)-Instruction: May 2- August 28](#)  
[Application for the Community Eligibility Provision \(Federal\)-Child Nutrition: April 1-August 31](#)  
[Food Safety Inspection Report \(Federal\)-Child Nutrition: Must be submitted prior to September Child Nutrition Claim for Reimbursement](#)

## September 2016

[Final Data for School District Expenditures and Revenue \(State\)-OCAS: September 1](#)  
[TLE Framework Training \(State\)-Teacher and Leader Effectiveness: September 1](#)  
[Alternative Education Implementation Plan \(State\)-Alternative Education: August 1-September 15](#)  
[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)  
[Project 515-2<sup>nd</sup> Year Carryover Encumbrance Deadline \(Federal\)-School Support: July 1-September 30](#)

## October 2016

[District Test Coordinator Information \(State\)-Assessment: August 1-October 1](#)

[Estimate of Needs or the Budget \(State\)-OCAS: October 1](#)[First Quarter Statistical Report \(FQSR\) \(State\)-State Aid: 10 days following the end of the first nine weeks](#)[RSA Beginning of Year Reading Sufficiency Report \(State\)-Instruction: September 1-October 1](#)[Schoolwide/School Improvement Plan \(Federal\)-School Support: January 1-October 1](#)[Special Education Child Count \(State\)-Special Education: Start of district school year-October 1](#)[Homeless Census Report \(Federal\)-Office of Federal Programs: September-October 7](#)[Special Education Child Count Certification \(State\)-Special Education: October 3-14](#)[9/30 Report Submission \(Federal\)-Office of Federal Programs: October 1-October 14](#)[Annual Accreditation Application \(State\)-Accreditation: October 1-October 15](#)[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)[Driver Education Prior Year Reimbursement Application \(State\)-State Aid: October 15](#)[Gifted Educational Plan Update and Budget Summary \(State\)-Instruction: August 15- October 15](#)[Initial Certified Personnel Report and Initial Support Personnel Report \(State\)-School Personnel: September 1-October 15](#)[October 1 Consolidated Report \(State\)-SDE Customer Service: September 1- October 15](#)[Renewal of Advanced Placement Courses \(State\)-Instruction: August 1-October 15](#)[School Calendar Hours Notification \(State\)-Accreditation: January 1-October 15](#)[Statutory Waiver/ Deregulation \(State\)-Accreditation: April 1-October 15](#)[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: October 18](#)[Fourth Quarter Dropout Report \(State\)-Alternative Education: October 19](#)[Comprehensive Exit Report \(State\)-Accountability: October 23](#)[Civil Rights Compliance Checklist \(Federal\)-Child Nutrition: Beginning of school year-October 31, 2016](#)[RSA Promotion and Retention Report \(State\)-Instruction: August 1-October 31](#)[Low Income Student Count Report \(Federal\)-Child Nutrition: must be submitted prior to submission of November claim for reimbursement](#)

## **November 2016**

[Title III Part A: Language Instruction for Limited English Proficient \(LEP\) and Immigrant Students Annual Performance Report \(Federal\)-Office of Federal Programs: October-November 4](#)[Local School District Salary Schedule \(State\)-School Personnel: September 1- November 15](#)[Economically Disadvantaged Report \(State\)-State Aid: November 15](#)[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: November 15](#)[Neglected and Delinquent \(N&D\) October Child Count \(Federal\)-Office of Federal Programs: October-November 18](#)[Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk \(Federal\)-Office of Federal Programs: October-November 18](#)[Graduation Part-Time Enrollment Report-Quarter One \(State\)-Counseling: November 4-November 30](#)[Consolidated School Food Authority Verification Report \(Federal\)-Child Nutrition: Must be submitted prior to the submission of the December claim for reimbursement](#)

## **December 2016**

[Private School Packet \(Federal\)-Office of Federal Programs: November-December 5](#)[Comparability Report Title I \(Federal\)-Office of Federal Programs: November-December 9](#)

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: December 13](#)  
[School Board Member Filing for Open Seat \(State\)-Accreditation: December 5-14](#)  
[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)  
[Final Changes to Previously Submitted OCAS Financial Transactions \(State\)-OCAS: December 15](#)  
[Oklahoma Annual District Technology Survey \(State\)-Education Technology: September 1-December 31](#)  
[District Bullying Prevention Policy \(State\)-Counseling: December 31](#)  
[School Employee Assault Report \(State\)-Counseling: December 31](#)  
[School Improvement Grant Application \(Federal\)-School Support: October-December](#)

## January 2017

[Flexible Benefit Allowance \(FBA\) \(State\)-State Aid: October 1, 2016-January 1, 2017](#)  
[School Calendar Hours Notification \(State\)-Accreditation: January 1-October 15](#)  
[Application from Independent Auditors for State Auditor & Inspector Approval \(State\)-OCAS: January 1](#)  
[Historical Graduation Cohort Report \(State\)-Accountability: November 2016-January 8, 2017](#)  
[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)  
[School Bus Evacuation Drills \(State\)-Student Transportation: January-first two weeks of semester](#)  
[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: January 24](#)  
[Impact Aid Application \(Federal\)-OCAS: January 31](#)  
[Graduation Part-Time Enrollment Report-Quarter Two \(State\)-Counseling: December 29-January 31](#)  
[Reading Proficiency Test Reimbursement Claims-First Semester \(State\)-Assessment: \*\*Suspended due to budget constraints\*\*](#)  
[Oklahoma School Testing Program: Test prep in-service sessions \(State\)-Assessment: \*\*TBD\*\*](#)  
[On Site Reviews for National School Lunch Program \(Federal\)-Child Nutrition: prior to February 1](#)  
[Oklahoma Teacher of the Year \(TOY\) Award Application \(State\)](#)

## February 2017

[3-8 and Grade 10 Assessment Pre-Code \(State\)- Assessment: \*\*TBD\*\*](#)  
[Annual Measurable Objectives \(AMO\) Calculation Report \(State\)-Accountability: February 1](#)  
[Designations Calculation Review \(State\)-Accountability: February 1](#)  
[Mid-Year Certified Personnel Report & Mid-Year Support Personnel Report \(State\)-School Personnel: January 1-February 1](#)  
[Spring Testing: Student Non-Standard Accommodation Request \(State\)-Assessment: January 4-February 1](#)  
[Private School Consultation Information \(Federal\)-Office of Federal Programs: January-February 6](#)  
[School Board Elections \(State\)-Accreditation: February 14](#)  
[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)  
[Migrant Credit Accrual Report and Supplemental Code Forms for Fall Semester \(Federal\)-Office of Federal Programs: January-February 17](#)  
[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: February 21](#)  
[Paid Lunch Equity Tool \(Federal\)-Child Nutrition: Must be submitted prior to submission of the March claim for reimbursement](#)

## March 2017

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[Oklahoma Honor Society \(State\)-Accreditation: February 1- March 15](#)

[Withdrawal from Inter-Local Cooperative \(State\)-Accreditation: July 1, 2016-March 15, 2017](#)

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: March 21](#)

[New Charter School Participation Packet \(Federal\)-Office of Federal Programs: February-March 30](#)

[School Board Membership Report \(State\): Accreditation- February 14-March 30](#)

[Audits to Identify Districts Expending more than \\$750,000 in Federal Funds \(Federal\)-OCAS: March 31](#)

[Oklahoma Academic Scholars \(State\)-Instruction: January 15-March 31](#)

[Registration for Summer Food Service Program Training \(Federal\)-Child Nutrition: March 31](#)

## April 2017

[Cash Management Application \(State\)-State Aid: April 1](#)

[Review Direct Certification Report for Free Students \(Federal\)-Child Nutrition: 3 times during the school year AND April 1, 2017](#)

[Graduation Part-Time Enrollment Report-Quarter Three \(State\)-Counseling: March 1-April 2](#)

[Standards of Performance and Conduct for Teachers \(State\)-Teacher Certification: April 10](#)

[Application for Fresh Fruit and Vegetable Program \(Federal\)-Child Nutrition: prior to April 15](#)

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: April 18](#)

[Testing Status Information for Invalidations or Exemptions \(State\)-Assessment: \*\*TBD\*\*](#)

[Application for Summer Food Service Program \(Federal\)-Child Nutrition: February 1-April 30](#)

[Audits to Identify Districts Expending less than \\$750,000 in Federal Funds \(Federal\)-OCAS: April 30](#)

## May 2017

[School-Wide Schools Plan \(Federal\)-Office of Federal Programs: April-May 30](#)

[Annual Statistical Report \(ASR\) \(State\)-State Aid: 10 days following the end of the school year](#)

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[Inter-local Cooperatives \(ILC\)-Forms Sent \(State\)-Accreditation: February 15-May 15](#)

[Seamless Summer Option Application \(Federal\)-Child Nutrition: Anytime during the school year through May 15](#)

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: May 16](#)

[Transfer Notifications- Request Open Transfer \(State\)-Accreditation: July 1-May 31](#)

[Transfer Notifications- Notice of Enrollment \(State\)-Accreditation: May 31- August 1](#)

[School Bus Driver Certificate Application \(State\)- Student Transportation: Throughout the Year \(suggest annual review in May/June\)](#)

[Reading Proficiency Test Reimbursement Claims- Second Semester \(State\)-Assessment: \*\*Suspended due to budget constraints\*\*](#)

## June 2017

[Graduation Part-Time Enrollment Report-Quarter Four \(State\)-Counseling: May 1-June 1](#)

[RSA End of Year Reading Sufficiency Report \(State\)-Instruction: May 2-June 1](#)

[State Vision Screening Report \(State\)-Instruction: May 1-June 1](#)



[Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher \(State\)-School Personnel: First Monday of June; June 5](#)

[School Bus Driver Certificate Application \(State\)- Student Transportation: Throughout the Year \(suggest annual review in May/June\)](#)

[Advanced Placement Invoice for Test Fee Discounts \(State\)-Instruction: May 31-June 15](#)

[Computer Generated School District Expenditure Reports \(Federal\)-Office of Federal Programs: June 13](#)

[Alternative Education Student Data \(State\)-Alternative Education: May 1-June 15](#)

[Annual Incident and Firearms Report- Unsafe School Choice Option Report \(Federal\)-Counseling: June 20](#)

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[TLE Qualitative Report \(State\)-Teacher and Leader Effectiveness: May 1-June 15](#)

[Electronic Application System for Indian Education \(EASIE\) \(Federal\)-Instruction: August 1 2016-June 15, 2017](#)

[Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester \(Federal\)-Office of Federal Programs: May-June 16](#)

[Supplemental Membership Annual Reporting Totals \(SMART\) Report \(State\)-SDE Customer Service: April 1-June 16](#)

[Advanced Coursework Report \(State\)-Accountability: May-June 27, 2016](#)

[Shared Superintendent Salary Assistance Application \(State\)-School Personnel: June 30](#)

[Charter School Applications and Contracts \(State\)-Accreditation: January 1-June 30](#)

[Comprehensive District Academic Plan \(Federal\)-Office of Federal Programs: May-June 30](#)

[Contract for Audit of Public Schools between Independent Auditors and School Districts \(State\)-OCAS: June 30](#)

[Districtwide Student Needs Assessment \(State\)-Alternative Education: May 1-June 30](#)

[Letter of Intent to Establish Title I School-Wide Planning Program \(Federal\)-Office of Federal Programs: May-June 30](#)

[Reserve Appropriations for Contracts Pending for Outstanding Encumbrances \(State\)-OCAS: June 30](#)

[Special Education Budget Application \(State\)-Special Education: September 1, 2016-June 30, 2017](#)

[Special Education End of Year Report \(State\)-Special Education: April 1- June 30](#)

[Special Education End of Year Report Certification \(State\)-Special Education: May 29-June 30](#)

[Oklahoma Teacher of the Year \(TOY\) Award Portfolios \(State\)](#)

## July 2017

[School Accreditation Recommendations prepared and presented to the State Board of Education \(State\)-Accreditation: January 1-July 1](#)

[District Assurances and LEA Agreement \(Federal\)-Special Education: May 28-July 1](#)

[Temporary Appropriations Application \(State\)-OCAS: July 1](#)

[TLE Framework Training \(State\)-Teacher and Leader Effectiveness: July 1](#)

[Review Free/Reduced Price Applications \(Federal\)-Child Nutrition: After July 1 through specific date determined by the LEA](#)

[Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program \(Federal\)-Child Nutrition: To be completed by the 15th of each month](#)

[End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report \(State\)-School Personnel: June 1-July 15](#)

[Grades 3-8 and EOI and OAAP Assessment Post-Code Correction \(State\)-Accountability: July 15](#)

[Inter-local Cooperatives \(ILC\)-Form Submission \(State\)-Accreditation: May 15-July 15](#)  
[Transfer Notifications- Approve or Deny \(State\)-Accreditation: May 31-July 15](#)  
[Submit Alternative Exam/Demonstrated Mastery Information \(State\)-Accountability: July 15](#)  
[Special Education High Cost Assistance Application \(Federal\)-Special Education: June 1-July 22](#)  
[Migrant Credit Accrual Report and Supplemental Code Forms for Summer School Program \(Federal\)-  
Office of Federal Programs: June-July 31](#)  
[Migrant Education Program Selection and Priority for Services \(Federal\)-Office of Federal Programs:  
June-July 31](#)  
[Summer School Accreditation Application \(State\)-Accreditation: May 30-July 31](#)  
[Driver Education Instructor Certification, Assurances and Permit \(ICAP\) Forms \(State\)-State Aid:  
Throughout the Year](#)

## Division of SDE

### Accountability

#### A-F Report Card Calculation Review

**Window:** These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; August 29, 2016

**SDE Office:** [Accountability](#) – (405) 522-5169

**Legislation:** OAC 210:10-13-22

**Description:** Districts and Schools will have the opportunity to review the components for the overall grade; Student Performance, Student Growth, and 10 bonus points.

**Activity:** In the Single Sign On - Accountability (A-F Report Cards) application, districts will review the calculations based on the data that was provided during the Post Code Correction window. This review is intended to give districts a chance to review the calculations whereas the Post Code window is where the data is reviewed.

**Related Documents:** [A-F Report Card Guide](#)

[Home](#)

#### Comprehensive Exit Report

**Window:** October 23, 2016

**SDE Office:** [Accountability](#) – (405) 522-1519

**Description:** Beginning in October of the school year, this report will provide the Exit Reason for every student in grades 9 – 12 from the previous year. It will encompass the overall reporting process that will allow for the Federal Four-Year Adjusted Graduation Rate to be calculated automatically.

**Activity:** In the Wave - State Reporting Certification application, districts will review the final status of the student for the given year and make changes as necessary.

**Related Documents:** [Single Sign On](#) & [Comprehensive Exit Manual](#)

[Home](#)

#### Historical Graduation Cohort Report

**Window:** November 2016- January 8, 2017

**SDE Office:** [Accountability](#) – (405) 522-5169

**Legislation:** OAC 210:10-13-22

**Description:** This report allows districts to specify the Cohort year for students to be used in the calculation of the Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. *Contingent upon the completion of the Comprehensive Exit Report and Fourth Quarter Dropout Report.*

**Activity:** In the Wave - State Reporting Certification application, districts will review the cohort year for all students and make corrections as needed.

**Related Documents:** [Single Sign On](#) & [Historical Graduation Cohort Manual](#)

[Home](#)

#### Annual Measurable Objectives (AMO) Calculation Review

**Window:** These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; February 1, 2017

**SDE Office:** [Accountability](#) – (405) 522-1519

**Description:** A school's Annual Measureable Objectives (AMO's) are comprised of three major categories: Mathematics, Reading/Language Arts, and Additional School Indicator (Attendance or

Graduation Rate). The AMO's are provided for each of the accountability subgroups and for all students combined.

**Activity:** In the Single Sign On – Accountability Reporting (AMO, AYP) application, districts will review the calculations for accuracy given the available data.

**Related Documents:** [Single Sign On](#) & [AMO Guide](#)  
[Home](#)

### Designations Calculation Review

**Window:** These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; February 1, 2017

**SDE Office:** [Accountability](#) – (405) 522-1519

**Legislation:** OAC 210:10-13-22

**Description:** The Department is required to annually identify, based on the most recent data available, (1) the lowest-performing schools in Oklahoma as “Priority” school, (2) schools that have specific ESEA subgroups with low achievement and/or graduation rates as “Focus” schools, (3) schools with under-performing graduation rates that are not already identified as Priority or Focus School as “Targeted Intervention” schools, and (4) the highest-performing schools or schools that have made the most significant progress in student achievement as “Reward” schools.

**Activity:** In the Single Sign On – Accountability Reporting (AMO, AYP) application, districts will review the calculations for accuracy given the available data.

**Related Documents:** [Priority Schools Guide](#), [Focus Schools Guide](#), [Targeted Intervention Schools Guide](#), & [Reward Schools Guide](#)  
[Home](#)

### Advanced Coursework Report

**Window:** May 2017-June 27, 2017

**SDE Office:** [Accountability](#) – (405) 522-1519

**Legislation:** OAC 210:10-13-22

**Description:** This report takes data from your local Student Information System up through the Wave to develop a list of students based on their course/section enrollments and grades that could be considered for the Advanced Coursework criteria for the A-F report card.

**Activity:** In the Wave - State Reporting Certification application, districts will review the data that is populated via their Student Information System. Corrections can be made on screen but must also be corrected in the district Student Information System.

**Related Documents:** [Single Sign On](#) & [Advanced Coursework Manual](#)  
[Home](#)

### Grades 3-8 and **EOI** and OAAP Assessment Post-Code Correction

**Window:** These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; July 15, 2017

**SDE Office:** [Accountability](#) – (405) 522-5169

**Legislation:** OAC 210:10-13-22

**Description:** Correction window is an application on the Wave Web site that allows users to review and correct the demographic, testing, and indicator information for students prior to the final release of the data for State and Federal Reporting and for the Accountability portion of the A-F Report Card. Schools are provided a 30-day window to review the Assessment Data and make any necessary corrections in the Wave application.

**Activity:** In the Single Sign On - Accountability (A-F Report Cards) application, districts will use the corrections report and corrections wizard to make changes to test record values. Changes must also be made to the local Student Information System.

**Related Documents:** [Single Sign On](#) & [Post Code Assessment Corrections Manual](#)  
[Home](#)

### Submit Alternative Exam/Demonstrated Mastery Information

**Window:** The close of this report for use in the A-F Report card is tied to the close of the post-code correction window, but data can be submitted year round.; July 15, 2017

**SDE Office:** [Accountability](#) – (405) 522-5169

**Legislation:** OAC 210:10-13-16

**Description:** The Demonstrated Mastery exemptions are to exempt the students from taking the exam, if students are able to demonstrate mastery over the subject through the means of an alternate exam.

**Activity:** In the Single Sign On - Accountability (A-F Report Cards) application, districts will submit alternate test information including dates, scores, and course enrollment verification.

**Related Documents:** [Single Sign On](#) & [Demonstrated Mastery Guide](#)  
[Home](#)

## Accreditation

### Districts Presenting Annual College Remediation Report to Local Board of Education

**Window:** Throughout the year

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC: 210-35-25-4

**Description:** A district shall annually review and discuss with the local board of education each site's first year college remediation rate

**Activity:** The high school principal or a representative from each high school site within the district shall annually review and discuss with the local board of education each site's first year college remediation rate for each subject as presented in the annual Student Remediation Report provided by the Oklahoma Regents for Higher Education within two months of receiving said report.

**Related Documents:** [OK State Regents Reports](#)  
[Home](#)

### District Requests for Site Changes

**Window:** Throughout the year

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-104

**Description:** Districts periodically need to change site designations regarding grades served.

**Activity:** Districts send a formal request by stating the specific changes to sites. The Accreditation Division then assigns a site code, if necessary, and forwards the changes on to the relevant SDE divisions. Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:**  
[Home](#)

### First Year Superintendents provide Professional Development Points to the SDE

**Window:** Throughout the year

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC: 210-20-21-1

**Description:** Professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent.

**Activity:** Verification of training shall be submitted to the director of the program at the State Department of Education. A certificate will be provided to district superintendents upon completion of the training requirements.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:**

[Home](#)

[Withdrawal from Inter-Local Cooperative \(State\)-Accreditation: July 1, 2016-March 15, 2017](#)

### **Transfer Notifications- Emergency Transfer Cancellation**

**Window:** Throughout the year

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Statute:** OAC: 210-10-1-18

**Description:** Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.

**Activity:** Emergency transfers may only be cancelled with the concurrence of the board of the receiving school district and the guardian of the student. A school district must notify the guardian in writing of the date and time for which the transfer will be considered for cancellation by the school board and the written notice must be received by the guardian no less than five (5) business days prior to the date of a regularly scheduled meeting at which the proposed cancellation will be considered, or no less than forty-eight (48) hours prior to the meeting at which the proposed cancellation will be considered if it is a special meeting.

**Related Documents:** [Student Transfer Documents](#)

[Home](#)

### **Transfer Notifications – Request Open Transfer**

**Window:** July 1, 2016- May 31, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation :** [OAC: 210-10-1-18](#)

**Description:** Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.

**Activity:** Notifications shall be provided to the SDE no later than **May 31** of the same year in which the transfer is requested. The receiving school district shall notify the resident school district that an application for transfer has been filed by the student enrolled in the resident school district.

**Related Documents:** [Student Transfer Documents](#)

[Home](#)

### **Statutory Waiver/Deregulation**

**Window:** April 1, 2016- October 15, 2016

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-126

**Description:** Districts may request waivers from certain Legislations and deregulations from certain administrative code.

**Activity:** Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 15, with some exceptions.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Statutory Waiver/Deregulation Application](#)  
[Home](#)

### Annual Accreditation Application

**Window:** October 1, 2016- October 15, 2016

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-104.4

**Description:** Districts complete the accreditation application annually.

**Activity:** Single Sign On: Accreditation Application

**Related Documents:** [Single Sign On](#)  
[Home](#)

### School Board Member Filing for Open Seat

**Window:** December 5-14, 2016

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 26 O.S. § 13A-105

**Description:** Candidates who are filing to become a member of the board of education of every school district or technology center school district shall file declarations of candidacy in the same place and with the same officials as candidates for county office.

**Activity:** Candidates shall file on the first Monday in December through the following Wednesday

**Related Documents:**  
[Home](#)

### School Board Elections

**Window:** February 14, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 26 O.S. § 13A-103

**Description:** Local school board elections are held for vacant school board seats.

**Activity:** The election of members of the board of education of every school district and technology center school district shall be conducted on the second Tuesday in February of each year, except in any year when a Presidential Preferential Primary is held in February, then the election shall be held on the same day as the Presidential Preferential Primary.

**Related Documents:**  
[Home](#)

### Oklahoma Honor Society

**Window:** February 1, 2017-March 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC 210:35-23-2

**Description:** Every accredited middle, junior high, or high school in the state is eligible to organize a local chapter of the society.

**Activity:** Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done

during the first semester of the current year and the second semester in the preceding year. Nominations should be approved by the local school officials no later than **March 15** of each year. A list of students nominated shall be provided to the Accreditation Office on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing exercises of the school in the spring.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Honor Society Instructions](#)

[Home](#)

### **Withdrawal from Inter-local Cooperative**

**Window:** July 1, 2016- March 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC: 210-1-9-4

**Description:** Notice of intent of a school district to withdraw from the cooperative agreement must be given no later than **March 15** for the ensuing school year.

**Activity:** Superintendents of districts currently participating in an Inter-local cooperative (ICL) must submit an “Intent to Withdraw” letter by **March 15** only if the district chooses not to participate in upcoming school year. The letter is to be submitted to the designated ILC’s Executive Board members and the SDE Accreditation Director.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

[Home](#)

### **School Board Membership Report**

**Window:** February 14, 2017- March 30, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 5-110.2

**Description:** The State Board of Education shall maintain records of attendance by school board members.

**Activity:** After each year’s February elections and no later than March 15, each local school district superintendent must submit a completed Annual School Board Membership Report to the Accreditation Division of the Oklahoma State Department of Education. Superintendents should also submit this report any time there is a change in their local board membership such as a resignation or newly appointed member. If a school board seat run-off election is required, the membership report is due by April 30.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Annual School Board Membership Report](#)

[Home](#)

### **Inter-local Cooperatives (ILC)- Forms Sent**

**Window:** February 15, 2017- May 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC: 210-1-9-4

**Description:** Boards of education of two or more school districts may enter into an inter-local cooperative agreement.

**Activity:** Inter-local Cooperative Directors will receive the SDE required forms by **May 15**. ILC administrators must distribute these forms to participating districts.

**Related Documents:** [Inter-local Cooperatives](#)

[Home](#)



### Charter School Applications and Contracts

**Window:** January 1- June 30, 2017

**SDE Office:** [Accreditation- Charter School Program](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-130 through 70 O.S. § 3-145 and OAC: 210:40-87

**Description:** Charter school sponsors must provide various documents to the SDE in accordance with the Oklahoma Charter School Act.

**Activity:** The charter school sponsor will send all required documents by **June 30** of the year prior to which the charter school is to begin operation.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Charter School Information](#)

[Home](#)

### School Accreditation Recommendations prepared and presented to the State Board of Education

**Window:** January 1, 2017-July 1, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-104

**Description:** Regional Accreditation Officers (RAOs) travel to each school district and conduct accreditation site visits using the current Compliance Report and Accreditation Standards. Deficiencies are noted, if applicable, and the accreditation status to be recommended is determined.

**Activity:** The Office of Accreditation presents recommendations to the State Board of Education for approval. Accreditation visits are typically finished by the end of the school year, and the recommendations are usually made to the State Board of Education in July.

**Related Documents:** [Accreditation Standards](#)

[Home](#)

### Inter-local Cooperatives (ILC)- Form Submission

**Window:** May 15, 2017-June 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** OAC: 210-1-9-4

**Description:** Boards of education of any two or more school districts may enter into an inter-local cooperative agreement.

**Activity:** Inter-local cooperatives 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 no later than **July 15**. These forms are provided by the SDE to the ILC administrators to distribute to participating districts.

Submit two copies of SDE Accreditation Application to Accreditation Division of SDE.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Accreditation Applications](#)

[Home](#)

### Transfer Notifications – Approve or Deny

**Window:** May 31, 2017 to July 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation :** OAC: 210-10-1-18

**Description:** Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be

granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence. **Activity:** No later than **July 15** of the year in which the transfer is requested, the board of education of the receiving school district shall approve or deny the application and notify student's guardian of the decision in writing.

Open transfers may not be cancelled unless the receiving school district has notified the resident school district and guardian of the students of its intent to cancel the transfer by **July 15** prior to the school year for which the school district seeks to cancel the transfer.

**Related Documents:** [Student Transfer Documents](#)  
[Home](#)

### Summer School Accreditation Application

**Window:** May 30, 2017- July, 31, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 3-104.4

**Description:** Districts complete an annual accreditation application.

**Activity:** The State Department of Education must receive this application prior to or during the first week of summer school. Copies of this application are to be kept at the office of the superintendent and the administrative office for the summer school. Submit two notarized copies of this application.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

**Related Documents:** [Summer School Accreditation Application](#)  
[Home](#)

### Transfer Notifications – Notice of Enrollment

**Window:** May 31, 2017 to August 1, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation :** OAC: 210-10-1-18

**Description:** Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.

**Activity:** By **August 1**, the guardians of the student shall provide the receiving school district with written notification that the student will be enrolling. Failure of the guardians to notify may result in the loss of the student's right to enroll in the school district for that year only. If a guardian fails to notify the receiving school district that a student will be enrolling, and the receiving school district chooses to cancel the transfer, the receiving school district shall provide a written notice of the cancellation to the guardian and the resident district immediately upon cancellation.

**Related Documents:** [Student Transfer Documents](#)  
[Home](#)

### School Calendar Hours Notification

**Window:** January 1, 2017- October 15, 2017

**SDE Office:** [Accreditation](#) – (405) 521-3335

**Legislation:** 70 O.S. § 1-109

**Description:** For all public schools in Oklahoma, school shall be in session and classroom instruction offered no less than one hundred eighty (180) days; or no less than one thousand eighty (1,080) hours

each school year. If a district board of education adopts a school-hours policy, the district must notify the State Board of Education before **October 15** of the applicable school year.

**Activity:** A school district must upload to Single Sign on (SSO) a letter of notification when it chooses a calendar calculated by hours rather than days for an Accreditation approval of an 1,080 hours calendar. The letter must be signed by the district superintendent and school board president and include minutes from the local board approval meeting.

**Related Documents:** [Days to Hours Instruction Worksheet](#)  
[Home](#)

## Alternative Education

### Alternative Education Implementation Plan

**Window:** August 1, 2016- September 15, 2016

**SDE Office:** [Alternative Education](#) – (405) 522-0276

**Legislation:** 70 O.S. § 1210.569

**Description:** Districts provide SDE with their plan to deliver alternative education to students. The previous school year's expenditure report must be turned in order to gain access to the current year's implementation plan.

**Activity:** Single Sign On-Alternative Education Implementation Plan

**Related Documents:** [Single Sign On](#)  
[Home](#)

### Fourth Quarter Dropout Report

**Window:** October 19, 2016

**SDE Office:** [Alternative Education](#) – (405) 522-0276

**Legislation:** 70 O.S. § 35e

**Description:** Annual reporting of dropouts from your district.

**Activity:** Single Sign On-The Wave, Reporting-State Reporting Certification: Fourth Quarter Drop Out Report

**Related Documents:** [Single Sign On](#)  
[Home](#)

### Alternative Education Student Data

**Window:** May 1, 2017- June 15, 2017

**SDE Office:** [Alternative Education](#) – (405) 522-0276

**Legislation:** 70 O.S. § 1210.568

**Description:** Districts will provide alternative student data to OTAC, the SDE's external evaluator

**Activity:** OTAC will provide a link to participating districts at the beginning of May and all data is due before the site leaves for the summer.

**Related Documents:** OTAC will provide a link.  
[Home](#)

### Districtwide Student Needs Assessment

**Window:** May 1, 2017- June 30, 2017

**SDE Office:** [Alternative Education](#) – (405) 522-0276

**Legislation:** 70 O.S. § 1210.569

**Description:** Annual reporting of district student data in areas like attendance, suspension, promotion, GPA.

**Activity:** Single Sign On-Districtwide Student Needs Assessment

**Related Documents:** [Single Sign On](#)

[Home](#)

## Assessment

### District Test Coordinator Information

**Window:** August 1, 2016-October 1, 2016

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13-4

**Description:** Superintendents shall designate Test Coordinators for the district and all buildings; names, e-mail addresses, and telephone numbers of District Test Coordinators (DTC) will be provided.

**Activity:** E-mail: [samantha.sheppard@sde.ok.gov](mailto:samantha.sheppard@sde.ok.gov) with the subject line: “Test Coordinator Information”

**Related Documents:** [Test Coordinator Information Form](#)

[Home](#)

### 3-8 and Grade 10 Assessment Pre-Code (New Process!)

**Window:** TBD

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13-4

**Description:** The Wave will be utilizing data collected directly from each district’s Student Information System (SIS) to submit the Oklahoma School Testing Program Pre-code file directly to the testing company for the district.

**Activity:** Single Sign On-The Wave, Reporting: Pre-Code

**Related Documents:** [Single Sign On](#)

[Home](#)

### Spring Testing: Student Non-Standard Accommodation Request

**Window:** January 4, 2017- February 1, 2017

**SDE Office:** [Assessment](#) – (405) 522-1677

**Legislation:** OAC 210:10-13-11

**Description:** The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (SDE) will then review the application and issue a decision based on the submitted criteria.

**Activity:** Single Sign On-Non-Standard Accommodation Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Testing Status Information for Invalidations or Exemptions

**Window:** TBD

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13

**Description:** Use this tool to submit Invalidations, ELL 1st Year In U.S. Exempt, and Emergency Exempt, and Other Placement requests to be approved by assessment staff. This tool replaces the Testing Status Application from the school district reporting site.

**Activity:** Single Sign On- Accountability (A-F Report Cards)

**Related Documents:** [Single Sign On Home](#)

### **Oklahoma School Testing Program: Test prep in-service sessions**

**Window:** TBD

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13-6

**Description:** Test preparation and administration sessions are required of all District Test Coordinators. Sessions will cover OSTP overview, precoding information, shipping procedures, and assessment policies.

**Activity:** For specific training dates and to sign up for sessions visit the SDE website

**Related Documents:** [Sign Up: Test prep in-service session Home](#)

### **Reading Proficiency Test Reimbursement Claims- First Semester**

**Window:** Suspended due to budget constraints

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13-15

**Description:** The following information is required: County Code, County Name, District Code, District Name, Number of Alternate Tests given, and Notation of 1<sup>st</sup> Semester.

**Activity:** E-mail: [amy.nicar@sde.ok.gov](mailto:amy.nicar@sde.ok.gov) with the subject line: “Reading Proficiency Reimbursement”

**Related Documents:** [Information On Reading Proficiency Reimbursements Home](#)

### **Reading Proficiency Test Reimbursement Claims- Second Semester**

**Window:** Suspended due to budget constraints

**SDE Office:** [Assessment](#) – (405) 521-3341

**Legislation:** OAC 210:10-13-15

**Description:** The following information is required: County Code, County Name, District Code, District Name, Number of Alternate Tests given, and Notation of 2<sup>nd</sup> Semester.

**Activity:** E-mail: [amy.nicar@sde.ok.gov](mailto:amy.nicar@sde.ok.gov) with the subject line: “Reading Proficiency Reimbursement”

**Related Documents:** [Information On Reading Proficiency Reimbursements Home](#)

## **Child Nutrition**

### **Fresh Fruit/Vegetable Program (FFVP) Claim**

**Window:** To be completed by the 10<sup>th</sup> of each month

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 201.8(b)

**Description:** Each school will enter the number of lunches, breakfasts, snacks and/or milk served during the previous month.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On Home](#)

### **Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program**

**Window:** To be completed by the 15<sup>th</sup> of each month

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 201.8(b)

**Description:** Claim for reimbursement for fresh fruits and vegetables served during the previous month by school participating in the FFVP.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Review Direct Certification Report for Free Students**

**Window:** At least 3 times during the school year AND April 1, 2017

**SDE Office:** [Child Nutrition](#) – (405) 522-5041

**Legislation:** 7 CFR Parts 245 and 272

**Description:** SFA must complete three times annually. Direct Certification is a method for identifying students who qualify for free meals through the National School Lunch Program (NSLP). Data from the Department of Human Services for children, ages 3-20, who are receiving SNAP/TANF benefits is shared monthly and uploaded into the Wave. School districts can pull reports that show who of their students is receiving benefits. Students on the direct certification list do not have to fill out applications to be eligible to receive free meals through the NSLP.

**Activity:** Single Sign On: The Wave, Reporting, Direct Certification. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Seamless Summer Option Application**

**Window:** May apply to participate anytime during the school year through May 15, 2017

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 210

**Description:** For SFAs to participate in the Seamless Summer Option, at least 50 percent of the children in the area to be served must be eligible for free or reduced-price school meals. SFAs basically follow the same guidelines as the NSLP, SBP, and SFSP.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP)**

**Window:** Any time prior August 1 of current school year

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 210.9

**Description:** Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAS may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation to back that up.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Application for the Community Eligibility Provision

**Window:** April 1, 2016 –August 31, 2016

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** Healthy, Hunger-Free Kids Act of 2010

**Description:** Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAs may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation to back that up.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Food Safety Inspection Report

**Window:** Must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Parts 210.13 and 220.7

**Description:** Each site participating in the NSLP must submit Food Safety Inspection Reports. The SFA enters the number of sites that had one, two, or three inspections during the previous school year and maintains documentation of the reports which must be available for review at any time.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Civil Rights Compliance Checklist

**Window:** Beginning of the School Year- October 31, 2016

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 210.23(b)

**Description:** As participants in the NSLP, districts must develop procedures to collect and secure civil rights data and ensure that information is made available only to authorized state and federal personnel during reviews. The checklist, an overview of requirements, must be completed each and retained in districts' CNP files.

**Activity:** Single Sign On: Child Nutrition eClaims System, other documents. Checklists will be maintained in district CNP files.

**Related Documents:** [Single Sign On](#)

[Home](#)

### Low Income Student Count Report

**Window:** Must be submitted prior to submission of the November claim for reimbursement

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** Public Laws 101-647 and 101-325

**Description:** Districts enter the total number of on-site free-eligible and reduced-price eligible students and total on-site district enrollment after receiving their certified enrollment numbers for October and entering claims.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)



### Consolidated School Food Authority Verification Report

**Window:** Must be submitted prior to submission of the December claim for reimbursement

**SDE Office:** [Child Nutrition](#) – (405) 522-5041

**Legislation:** 7 CFR Part 245.6 (a)

**Description:** SFAs verify their enrollment, the number of students participating in provision or CEP schools (if applicable), the number of students who qualify for free meals through direct certification, the number of students who qualify for free meals through documentation, and the number of students who qualify for reduced-priced meals. They also verify the results of their verification process.

**Activity:** Single Sign On: The Wave, Reporting, Direct Certification. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.

**Related Documents:** [Single Sign On](#)  
[Home](#)

### On Site Review for National School Lunch Program

**Window:** Prior to February 1, 2017

**SDE Office:** [Child Nutrition](#) – (405) 522-5041

**Legislation:** 7 CFR, Part 210.18(h) (4)

**Description:** Only for school districts with more than one eating site.

**Activity:** Maintained by the SFA

**Related Documents:** [Single Sign On](#)  
[Home](#)

### Paid Lunch Equity Tool

**Window:** Must be submitted prior to submission of the March claim for reimbursement

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** Hunger-Free Kids Act of 2010, Section 205

**Description:** Schools are required to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement rates for lunch only. Schools that currently charge less are required to gradually increase their prices over time. Schools provide their paid student lunch prices to establish how much they should increase their paid lunch prices.

**Activity:** The PLE Tool is posted in an Excel spreadsheet for the appropriate schools when received from USDA.

E-mail completed spreadsheet to SDE: [cnp.data.submissions@sde.ok.gov](mailto:cnp.data.submissions@sde.ok.gov)

**Related Documents:** [Single Sign On](#)  
[Home](#)

### Registration for Summer Food Service Program Training

**Window:** March 31, 2017

**SDE Office:** [Child Nutrition](#) – (405) 522-5041

**Legislation:** 7 CFR Part 225

**Description:** New sponsors are required to attend training conducted by CNP.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Child Nutrition

Fax to SDE: (405) 521-2239; Attn: Child Nutrition

E-mail to SDE: [franza.schrader@sde.ok.gov](mailto:franza.schrader@sde.ok.gov)

**Related Documents:** [Training Information](#)  
[Home](#)



### Application for Fresh Fruit and Vegetable Program (FFVP)

**Window:** Prior to April 15, 2017

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** National School Lunch Act, Section 19

**Description:** The FFVP provides all students in participating schools with a variety of free fresh fruits and vegetables throughout the school day as healthy snack options.

**Activity:** Single Sign On: Child Nutrition eClaims System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Application for Summer Food Service Program

**Window:** February 1, 2017-April 30, 2017

**SDE Office:** [Child Nutrition](#) – (405) 521-3327

**Legislation:** 7 CFR Part 225

**Description:** Sponsors must complete each section of the application, certify it and submit it. The application includes contact information for the sponsor, type of sites, site locations, budget information, operating hours of each site, site staff contact information, food preparation method, number of operating days, and other pertinent information.

**Activity:** Single Sign On: Summer Food Programs

**Related Documents:** [Single Sign On](#)

[Home](#)

### Review Free/Reduced Price Applications

**Window:** After July 1, 2017 through specific date determined by the LEA

**SDE Office:** [Child Nutrition](#) – (405) 522-5041

**Legislation:** 7 CFR Part 245

**Description:** The application for the National School Lunch Program is completed by households at the beginning of each school year to determine the household's eligibility for free or reduced-price meals for students enrolled in the local school district. Persons completing the application must provide income information which determines eligibility.

**Activity:** Maintained at the school where the student is enrolled.

**Related Documents:** [Single Sign On](#) after July 1, 2017

[Home](#)

## Counseling

### Gun-Free Schools Weapon Report

**Window:** Throughout the year

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** H.R. 1§ 4141; NCLB § 4112

**Description:** Due within two weeks of any incident.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling

Fax to SDE: (405) 522-0496, Attn: Counseling

**Related Documents:** [Gun-Free Schools Weapon Report Form](#)

[Home](#)

### Graduation Part-Time Enrollment Report-Quarter One

**Window:** November 4, 2016-November 30, 2016

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. § 11-103.6

**Description:** On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school’s calendar and schedule. Each student enrolled on a part-time basis to meet graduation requirements will need to be provided along with the number of classes enrolled, number of membership days, actual number of days the student was in attendance.

**Activity:** Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### District Bullying Prevention Policy

**Window:** December 31, 2016

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. § 24-100.4

**Description:** Every district is required to submit its bullying prevention policy annually.

**Activity:** Single Sign On- District Bullying Prevention Policy

**Related Documents:** [Single Sign On](#)

[Home](#)

### School Employee Assault Report

**Window:** December 31, 2016

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. 1991 § 641, 642, 646

**Description:** Report to the SDE only when an assault occurs.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling

Fax to SDE: (405) 522-0496, Attn: Counseling

**Related Documents:** [School Employee Assault Annual Report Form](#)

[Home](#)

### Graduation Part-Time Enrollment Report-Quarter Two

**Window:** December 29, 2016- January 31, 2017

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. § 11-103.6

**Description:** On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school’s calendar and schedule. Each student enrolled on a part-time basis to meet graduation requirements will need to be provided along with the number of classes enrolled, number of membership days, actual number of days the student was in attendance.

**Activity:** Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### Graduation Part-Time Enrollment Report-Quarter Three

**Window:** March 1, 2017- April 2, 2017

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. § 11-103.6

**Description:** On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student enrolled on a part-time basis to meet graduation requirements will need to be provided along with the number of classes enrolled, number of membership days, actual number of days the student was in attendance.

**Activity:** Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### Graduation Part-Time Enrollment Report-Quarter Four

**Window:** May 1, 2017- June 1, 2017

**SDE Office:** [Counseling](#) – (405) 521-2106

**Legislation:** 70 O.S. § 11-103.6

**Description:** On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student enrolled on a part-time basis to meet graduation requirements will need to be provided along with the number of classes enrolled, number of membership days, actual number of days the student was in attendance.

**Activity:** Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### Annual Incident and Firearms Report- Unsafe School Choice Option Report

**Window:** June 20, 2017

**SDE Office:** [Counseling](#)– (405) 521-2106

**Legislation:** H, R, 1, §4141; NCLB, § 4112; NCLB § 9532

**Description:** Every district must submit the Annual Incident and Firearms-Unsafe School Choice Option Report annually.

**Activity:** Single Sign On- Annual Incident and Firearms Report-Unsafe School Choice Option Report

**Related Documents:** [Single Sign On](#)

[Home](#)

## Financial Accounting/OCAS

### OCAS Annual Audit

**Window:** Throughout the year; Due within 30 days after local board presentation

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 2 CFR Part 200, 70 O. S. 220-101-113

**Description:** The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to SDE: [financial.accounting@sde.ok.gov](mailto:financial.accounting@sde.ok.gov)

**Related Documents:** Audit, Audit Acknowledgement Form, Board Agenda, and Board Minutes

[Home](#)

### Supplemental Appropriations

**Window:** Throughout the year; as needed for budget amendments

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 70 O.S. § 5-161, 68 O.S. § 3021, 62 O.S. § 310.5

**Description:** Districts must file supplemental appropriation to amend the budget.

**Activity:** File with the County Excise Board and State Auditor

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

**Related Documents:** S.A. & I. Form 150, 307, 308

[Home](#)

### Qualified Zone Academy Bond Application

**Window:** Throughout the year; Application open until all funds are allocated

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 54 -c-2 IRS Code; OAC 210:40-83-3

**Description:** Any public school or academic program within a public school which is established by and operated under the supervision of an eligible LEA to provide education or training below the postsecondary level if such school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex work force; students in such public school or program will be subject to the same academic standards and assessments as other students educated by the LEA; the comprehensive education plan of such school or program is approved by the LEA; and the school is located in an empowerment zone or enterprise community or there is a reasonable expectation that at least 35 percent of the students attending the school or program will be eligible for free or reduced price lunches under the National School Lunch program.

**Activity:** The application is available on the Financial Accounting website

**Related Documents:** [Financial Accounting Website](#)

[Home](#)

### Final Data for School District Expenditures and Revenue

**Window:** September 1, 2016

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 70 O.S. § 5-135.2

**Description:** Reporting expenditures and revenue for the previous year.

**Activity:** Single Sign On: Oklahoma Cost Accounting System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Estimate of Needs or the Budget

**Window:** October 1, 2016

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 70 O.S. § 5-128.1; 68 O.S. § 3002

**Description:** Districts on the school district budget act submit one copy.

**Activity:** File with the County Excise Board and State Auditor

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to SDE: [financial.accounting@sde.ok.gov](mailto:financial.accounting@sde.ok.gov)

**Related Documents:** Estimate of Needs S.A. & I. Form 262R06

[Home](#)

### Final Changes to Previously Submitted OCAS Financial Transactions

**Window:** December 15, 2016

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** OAC 210:25-5-4(c)

**Description:** Final reporting of expenditures and revenue for the previous year.

**Activity:** Single Sign On: Oklahoma Cost Accounting System

**Related Documents:** [Single Sign On](#)

[Home](#)

### Application from Independent Auditors for State Auditor and Inspection Approval

**Window:** January 1, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 70 O.S. § 22-104

**Description:** Auditors seeking approval to perform public school audits.

**Activity:** File with the State Auditor and Inspector's Office

**Related Documents:** [State Auditor and Inspector's Forms](#)

[Home](#)

### Impact Aid Application

**Window:** January 31, 2017; due to Washington D.C. on the last working day of January

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** Title VIII, 1995, 34 CFR 222.4

**Description:** Impact Aid grants are for local educational agencies (LEAs) that educate federally connected children. These may be children of members of the uniformed services, children who live on Indian lands, children who live on federal property or federally subsidized low rent housing, and children whose parents work on federal property.

**Activity:** G5 System-USDE

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

**Related Documents:** [Financial Accounting Website](#)

[Home](#)

### Audits to Identify Districts Expending more than \$750,000 in Federal Funds

**Window:** March 31, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 2 CFR 210, OAC210:25-5-5, 70 O.S. § 22-108

**Description:** Include acknowledgement form and school board minutes.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to SDE: [financial.accounting@sde.ok.gov](mailto:financial.accounting@sde.ok.gov)

**Related Documents:** Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan

[Home](#)

### Audits to Identify Districts Expending less than \$750,000 in Federal Funds

**Window:** April 30, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** OAC210:25-5-5, 70 O.S. § 22-108

**Description:** Include acknowledgement form and school board minutes.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to SDE: [financial.accounting@sde.ok.gov](mailto:financial.accounting@sde.ok.gov)

**Related Documents:** Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan

[Home](#)

### **Contract for Audit of Public Schools between Independent Auditors and School Districts**

**Window:** June 30, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** OAC 210:25-5-5(e) (1)

**Description:** Each Local Education Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to SDE: [financial.accounting@sde.ok.gov](mailto:financial.accounting@sde.ok.gov)

**Related Documents:** [Financial Accounting Website](#) where the audit contract can be found

[Home](#)

### **Reserve Appropriations for Contracts Pending for Outstanding Encumbrances**

**Window:** June 30, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 70 O.S. 5-188

**Description:** Lapse current appropriations and bring cash forward

**Activity:** Single Sign On: Oklahoma Cost Accounting System

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Temporary Appropriations Application**

**Window:** July 1, 2017

**SDE Office:** [Financial Accounting/OCAS](#) – (405) 521-2517

**Legislation:** 68 O.S. § 3020, OAC 210:25-5-2

**Description:** A temporary appropriation for 100% of the anticipated revenue for the current year for General Fund and Building Fund may be obtained from the County Excise Board.

**Activity:** File with the County Excise Board

**Related Documents:** S.B.E. Form 12

[Home](#)

## **Instruction**

### **Gifted and Talented Expenditure Reported**

**Window:** August 1, 2016

**SDE Office:** [Instruction: Gifted and Talented](#) – (405) 521-4288

**Legislation:** 70 O.S. § 1210.307

**Description:** Districts can submit their report as soon as they have expended their allocations.

**Activity:** E-mail to SDE: [Rebecca.mclaughlin@sde.ok.gov](mailto:Rebecca.mclaughlin@sde.ok.gov)

**Related Documents:**

[Home](#)

### **RSA Annual District Reading Plan**

**Window:** May 2, 2016- August 28, 2016

**SDE Office:** [Instruction: Reading/Literacy](#)– (405) 522-3241

**Legislation:** O.S. 1210.508C

**Description:** *RSA Annual District Reading Plan and RSA BOY Child Count Survey report must be submitted, certified, and approved by SDE before any RSA funding is allocated.* All Oklahoma School Districts must submit their district site RSA plans to meet the requirements for the reading goal, required assessments, and reporting.

**Activity:** Single Sign On - RSA Annual Reading Plan

**Related Documents:** [Single Sign On](#)

[Home](#)

### **RSA Beginning of Year Reading Sufficiency Report**

**Window:** September 1, 2016- October 1, 2016

**SDE Office:** [Instruction: Reading/Literacy](#)– (405) 522-3241

**Legislation:** 70 O.S. § 1210.508C

**Description:** *RSA Annual District Reading Plan and RSA BOY Child Count survey report must be submitted, certified, and approved by SDE before any RSA funding is allocated.* Beginning-of-Year report counts the number of students (K-3<sup>rd</sup>) who have a substantial deficiency in reading, based on one of the 13 State Board approved assessments.

**Activity:** Single Sign On – Reading Sufficiency Act Survey

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Gifted Educational Plan Update and Budget Summary**

**Window:** August 15, 2016- October 15, 2016

**SDE Office:** [Instruction: Gifted and Talented](#) – (405) 521-4288

**Legislation:** 70 O.S. § 1210.307

**Description:** In the Gifted and Talented (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.

**Activity:** Single Sign On- Gifted and Talented Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Renewal of Advanced Placement Courses**

**Window:** August 1, 2016- October 15, 2016

**SDE Office:** [Instruction: Advanced Placement](#) – (405) 521-4288

**Description:** AP Course Audit administrators begin renewing previously authorized courses for the 2016-17 school year.

**Activity:** These courses are renewed through the College Board

**Related Documents:** [College Board](#)

[Home](#)



### **RSA Promotion and Retention Report**

**Window:** August 1, 2016- October 31, 2016

**SDE Office:** [Instruction: Reading/Literacy](#) – (405) 521-4096

**Legislation:** 70 O.S. § 1210.508

**Description:** This report will provide the aggregate count of students that are being retained or have met a good-cause exemption. In order to meet RSA reporting requirements, reports must show the number of students who qualify for a good cause exemption, probationary promotion, mid-year promotion, and promotion through remediation interventions.

**Activity:** Single Sign On- Reading Sufficiency Act Survey

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Oklahoma Academic Scholars**

**Window:** January 15, 2017- March 31, 2017

**SDE Office:** [Instruction: Gifted and Talented](#)– (405) 521-4288

**Legislation:** 70 O.S. § 11-103.2

**Description:** Graduating seniors must meet requirements to be recognized by their local school district and the SBE as an Oklahoma Academic Scholar.

**Activity:** Single Sign On – Oklahoma Academic Scholars

**Related Documents:** [Single Sign On](#)

[Home](#)

### **State Vision Screening Report**

**Window:** May 1, 2017- June 1, 2017

**SDE Office:** [Instruction: PE and Health](#)– (405) 522-4499

**Legislation:** OAC: 210:35-3-109

**Description:** School districts report students who have received, who were referred to a specialist, and also report the number of student eye exam reports received from eye care professionals.

**Activity:** Single Sign On – State Vision Screening Report

**Related Documents:** [Single Sign On](#)

[Home](#)

### **RSA End of Year Reading Sufficiency Report**

**Window:** May 2, 2017- June 1, 2017

**SDE Office:** [Instruction: Reading/Literacy](#)– (405) 522-3241

**Legislation:** 70 O.S. § 1210.508c

**Description:** Identify number of students who completed the RSA program and are still not on level. Also identify the number of students per grade that are being retained.

**Activity:** Single Sign On – Reading Sufficiency Act Survey

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Advanced Placement Invoice for Test Fee Discounts**

**Window:** May 31, 2017- June 15, 2017

**SDE Office:** [Instruction: Advanced Placement](#) – (405) 521-4288

**Description:** Invoice to have student test fee discounts paid.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Rebecca McLaughlin



E-mail to SDE: [Rebecca.mclaughlin@sde.ok.gov](mailto:Rebecca.mclaughlin@sde.ok.gov)

Fax to SDE: 405-522-5779

[Home](#)

### **Electronic Application System for Indian Education (EASIE)**

**Window:** August 1, 2016- June 15, 2017

**SDE Office:** [Instruction: American Indian Education](#) – (405) 521-1591

**Legislation:** Federal: Title VII, Part A, Subpart 1

**Description:** Report only grades 3-8. Title VII Student Eligibility Certification. A formula grant under the Indian Education Program to determine the number of Indian children enrolled in a district.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Dwight Pickering

E-mail to SDE: [dwight.pickering@sde.ok.gov](mailto:dwight.pickering@sde.ok.gov)

**Related Documents:** [Indian Education](#)

[Home](#)

## **Education Technology**

### **Oklahoma Annual District Technology Survey**

**Window:** September 1, 2016- December 31, 2016

**SDE Office:** [Education Technology](#) – (405) 521-3364

**Legislation:** 62 O.S. § 34.23 (D) (1) (b)

**Description:** In order to understand the current use of technology for the support of student learning, the Oklahoma State Department of Education requires districts to complete an annual survey of technology use. This survey includes all technology from the broadband Internet connection to the specific technology used in the classrooms. This information is also provided to the Information Services Division of OMES in support of the Oklahoma Government Telecommunications Network per legislation.

**Activity:** Single Sign On- Oklahoma Annual District Technology Survey

**Related Documents:** [Single Sign On](#)

[Home](#)

## **Office of Federal Programs**

### **Computer Generated School District Expenditure Reports**

**Window:** Throughout the year: October 18, 2016; November 15, 2016; December 13, 2016; January 24, 2017; February 21, 2017; March 21, 2017; April 18, 2017; May 16, 2017; June 13, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, P.L. 107-110

**Description:** Monthly LEA federal expenditure report for reimbursement

**Activity:** Single Sign On- Grants Management and Expenditure Reporting

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Annual Title I and Title VI Report**

**Window:** June 2016-August 8, 2016

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I, Part A, 1116

**Description:** Data reporting for Title I and Title VI Schools.

**Activity:** Single Sign On- Annual Title I and Title VI Report

**Related Documents:** [Single Sign On Home](#)

### Homeless Census Report

**Window:** September 2016- October 7, 2016

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title X C

**Description:** All districts must complete even if you did not have any homeless students.

**Activity:** Single Sign On- Homeless Census FY 2015-2016

**Related Documents:** [Single Sign On Home](#)

### 9/30 Report Submission

**Window:** October 1, 2016-October 14, 2016

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, § 1127 (a)(b)(1)(2)(c)

**Description:** LEAs exceeding the carryover limitation must request a one-time waiver to carry over any Title I funds in excess of 15%.

**Activity:** Single Sign On- Grants Management and Expenditure Reporting: Consolidated Application

**Related Documents:** [Single Sign On Home](#)

### Title III Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students Annual Performance Report

**Window:** October 2016- November 4, 2016

**SDE Office:** [Office of Federal Programs-Bilingual Education/Title III A](#) – (405) 521-2846

**Legislation:** NCLB, P.L. 107-110

**Description:** Districts are responsible for reporting data about personnel and professional development to the Office of Federal Programs. This report is required of all school districts, even if they do not report English language learners

**Activity:** Single Sign On- Title III A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students Annual Report

**Related Documents:** [Single Sign On Home](#)

### Neglected and Delinquent (N&D) October Child Count

**Window:** October 2016-November 18, 2016

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I D § 1401

**Description:** All districts are required to report an October caseload count of children or youth for whom the district provides an education and reside in eligible local institutions. If a district has no institutions, a report of a zero caseload will be reported.

**Activity:** The completed form will need to be submitted by mail or fax to.

Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105; Attn: Office of Federal Programs

E-mail to SDE: [Donna.Chisholm@sde.ok.gov](mailto:Donna.Chisholm@sde.ok.gov)

Fax to SDE: (405) 521-2361; Attn: Office of Federal Programs

**Related Documents:**[Home](#)**Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk****Window:** October 2016-November 18, 2016**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846**Legislation:** NCLB, Title I D § 1421**Description:** Required for those who have a neglected and delinquent program.**Activity:** Single Sign On- Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk.**Related Documents:** [Single Sign On](#)[Home](#)**Private School Packet****Window:** November 2016-December 5, 2016**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846**Legislation:** NCLB, 1120(b)**Description:** Districts are required to have a private school meeting for consultation prior to completing this packet.**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105; Attn: Office of Federal Programs[Home](#)**Comparability Report Title I****Window:** November 2016-December 9, 2016**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846**Legislation:** NCLB, Title I, Part A, § 1120A**Description:** Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I. Comparability does not apply to a district with only one elementary building, one junior high building, and one high school building.**Activity:** Single Sign On- Grants Management and Expenditure Reporting, Title I Comparability**Related Documents:** [Single Sign On](#)[Home](#)**Private School Consultation Information****Window:** January 2016-February 6, 2017**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846**Legislation:** NCLB, 1120(b)**Description:** Districts are required to have a private school meeting for consultation prior to completing the packet.**Activity:** Contact the SDE: Office of Federal Programs.[Home](#)**Migrant Credit Accrual Report and Supplemental Code Forms for Fall Semester****Window:** January 2017-February 17, 2017**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846**Legislation:** NCLB, Title I, Part C, § 1308**Description:** Linkage of migrant student records.

**Activity:** Districts will report data through the MIS 2000 System.

[Home](#)

### **New Charter School Participation Packet**

**Window:** February 2017-March 30, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, § 1111(2)(K)

**Description:** To be completed by newly formed charter schools.

**Activity:** Sent via e-mail to the Charter Schools

[Home](#)

### **School-Wide Schools Plan**

**Window:** April 2017-May 1, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, P.L. 107-110

**Description:** For participating sites only.

**Activity:** Single Sign On- Grants Management and Expenditure Reporting

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester**

**Window:** May 2017-June 16, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I, Part C, § 1308

**Description:** Linkage of migrant student records.

**Activity:** Districts will report data through the MIS 2000 System.

[Home](#)

### **Comprehensive District Academic Plan**

**Window:** May 2017-June 30, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I, §1112

**Description:** CDAP is required to be submitted by LEAs receiving Title I funds.

**Activity:** Single Sign On- Grants Management and Expenditure Reporting: Comprehensive District Academic Plan

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Letter of Intent to Establish Title I School-Wide Planning Program**

**Window:** May 2017-June 30, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, P.L. 107-110

**Description:** For schools intending to participate in the year of planning and transition from Targeted Assistance Schools to Schoolwide for the first time.

**Activity:** Single Sign On- Grants Management and Expenditure Reporting: Comprehensive District Academic Plan (CDAP)

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Migrant Credit Accrual Report and Supplemental Code Forms for Summer School Program**

**Window:** June 2017-July 31, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I, Part C, § 1308

**Description:** Linkage of migrant student records.

**Activity:** Districts will report data through the MIS 2000 System.

[Home](#)

### **Migrant Education Program Selection and Priority for Services**

**Window:** June 2017-July 31, 2017

**SDE Office:** [Office of Federal Programs](#) – (405) 521-2846

**Legislation:** NCLB, Title I, Part C, § 1308

**Description:** This form should be complete upon enrollment.

**Activity:** Maintained in district files.

**Related Documents:** [Migrant Education Program Selection and Priority for Services Form](#)

[Home](#)

## **School Personnel**

### **Superintendent Contracts**

**Window:** Throughout the year; due within 15 days of signing

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** 70 O.S. § 5-141(D)

**Description:** Upload signed contract to School Personnel Report Welcome Screen within 15 days of approval.

**Activity:** Single Sign On- School Personnel Report Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Initial Certified Personnel Report and Initial Support Personnel Report**

**Window:** September 1, 2016- October 15, 2016

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** OAC 210:25-3-4(e)

**Description:** Report all certified and support employee salaries and fringe benefits. This will be a projection of what is to be paid if full year/contract is fulfilled.

**Activity:** Single Sign On- School Personnel Report Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### **Local School District Salary Schedule**

**Window:** September 1, 2016- November 15, 2016

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** 70 O.S. § 5-141 (A)

**Description:** Provide all board approved certified salary schedules. This will include all “+ hour” schedules.

**Activity:** Single Sign On- School Personnel Report Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report

**Window:** January 1, 2017- February 1, 2017

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** OAC 210:25-3-4(g)

**Description:** Report all certified and support employee salaries and fringe benefits. Make necessary changes to initial data reported. (i.e. adding new employees, changing data for those who left, updating FBA totals, etc.)

**Activity:** Single Sign On- School Personnel Report Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher

**Window:** First Monday in June; June 5, 2017

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** 70 O.S. § 6-101 (E)

**Description:** This is a notification of intent by a school district to not enter into a written contract with a regularly employed teacher for the following 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.

**Activity:** Mailed to teacher by registered or certified mail.

**Related Documents:**

[Home](#)

### Shared Superintendent Salary Assistance Application

**Window:** By June 30, 2017 for the 2017-18 year

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** 70 O.S. 7-203 (B) (2)

**Description:** Submitted to SDE by June 30 of year prior to the year in which the mutual contract will be effective.

**Activity:** Mailed to SDE: 2500 N. Lincoln Blvd. Attn. School Personnel, Oklahoma City, OK, 73105;  
E-mailed to SDE: [Heather.Butler@sde.ok.gov](mailto:Heather.Butler@sde.ok.gov)

**Related Documents:** Blank form: [Shared Superintendent Salary Assistance Application](#)

[Home](#)

### End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report

**Window:** June 1, 2017- July 15, 2017

**SDE Office:** [School Personnel](#) – (405) 521-3369

**Legislation:** OAC 210:25-3-4(i)

**Description:** Report all certified and support employee salaries and fringe benefits. Certified substitutes are to be included in this submission. All data reported should be complete fiscal year totals and should match expenditures.

**Activity:** Single Sign On- School Personnel Report Application

**Related Documents:** [Single Sign On](#)

[Home](#)

## School Support

### School Improvement Status Report (SISR)

**Window:** Throughout the year; July 1, 2016-June 30, 2017

**SDE Office:** [School Support](#)– (405) 522-0140

**Legislation:** Title I 1003(a)

**Description:** To provide support for schools with a Priority or Focus Designation to meet their individual site improvement goals based on the Oklahoma Nine Essential Elements framework.

**Activity:** Single Sign On-Grants Management and Expenditure Reporting

**Related Documents:** [Single Sign On](#)

[Home](#)

### Project 515-2<sup>nd</sup> Year Carryover Encumbrance Deadline

**Window:** July 1, 2016-September 30, 2016

**SDE Office:** [School Support](#)– (405) 522-0140

**Legislation:** Public Law 107-110, § 1003(a)

**Description:** Timeline required for all LEAs to encumber 2<sup>nd</sup> year carryover federal funds.

**Activity:** Single Sign On-Grants Management and Expenditure Reporting

**Related Documents:** [Single Sign On](#)

[Home](#)

### School Improvement Grant Application

**Window:** October 2016- December 2016

**SDE Office:** [School Support](#)– (405) 522-0140

**Legislation:** 80 FR 7224 and Title I 1003(g)

**Description:** School Improvement Grants for use in Title I schools identified for improvement, corrective action, or restructuring that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to raise, substantially, the achievement of their students.

**Activity:** Applications will be sent electronically to all schools who qualify

**Related Documents:** [School Improvement Grant Application](#)

[Home](#)

### Schoolwide/School Improvement Plan

**Window:** January 1, 2016-October 1, 2016

**SDE Office:** [School Support](#)– (405) 522-0140

**Legislation:** Title I 1003(a)

**Description:** To provide support for schools with a Priority or Focus Designation to meet their individual site improvement goals based on the Oklahoma Nine Essential Elements framework.

**Activity:** Single Sign On-Grants Management and Expenditure Reporting

**Related Documents:** [Single Sign On](#)

[Home](#)

## SDE Customer Service

### Wave Ownership Wizard

**Window:** Throughout the Year

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Description:** In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.

**Activity:** Single Sign On-The Wave: District-District Ownership Wizard

**Related Documents:** [Single Sign On Home](#)

### Data Validation Issues

**Window:** Throughout the Year

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Description:** In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.

**Activity:** Single Sign On-The Wave: District-Data Validation-Data Validation Wizard

**Related Documents:** [Single Sign On Home](#)

### Student Record check for STN match issues

**Window:** Throughout the Year

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Description:** In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.

**Activity:** Single Sign On-The Wave: District-STN Wizard

**Related Documents:** [Single Sign On Home](#)

### XSD Validation Errors Wizard

**Window:** Throughout the Year

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Description:** In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave. The XSD validation wizard allows districts to check student records for issues with files from their local SIS vendor.

**Activity:** Single Sign On-The Wave: District-STN Wizard; if there are errors on this wizard, contact your local SIS vendors.

**Related Documents:** [Single Sign On Home](#)

### SIF 2.X Wave Requirements Compliance by local Student Information Systems (SIS)

**Window:** August 1, 2016

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Legislation:** 70 O.S. § 3-160

**Description:** In order to maintain connectivity to the WAVE, local SIS must be in compliance with the updated Wave requirements document.

**Activity:** SDE will send communication to districts regarding the changes. Please make sure SDE has the correct contact information for your vendor. SDE will send out a communication to the vendors regarding the updates and notice of date for compliance.

**Related Documents:** [Wave Requirements Document Home](#)



### October 1 Consolidated Report

**Window:** September 1, 2016- October 15, 2016

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Description:** Used for the collection of statewide October 1 count of students by gender, race/ethnicity for the Accreditation Report, the Gifted and Talented Report, and the LEP/Immigrant Survey.

**Activity:** Single Sign On-The Wave: Reporting-State Reporting Certification: October 1 Consolidated report

**Related Documents:** [Single Sign On](#)

[Home](#)

### Supplemental Membership Annual Reporting Totals (SMART) Report

**Window:** September 1, 2016- October 15, 2016

**SDE Office:** [SDE Customer Service](#)– (405) 521-3301

**Legislation:** OAC 210:10-13-22

**Description:** Used for the collection of supplemental count of students by gender, race/ethnicity for students that were not counted on the October 1 report, but were educated by a LEA during the school year. This report and the October 1 report allow for calculations of four-year federally adjusted graduation cohort rates. Corrections are made in the local Student Information System.

**Activity:** Single Sign On-The Wave: Reporting-State Reporting Certification: SMART Report

**Related Documents:** [Single Sign On](#) & [SMART Report Manual](#)

[Home](#)

## SDE Events Office

### Oklahoma Teacher of the Year (TOY) Award Application

**Window:** January 5, 2017

**SDE Office:** SDE Events Office – (405) 522-8767

**Related Documents:** [Teacher of the Year Information](#)

[Home](#)

### Oklahoma Teacher of the Year (TOY) Award Portfolios

**Window:** June 8, 2017

**SDE Office:** SDE Events Office – (405) 522-8767

**Related Documents:** [Teacher of the Year Information](#)

[Home](#)

## Special Education

### Special Education Computer Generated School District Expenditure Report

**Window:** Throughout the Year

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. § 210:25-3-7

**Description:** Submission of electronic claims.

**Activity:** Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting-Special Education Budget Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Special Education Final Computer Generated School District Expenditure Report

**Window:** On or before August 10, 2016

**SDE Office:** [Special Education](#) – (405) (405) 521-3351

**Legislation:** 70 O.S. § 210:25-3-7

**Description:** Final report for IDEA federal funds reimbursement.

**Activity:** Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting-Special Education Budget Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Special Education Closeout Procedure

**Window:** June 2016- August 26, 2016

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. § 210:25-3-7

**Description:** Final closeout report to generate carryover federal funds not yet claimed on reimbursement.

**Activity:** Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting-Special Education Budget Application

**Related Documents:** [Single Sign On](#)

[Home](#)

### Special Education Child Count

**Window:** Start of the district school year- October 1, 2016

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)

**Description:** Special Education Count will occur on October 1.

**Activity:** Districts must verify that all students receiving special education services are correctly entered into OK EdPlan by October 1. A final clean-up period will be provided from October 1-October 14 to coincide with certification.

**Related Documents:**

[Home](#)

### Special Education Child Count Certification

**Window:** October 3-14, 2016

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)

**Description:** District superintendents must certify the accuracy of the October special education child count.

**Activity:** Certify in OK EdPlan

**Related Documents:**

[Home](#)

### Special Education Budget Application

**Window:** September 1, 2016-June 30, 2017

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. § 5-135.2

**Description:** Districts complete the budget application annually.

**Activity:** Single Sign On-Grants Management and Expenditure Reporting- Special Education Budget Application

**Related Documents:** [Single Sign On Home](#)

### Special Education End of Year Report

**Window:** April 1, 2017- June 30, 2017

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)

**Description:** On June 30 annually, district data is pulled for federal reporting purposes. Districts must complete a District Summary Data report to supplement IEP-based aggregate data that is collected. The summary data includes personnel and transition reporting.

**Activity:** Complete District Summary Data page in OK EdPlan.

**Related Documents:**  
[Home](#)

### Special Education End of Year Report Certification

**Window:** May 29, 2017-June 30, 2017

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)

**Description:** On June 30 annually, district data is pulled for federal reporting purposes. District superintendents must certify the accuracy of the data collected on June 30.

**Activity:** Certify in OK EdPlan.

**Related Documents:**  
[Home](#)

### District Assurances and LEA Agreement

**Window:** May 8, 2017- July 1, 2017

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 34 CFR §300

**Description:** Districts complete Assurances and LEA agreement annually.

**Activity:** Single Sign On-Grants Management and Expenditure Reporting- Assurances and IDEA-LEA Agreements.

**Related Documents:** [Single Sign On Home](#)

### Special Education High Cost Assistance Application

**Window:** June 1, 2017- July 22, 2017

**SDE Office:** [Special Education](#) – (405) 521-3351

**Legislation:** 34 CFR §300.704I

**Description:** Districts have the option to complete an application for high cost assistance

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Special Education

**Related Documents:** [High Cost Assistance Application Home](#)

## State Aid

### Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms

**Window:** Due thirty days prior to the start of the course.

**SDE Office:** [State Aid](#) – (405) 521-3460

**Legislation:** OAC 210:15-19-4 and Title 70 O.S. §19-113-123

**Description:** Approval by SDE and the Department of Public Safety must be completed prior to a school district offering a driver education program.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid

Fax to SDE: (405) 522-3359; Attn: State Aid

E-mail to SDE: [state.aid@sde.ok.gov](mailto:state.aid@sde.ok.gov)

**Related Documents:** [Driver's Education Forms and Information Home](#)

### First Quarter Statistical Report (FQSR)

**Window:** 10 days following the end of the first nine weeks.

**SDE Office:** [State Aid](#) – (405) 521-3460

**Legislation:** 70 O.S. § 5-128

**Description:** Data collection of the first nine weeks' attendance, membership, transportation, and days taught for state aid funding purposes.

**Activity:** Single Sign On-The Wave: Reporting, FQSR/ASR

**Related Documents:** [Single Sign On Home](#)

### Driver Education Prior Year Reimbursement Application

**Window:** October 15, 2016

**SDE Office:** [State Aid](#) – (405) 521-3460

**Legislation:** OAC 210:15-19-6 and Title 70 O.S. §19-117, 120 and 122

**Description:** For prior year reimbursement.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid

Fax to SDE: (405) 522-3359; Attn: State Aid

E-mail to SDE: [state.aid@sde.ok.gov](mailto:state.aid@sde.ok.gov)

**Related Documents:** [Driver's Education Forms and Information Home](#)

### Economically Disadvantaged Report

**Window:** November 15, 2016

**SDE Office:** [State Aid](#) – (405) 521-3460

**Legislation:** 70 O.S. § 5-128

**Description:** Data collection of students without access to a meal (not participating in USDA Child Nutrition program) who qualify by Direct Certification procedure(s) or qualify by an approved Economically Disadvantaged form completed by the parent/guardian.

**Activity:** Report retained at the school for Regional Accreditation Officers audit

**Related Documents:** [Economically Disadvantaged Form and Instructions Home](#)

### Flexible Benefit Allowance (FBA)

**Window:** October 1, 2016 and January 1, 2017

**SDE Office:** [State Aid](#)– (405) 521-3460

**Legislation:** 70 O.S. § 26-105

**Description:** October data collection is current year qualified Certified Staff and Full-time Support Personnel used in determining the FBA funding. The January data collection is to identify qualified staff who changed status for major medical health insurance or taxable compensation during the open option period, effective January 1.

**Activity:** Single Sign On- State Aid Flexible Benefit Allowance

**Related Documents:** [Single Sign On](#)

[Home](#)

### Cash Management Application

**Window:** December 1, 2016- April 1, 2017

**SDE Office:** [State Aid](#) – (405) 521-3460

**Legislation:** 60 O.S. § 177.2

**Description:** Application due for participation in the next fiscal year.

**Activity:** Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid

Fax to SDE: (405) 522-3359; Attn: State Aid

E-mail to SDE: [state.aid@sde.ok.gov](mailto:state.aid@sde.ok.gov)

**Related Documents:** [State Aid](#) – please note: the application is not available all year.

[Home](#)

### Annual Statistical Report (ASR)

**Window:** 10 days following the end of the school year.

**SDE Office:** [State Aid](#)– (405) 521-3460

**Legislation:** 70 O.S. § 5-128

**Description:** Data collection of the full year attendance, membership, transportation and days taught for state aid funding purposes.

**Activity:** Single Sign On-The Wave: Reporting, FQSR/ASR

**Related Documents:** [Single Sign On](#)

[Home](#)

## Student Transportation

### School Bus Evacuation Drills

**Window:** The SDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August 2016) and once during the first two weeks of the Spring Semester (January 2017).

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-6

**Description:** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester.

**Activity:** A copy of the evacuation plan must be kept on file at the district.

**Related Documents:** [Evacuation Drill Form](#)

[Home](#)

### School Bus Annual Inspection

**Window:** Throughout the Year: required to be updated annually

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-6

**Description:** 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.

**Activity:** All bus inspections must be kept on file at the district.

**Related Documents:** [Oklahoma School Bus Inspection Guide](#)  
[Home](#)

### **School Bus Driver Annual Driving Record Report (MVR)**

**Window:** Throughout the Year: required to be updated annually

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-8

**Description:** This report is an annual requirement that must be current in order for a school bus driver to be eligible to drive a school bus. The MVR is required for employees with an Oklahoma School Bus Driver Certificate. The rule above explains when, based on the document, a driver is disqualified.

**Activity:** All MVR documents regarding School Bus Driver annual driving records must be kept on file at the district.

**Related Documents:** [Driving Record Request](#)  
[Home](#)

### **School Bus Driver Certificate Application**

**Window:** Throughout the Year: it is the suggestion of SDE that all applications are reviewed annually during May/June to determine which drivers have expiring certificates.

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-8

**Description:** Oklahoma school bus drivers must have completed requirement for the Oklahoma SDE School Bus Driver Certificate. Requirements include the appropriate CDL and endorsements, background check, driving record, health certificate, in-service verification, and compliance with Federal Drug and Alcohol testing requirements.

**Activity:** The application linked below is used for initial certification and renewals as well as emergency certificates. A copy of the certificate must be kept on file at the district.

**Related Documents:** [Application for School Bus Driver Certificate](#)  
[Home](#)

### **School Bus Driver Drug and Alcohol Education Policy**

**Window:** Throughout the Year

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** 49 CFR Part 382.601

**Description:** Each district shall provide educational materials that explain the requirements of Federal Motor Carrier Safety Administration's and the employer's policies and procedures with respect to drug and alcohol testing.

**Activity:** The district shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. The district shall provide written notice to representatives of employee organizations of the availability of this information.

**Related Documents:** [Drug and Alcohol Policy Guidance](#) and [Employer Resources](#)  
[Home](#)

### School Bus Driver Health Certificate

**Window:** Throughout the Year: required to be updated annually

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-8

**Description:** This certificate is required annually and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must have a current health certificate on file. Both the SDE and the DOT Health Certificates are allowed. The SDE expires after 1 year. The DOT expiration depends on the health of the driver as determined by the examining health professional who must be listed on the DOT National Registry.

**Activity:** All School Bus Driver Health Certificates must be kept on file at the district.

**Related Documents:** [School Bus Driver Health Certificate Home](#)

### School Bus Driver In-Service Verification

**Window:** Throughout the Year: required to be updated annually

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-8

**Description:** This training is an annual requirement and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must complete at least four hours of in-service training each year in order to maintain their SDE Certification.

**Activity:** All forms regarding School Bus Driver annual in-service training must be kept on file at the district.

**Related Documents:** [Annual In-Service Verification Form and SDE Approved Subjects Home](#)

### School Bus Route Evaluation

**Window:** Prior to the start of the school year and ongoing as necessary; recommended to occur over the summer

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** OAC 210:30-5-5

**Description:** All school bus routes shall be evaluated annually for safety and efficiency by the local school district supervisor of transportation or designee.

**Activity:** A copy of the evaluation should be kept on file at the district.

**Related Documents:** [School Bus Route Evaluation Form Home](#)

### Student Transportation Supervisor Training

**Window:** Once, recurrent training is not required

**SDE Office:** [Student Transportation](#) – (405) 521-3472

**Legislation:** 49 CFR Part 382.603

**Description:** Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test.

**Activity:** A copy of training documentation must be kept on file at the district.

**Related Documents:** [Guidance on Student Transportation Supervisor Training Home](#)



## Teacher Certification

### Standards of Performance and Conduct for Teachers

**Window:** April 10, 2017

**SDE Office:** [Teacher Certification](#) – (405) 521-3337

**Legislation:** 70 O.S. § 6-101.21

**Description:** A copy of the Standards of Performance and Conduct for Teachers as adopted by SDE shall be distributed to each teacher by the local board.

**Activity:** Disseminate the Standards document to all teachers in the local district.

**Related Documents:** [Standards of Performance and Conduct for Teachers](#)

[Home](#)

## Teacher and Leader Effectiveness (TLE)

### TLE Framework Training

**Window:** September 1, 2016 & July 1, 2017

**SDE Office:** [Teacher and Leader Effectiveness](#) – (405) 522-8298

**Legislation:** 70 O.S. § 6-101.10

**Description:** Training for First-time administrators and supervisors of certified personnel.

**Activity:** Contact your TLE Framework Training provider to sign up.

**Related Documents:** [TLE Sign Up](#)

[Home](#)

### TLE Qualitative Report

**Window:** May 1, 2017- June 15, 2017

**SDE Office:** [Teacher and Leader Effectiveness](#) – (405) 522-8298

**Legislation:** 70 O.S. § 6-101.17

**Description:** Districts submit all teacher and leader qualitative evaluation scores annually.

**Activity:** Single Sign On-The Wave, Reporting: State Reporting Certification

**Related Documents:** [Single Sign On](#)

[Home](#)