

IMPORTANT DUE DATES FOR SUPERINTENDENTS



KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents JULY

Date	Program	Activity / Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. KRS 161.760(1)	Cassie Trueblood (502) 564-4606	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. KRS 161.760(1)	Cassie Trueblood (502) 564-4606	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. KRS 161.760(2)	Cassie Trueblood (502) 564-4606	
*	Non-discrimination	Between July 1-Day before the start of school, non-discrimination statement to be published in largest circulation newspaper serving the community or in a prominent position on the school's website. Federal law	Mercy Oscuala (502) 564-3716	
*	KETS	Window opens for Kentucky Digital Readiness Survey to be submitted on-line to KDE by September 30. KRS 156.670	Mike Leadingham (502) 564-2020	
*	eTranscripts	Final transcripts should be sent by July 31. KDE, KHEAA and CPE subsidize costs for students through July after graduation. On August 1, former students are considered alumni and will be charged for electronic transcripts.	Kim Walters (502) 564-2020	
1	Fiscal Year for Schools	Fiscal school year begins July 1. KRS 158.050; KRS 160.450	Steve Lyles (502) 564-3930	
1	Fidelity (Performance) Bond	Each local board of education must execute a bond for the faithful performance of its duties. KRS 160.570	Jackie Chism/ Gail Cox (502) 564-3846	
1	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. KRS 150.560; 702 KAR 3:080	Jackie Chism/ Gail Cox (502) 564-3846	
1	Medication Administration Training for Non-licensed School Personnel	Beginning on July 1, school employees who accept the designation to administer emergency or non-emergency medications to students begin their training for the upcoming school year.	Angela McDonald (502) 564-5279	
1	Safe Schools	Beginning with the 2019-2020 School year, each local district superintendent shall appoint an individual to serve as the district's school safety coordinator and primary point of contact for public school safety and security functions. KRS 158.4412	Christina Weeter (502) 564-4772	
1	Safe Schools	On or before July 1, 2021, each local board of education and board of a public charter school shall develop a plan for implementing a trauma-informed approach in its schools. KRS 158.4416	Christina Weeter (502) 564-4772	

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Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
1	School Counseling	Beginning July 1, 2021, or as funds and qualified personnel become available, each school district and each public charter school shall employ at least one (1) school counselor in each school with the goal of the school counselor spending sixty percent (60%) or more of his or her time providing counseling and related services directly to students; and it shall be the goal that each school district and each public charter school shall provide at least one (1) school counselor or school-based mental health services provider who is employed by the school district for every two hundred fifty (250) students, including but not limited to the school counselor required above. KRS 158.4416	Damien Sweeney (502) 564-9850	
8	Certification of School Bus Transportation Mileage	Daily school bus mileage to and from school is submitted for certification.	Karen Conway (502) 564-3846	
15	Safe Schools	No later than July 15, 2021, and each subsequent year, the local district superintendent shall send verification to the state school security marshal and the Kentucky Department of Education that all schools within the district have completed the school security risk assessment for the previous year. School security risk assessments shall be excluded from the application of KRS 61.870 to 61.884 pursuant to KRS 61.878(1)(m). KRS 158.4410	Doug Roberts (502) 564-4772	
15	Alternative Education	Update all Alternative Program Contacts in Person Role Manager by July 15.	April Stanley (502) 564-4772 Windy Newton (502) 564-5130	
15	Alternative Education	Identify all onsite A5 and A6 alternative programs in the Infinite Campus.	April Stanley (502) 564-4772 Windy Newton (502) 564-5130	
31	IDEA Exit Data Verification	Report for children and youth with disabilities exiting special education.	Amy Patterson (502) 564-4970	
15	School Report Card	School Report Card secure site opens for school/district data collection and validation. Validation/collection period/due dates begin with safety data validation in July, data validation/collection will continue through mid-September. The public opening of the School Report Card is scheduled for late September. KRS 158.6453(20); 703 KAR 5:140	DeDe Conner (502) 564-2020	
15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report submitted	Brandon Davis (502) 564-4286	

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Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
25	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Operations. KRS 157.060; 702 KAR 3:110	Carol Buell/ Karen Conway (502) 564-3846	
25	Tax Collector Reports (3)	(1) Tax Collection Information – 702 KAR 3:245 ; (2) Tax Collector’s Report to Local Board – 702 KAR 3:245 ; and (3) Local District’s Reconciliation of Taxes Collected Reports – 702 KAR 3:245	Krystal Smith (502) 564-3846	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic, IDEA-B Preschool, and Title IV-A Student Support and Academic Enrichment, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title II-A Supporting Effective Instruction, ESSER I, ESSER II and APR ESSER</p> <p>Title I, Part A, Title I – D Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant</p> <p>Secondary Career & Technical Education</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Jennifer Baker (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Kelsey Ruble (502) 564-4286</p>	
25	Federal and State Grant Programs	<p>Math Achievement Fund, Read to Achieve, Gifted and Talented</p> <p>Final Expenditure Report for Community Education</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Title I School Improvement, Title I School Improvement Section 10039g, and Title V Rural and Low Income and GEER I</p>	<p>Shelby Power (MAF)/Leesa Unger (RTA) Kristin Burton (GT) (502) 564-1979</p> <p>Kristin Burton (502) 564-1979</p> <p>Nicole Crosthwaite (502) 564-1979</p> <p>Vickie Terry (502) 564-1979</p>	

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Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Locally-Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
25	Mathematics Achievement Fund	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Shelby Power (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
31	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton (502) 564-1979	
25	IDEA CEIS/CCEIS, if voluntary or required	Final count of children from prior year receiving Coordinate Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) in Infinite Campus, where applicable CEIS/CCEIS expenditure report due in GMAP	Jarrod Slone (502) 564-4970	
31	Superintendent Compensation	Superintendent Compensation Survey	Carol Buell (502) 564-3846	
31	Safe Schools	Districts and schools review all safe school's data in the school report card	John Hill (502) 564-4772	
31	New School Calendar	School calendar for upcoming school year (20-21) due to KDE by June 30. 702 KAR 7:140(2). Extended to 7/31/20	Ronda Devine (502) 564-5279	
31	Revised School Calendar	Amended school calendar for current school year (19-20) due to KDE by June 30. 702 KAR 7:140(2). Extended to 7/31/20.	Ronda Devine (502) 564-5279	
31	Graduation Rate	G-Codes for graduation to be entered in Infinite Campus (IC) by July 31.	David Curd (502) 564-9853	

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Important Due Dates for Superintendents AUGUST

Date	Program	Activity / Description	KDE Contact	District Contact
*	Certified Evaluation	Each school year, all certified employees have to receive, within the first thirty (30) calendar days of that employee reporting for employment each year, an explanation and discussion of the professional practice rating domains, components, and performance criteria of their evaluation. KRS 156.557 and 704 KAR 3:370	Todd Davis (502) 564-5846	
*	Local Tax Levy (July-Dec)	Local tax levy within 45 days of receipt of certified assessment from KDE to local school district. KRS 132.0225(1)	Krystal Smith (502) 564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Krystal Smith (502) 564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Krystal Smith (502) 564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Carol Buell/ Karen Conway (502) 564-3846	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish notice of availability of annual financial reports in local newspaper within 60 days after the close of the fiscal year. KRS 424.120; KRS 424.220, HB200/VO (2018).	Steve Lyles (502) 564-3930	
*	Pupil Transportation	School Bus Driver Database updated with annual update before first day of school with other information changes as needed	Monica Napier (502) 564-5279	
*	Pupil Transportation	Bus Evacuation #1 due during the first full week of school; Bus Evacuation #2 due before the end of the first semester	Elisa Hanley (502) 564-5279	
*	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
30	IDEA-B	Maintenance of Fiscal Effort Report (Secure file transfer)	Jonathan Compton (502) 564-4970	

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Important Due Dates for Superintendents AUGUST (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
*	Annual notifications to parents	Distribute annual notifications required under Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h; 34 CFR Part 98. (1) <u>FERPA rights</u> ; (2) <u>Directory Information</u> ; (3) <u>PPRA</u> . Templates are available on the <u>Protecting Student Privacy website</u> .	Linda Burton (502) 564-2020	
*	Annual notifications to parents	Distribute annual notifications required under ESSA Section 1112(e)	David Millanti (502) 564-3791	
*	Safe Schools	Superintendents shall require principals to annually provide written notice of KRS 508.078, 532.060 and 534.030 to all students, parents, and guardians within 10 days of the first instructional day. KRS 158.1599	Christina Weeter (502) 564-4772	
1	Mathematics Achievement Fund (MAF)	MAF Assurances signed by each MAF school level team as well as the superintendent	Erin Chavez (502) 564-2106	
1	Minority Report KEPS/MERR	Minority Educator Recruitment and Retention Annual Report (Access available at all times via KEPS; Report due August 1).	Renee Scott (502) 564-1479	
1	Pupil Transportation	Annual Incident Report due (submitted electronically via daily incident reports)	Monica Napier (502) 564-5279	
1	Read to Achieve (RTA)	RTA Assurances signed by each RTA school level team as well as the superintendent	Whitney Hamilton (502) 564-2106	
10	School Report Card	School Report Card secure site opens for additional school/district validation. Data collection and validation period/due dates vary but all end prior to the public opening of the School Report Card in late September. KRS 158.6453(17); 703 KAR 5:140	DeDe Conner (502) 564-2020	
30	Pupil Transportation	Bus Inventory Update for Depreciation Opens (System closes on October 30)	Carl Meehan (502) 564-5279	
31	KETS	School district data security and breach procedures. 702 KAR 1:170 . Must acknowledge to local board by August 31 annually.	Bob Hackworth (502) 564-2020	
30	Secondary Career & Technical Education	All TEDS data from prior school year is due.	Claude Christian (502) 564-4286	
30	Instructional Leadership Act	End-of-cycle Instructional Leadership Report to Division of Next Generation Professionals	Brandon Harrod (502) 564-4606	
30	EILA	Deadline for KDE notification regarding any instructional leader who has failed to complete 21 training hours under the Effective Instructional Leadership Act KRS 156.101, Section 4(d)	Pam Winger (502) 564-2106	

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Important Due Dates for Superintendents SEPTEMBER

Date	Program	Activity / Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. 702 KAR 3:246 Section 6 (4b)	Natasha Stein/ Ashlie Cox (502) 564-3791	
*	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (Late September or early October). KDE has received a waiver from USED for 2020-21 school accountability, but assessment results and participation data will be provided to districts and reported in the School Report Card as required in the approved waiver.	Kevin Hill (502) 564-9853	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. KRS 156.670	Mike Leadingham (502) 564-2020	
*	Textbook and Instructional Materials	Selection of basal instructional materials follows the District Off-List Notification process. KRS 156.445(1)	Kimberly McDaniel (502) 564-2106	
1	Pupil Transportation	Download, update and email bus inventory for depreciation	Carl Meehan (502) 564-5279	
1	Essential Workplace Ethics reporting	KRS 158.1413 requires districts to create an essential workplace ethics program for all K-12 students, beginning in the 2019-2020 year. The law requires districts to report to the Commissioner of Education and the Kentucky Workforce Innovation Board (KWIB) how the essential workplace ethics program is being implemented at each school (required on biennial basis).	Scott U'Sellis (502) 564-4286	
15	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. 702 KAR 3:246 (4b)	Natasha Stein/ Ashlie Cox (502) 564-3791	
15	KETS	Technology Activity Report submitted electronically to KDE contact.	Mike Leadingham (502) 564-2020	
15	Safe Schools	Each school to annually provide suicide prevention awareness information in person, by live streaming, or via a video recording to all students grades six (6) through twelve (12). The information may be obtained from the Cabinet for Health and Family Services or from a commercially developed suicide prevention training program. KRS 156.095	Deborah Sauber (502) 564-4772	
28	School Report Card	Week of September 28, public release of annual School Report Card; district preview and media release will occur prior to public release.	DeDe Conner (502) 564-2020	
30	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Nicole Crosthwaite (502) 564-1979	
30	Class Size Compliance	Maximum class size update report to KDE (Non-SBDM schools and districts with one school)	Kris Jarboe (502) 564- 2106	

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Important Due Dates for Superintendents SEPTEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	District Budgets	Each local board must submit a working budget to the Kentucky Board of Education. KRS 160.470(6)(a) and (b) and 702 KAR 3:110	Carol Buell/ Karen Conway (502) 564-3846	
30	Title I, Part A	During the first 15 months that a district's Title I, Part A funds are available, the district must, by September 30, obligate at least 85% of the total allocated to it. The district may carry over a maximum of 15% into the next fiscal year and must obligate those funds by the following September 30.	Thelma Hawkins (502) 564-1979 Brenda Considine (502) 564-3791	
30	Federal Cash Request Statement of Assurances	Submit statement of assurance in GMAP and send email from Superintendent's Inbox to for.requests@education.ky.gov by September 30 each year.	Ken Greene (502) 564-1979	
30	District Funding Assurances	Submit assurances in GMAP and upload statements in GMAP by September 30 each year.	Nichole Crosthwaite (502) 564-1979	
30	Intervention Tab Data Pull (Extended School Services)	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS: Summer Term/School	Rebecca Atkins (502) 564-4970	

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Important Due Dates for Superintendents OCTOBER

Date	Program	Activity / Description	KDE Contact
*	Title IV-A	Title IV-A desk audit notifications sent to districts	Lalah Brewer (502) 564-4772
*	Title II, Part A	Title II, Part A desk audit notifications sent to districts.	Kris Jarboe 502-564-2106
*	School District Review Program	School district boundary review period begins. Districts can begin submitting any changes to KDE.	Margalee Conlee (502) 564-3791
1	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846
1	School District Personnel	Classified Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846
1	Energy Management Report (EMR)	Collect energy consumption data and square footage of all school buildings in each district due to the Kentucky School Boards Association (KSBA).	Martha Casher (502) 783-0065
1	Pupil Transportation	Inform KISTA if bus orders are to be financed	Carl Meehan (502) 564-5279
1	Pupil Transportation	School bus ordering system live	Carl Meehan (502) 564-5279
1	CSIP/CDIP	Due in eProve by October 1: a) continuous improvement diagnostic for schools; b) continuous improvement diagnostic for districts	Natasha Stein (502) 564-3791
1	Safe Schools	School safety report due via eProve.	Doug Roberts (502) 564-4772
1	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CCEIS Improvement Plan (CEIS-IP/CCEIS-IP) plan due to GMAP District "CEIS/CCEIS District Intermediate Plan" due in GMAP CEIS/CCEIS Budget due in GMAP	Jarrod Slone (502) 564-4970

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Important Due Dates for Superintendents OCTOBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic, IDEA-B Preschool, and Title IV-A Student Support and Academic Enrichment, Stewart B. McKinney Homeless Migrant Education, Title II-A Supporting Effective Instruction, ESSER I, ESSER II and APR ESSER Title I, Part A, Title I – D Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant. Secondary Career & Technical Education Math Achievement Fund, Gifted and Talented, and Read to Achieve	Dru Hawkins (502) 564-1979 Jennifer Baker (502) 564-1979 Thelma Hawkins (502) 564-1979 Kelsey Ruble (502) 564-4286 Shelby Power (MAF) Kristin Burton (GT) Leesa Unger (RTA) (502) 564-1979	
25	Federal and State Grant Programs (Continued)	Final Expenditure Report for Community Education ESS, State Preschool, Instructional Resources, Professional Development and Safe Schools Title I School Improvement, Title I School Improvement Section 10039g, and Title V Rural and Low Income and GEER I	Kristin Burton (502) 564-1979 Nicole Crosthwaite (502) 564-1979 Vickie Terry (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
25	Mathematics Achievement Fund	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Shelby Power (502) 546-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	

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Important Due Dates for Superintendents OCTOBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
30	Pupil Transportation	School Bus Inventory Due	Carl Meehan (502) 564-5279	
31	School Nutrition Programs	Report Qualifying Data/Site Enrollment Reporting to SCN	Lauren Moore (502) 564-5625	
31	Child and Adult Care Food Program (CACFP) Renewal Application	If applicable, complete CNIPS Application must be approved.	Lauren Moore (502) 564-5625	
30	Intervention Tab Data Pull Extended School Services (ESS)	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS. Data pulls are completed Oct 30/Jan 30/ March 30 and June 30, although districts are not required to have data entered until June 30. Data entered before interim checks is reviewed for quality and used as an opportunity to provide state support to local districts.	Rebecca Atkins (502) 564-4970	
25	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CCEIS expenditure report due to GMAP CEIS/CCEIS Student Identification due (flagged in Infinite Campus)	Jarrod Slone (502) 564-4970	

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Important Due Dates for Superintendents

NOVEMBER

Date	Program	Activity / Description	KDE Contact	District Contact
*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE. This date may vary.	Krystal Smith (502) 564-3846	
*	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps KRS 158.649 and per local board policy on planning. (Note: Final agreement due by February – Annually)	Natasha Napier/ Ashlie Cox (502) 564-3791	
1	LEAD	Local Educator Assignment Data Report	Melinda Penny (502) 564-5846	
1	Secondary Career & Technical Education	Locally-operated and ATC's 1 st semester imported into TEDS	Claude Christian (502) 564-4286	
1	District SBDM Council Programs	Principals are to report through the local superintendent to KDE the names of SBDM Council members and verify that each has completed the required training. KRS 160.345	Natasha Napier/ Ashlie Cox/ Windy Newton (502) 564-3791	
1	Pupil Transportation	Transportation Growth Factor Adjustment Form due	Jana Cox/Karen Conway (502) 564-3846	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Brad Kennedy (502) 564-5279	
1	Dropout Rate	Dropout data to be finalized in Infinite Campus (IC) by November 1	David Curd (502) 564- 9853	
1	Safe Schools	District safety report due via eProve.	Doug Roberts (502) 564-4772	
1	Title I	Title I Comparability Report due in GMAP.	David Millanti (502) 564-3791	
1	CSIP/CDIP	Due in eProve November 1: a) Needs Assessment for Schools b) Needs Assessment Districts; c) School Assurances; and d) District Assurances	Natasha Stein/ Ruth Swanson (502) 564-3791	
1	Safe Schools	Superintendents are required to annually report to the Kentucky Center for School Safety the number, placement, and funding source(s) for each School Resource Officer in the district. KRS 158.4414	John Hill (502) 564-4772	
1	Safe Schools	Staff with job duties requiring direct contact with students shall receive a minimum of one hour of active shooter training annually. KRS 156.095	Christina Weeter (502) 564-4772	
1	Safe Schools	Superintendents required to annually report to KDE the number and placement of school counselors in the district, including source of funding, a summary of job duties and the approximate percentage of time devoted to each duty over the course of the year. KRS 158.4416	Damien Sweeney (502) 564-9850	

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Important Due Dates for Superintendents NOVEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
15	Locally-Operated CTE Centers	LAVEC Attend Hours Report Due to KDE.	Scott U'Sellis (502) 564-4286	
15	All CTE Programs	1 st Semester TEDS Data Due to KDE.	Claude Christian (502) 564-4286	
15	Area Technology Centers	Home School Report Due to KDE.	Claude Christian (502) 564-4286	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor's report, submit post-audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Support. KRS 156.275	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846 Carol Buell (AFR) (502) 564-3846 Karen Conway (502) 564-3846	
15	Pupil Transportation	School bus purchase due (Available on the KDE Transportation webpage) There is no guarantee for a May delivery date if submitted after this date.	Carl Meehan (502) 564-5279	
20	Title I, Part D, Subpart 2	Annual neglected and delinquent child count data submitted in GMAP	Wes Blake (502) 564-3791	
30	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, KRS 158.148	Doug Roberts (502) 564-4772	

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Important Due Dates for Superintendents DECEMBER

Date	Program	Activity / Description	KDE Contact	District Contact
*	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Chay Ritter (502) 564-3846	
7	State Preschool	Enrollment Count Report December 1 due to KDE.	Taysha Oglesby (502) 564-4970	
15	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator.	Mike Leadingham (502) 564-2020	
15	E-Rate	Download and submit the SLD's Children's Internet Protection Act Compliance form (Form 479) to KDE contact.	Mike Leadingham (502) 564-2020	
15	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1)	Amy Patterson (502) 564-4970	
30	Pupil Transportation	Verify school bus inventory data from KDE	Carl Meehan (502) 564-5279	

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Important Due Dates for Superintendents JANUARY

Date	Program	Activity / Description	KDE Contact	District Contact
*	Local Board Meetings (January School Board Mtg.)	Local board must adopt a regular board meeting schedule and make it available to the public. KRS 61.820	Todd Allen (502) 564-4474	
*	Staffing Policies	Review/revise school staffing formula and submit to the KDE Division of School and Program Improvement prior to May 1 in order to use them the same year. 702 KAR 3:246	Natasha Napier/ Ashlie Cox (502) 564-3791	
*	Pupil Transportation	Bus Evacuation #3 due during the first full week of school after Winter Break; Bus Evacuation #4 due before the end of school	Elisa Hanley (502) 564-5279	
*	Alternative Education	Visits to alternative programs January-April as part of consolidated monitoring.	April Stanley (502) 564-4772	
*	Title IV-A	Visits to districts January-April as part of consolidated monitoring.	Lalah Brewer (502) 564-4772	
1	CSIP/CDIP	Due in eProve: a) Comprehensive School Improvement Plan; b) Comprehensive District Improvement Plan; c) Executive Summary for Schools; d) Executive Summary for Districts; e) Superintendent Gap Assurance f) Professional Development Plan for Schools; and g) Professional Development Plan for Districts.	Natasha Stein/ Ruth Swanson (502) 564-3791	
1	CSIP/CDIP	Due in eProve: a) Professional Development Plan for Districts; b) Professional Development Plan for Schools.	Misty Higgins (502) 564-2106	
1	Perkins Comprehensive Local Needs Assessment (CLNA)	Comprehensive Local Needs Assessment (CLNA) for Perkins Accountability due to KDE January 1.	Karla Tipton (502) 564-4286	
5	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	“District CEIS/CCEIS District Intermediate Plan and Update” due in GMAP	Jarrod Slone (502) 564-4970	
15	E-Rate	The E-Rate Form 471 filing window typically opens mid-January and runs through mid-April.	Mike Leadingham (502) 564-2020	
15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick (502) 696-7394	

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Important Due Dates for Superintendents JANUARY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, IDEA-B Preschool, and Title IV-A Student Support and Academic Enrichment, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title II-A Supporting Effective Instruction, ESSER I, ESSER II and APR ESSER</p> <p>Title I, Part A, Title I – D Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant.</p> <p>Secondary Career & Technical Education</p> <p>Math Achievement Fund, Gifted and Talented and Read to Achieve.</p> <p>Final Expenditure Report for Community Education</p> <p>ESS, State Preschool, Instructional Resources, Professional Development and Safe Schools</p> <p>Title I School Improvement, Title I School Improvement Section 10039g, and Title V Rural and Low Income and GEER I</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Jennifer Baker (502)564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Kelsey Ruble (502) 564-4286</p> <p>Shelby Power (MAF)/Kristin Burton(GT) Leesa Unger (RTA) (502) 564-1979</p> <p>Kristin Burton (502) 564-1979</p> <p>Nicole Crosthwaite (502) 564-1979</p> <p>Vickie Terry (502) 564-1979</p>	

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Important Due Dates for Superintendents JANUARY (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Mathematics Achievement Fund	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Shelby Power (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
25	21st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
30	Intervention Tab Data Pull (Extended School Services)	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS Data pulls are completed Oct 30/Jan 30/ March 30 and June 30, although districts are not required to have data entered until June 30. Data entered before interim checks is reviewed for quality and used as an opportunity to provide state support to local districts.	Rebecca Atkins (502) 564-4970	
25	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CEIS Student Identification due (flagged in Infinite Campus) CEIS/CCEIS expenditure report due to GMAP “District CEIS/CCEIS District Strategic Quarterly Report” due in GMAP	Jarrod Slone (502) 564-4970	
31	District Budgets	Draft budget review by local board (start of new year budget). KRS 160.470(6)(a)	Chay Ritter (502) 564-3846	
31	State Preschool	State Preschool Program Application opens in GMAP	Taysha Oglesby (502) 564-4970	

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Important Due Dates for Superintendents FEBRUARY

Date	Program	Activity / Description	KDE Contact	District Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of KRS 158.649 and local board policy.	Natasha Stein Ashlie Cox (502) 564-3791	
*	Read to Achieve	Submit Mid-Year Report to KDE	Whitney Hamilton (502) 564-2106	
*	Math Achievement Fund	Submit mid-year report to KDE	Erin Chavez (502) 564-2106	
1	EOP	CTE End-of-Program Assessment Registration	Sherri Craig (502) 564-4286	
1	Transition to Adult Life	Transition to Adult Life Data Due on the Graduation tab in Infinite Campus for prior year graduates	Scott U'Sellis (502) 564-4286	
1	Council Targets	KRS 158.649 requires achievement gap targets to be established by February 1; however, with the annual completion of each school's comprehensive school improvement plan by January 1, schools satisfy this requirement early.	Natasha Stein Ashlie Cox (502) 564-3791	
1	Non-Resident Contracts	Non-resident contracts should be approved by the local board for the following school year. 702 KAR 7:125 (9)	Ronda Devine (502) 564-5279	
1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year any time after February 1. KRS 160.380 (2) (a)	Matt Ross (502) 564-1976	
2/24 - 3/31	Sec. Career and Tech. Education	CTE End-of Program assessment window for students in career and technical education	Sherri Craig (502) 564-4286	
25	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Kris Jarboe (502) 564-2106	
29	LEAD	Spring Reporting Period	Melinda Penny (502) 564-5846	

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Important Due Dates for Superintendents MARCH

Date	Program	Activity / Description	KDE Contact	District Contact
*	Title IV-A	Intent to participate opens	Lalah Brewer (502) 564-4772	
1	School Staffing	Local school boards must give each SBDM Council the tentative school staffing and budget allocations for the next fiscal year by March 1 and notice of an updated allocation by May 1. KRS 160.345; 702 KAR 3:246	Natasha Napier/Ashlie Cox (502) 564-3791	
1	Preschool Report	School Enrollment Count due to KDE March 1.	Taysha Oglesby (502) 564-4970	
15	Indirect Costs	Indirect Cost Rate adjustments due via web form to Division of District Support	Karen Conway (502) 564-3846	
15	Secondary Career & Technical Education	Second semester TEDS data imported	Claude Christian (502) 564-4286	
30	Intervention Tab Data Pull (Extended School Services)	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS Data pulls are completed Oct 30/Jan 30/ March 30 and June 30, although districts are not required to have data entered until June 30. Data entered before interim checks is reviewed for quality and used as an opportunity to provide state support to local districts.	Rebecca Atkins (502) 564-4970	
31	Title II-A, III, IV-A, and IDEA-B	Declaration of Participation	Jennifer Baker (502) 564-1979	
31	School Nutrition Programs	School Nutrition Programs Financial Reporting	Lauren Moore (502) 564-5625	

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Important Due Dates for Superintendents APRIL

Date	Program	Activity / Description	KDE Contact	District Contact
*	District Budget	District staff should begin preparing the Tentative Budget after notification of final SEEK from KDE.	Chay Ritter (502) 564-3846	
*	Front Door Project	Mapping geographical coordinates for schools and district offices. New schools or changes to front door location of existing schools should be updated at least annually.	Ryan Adcock (502) 564-2020	
*	Non-Traditional Instruction	Applications for the Non-Traditional Instruction Program (NTI) must be submitted at least 120 days prior to the beginning of a school term to have the application considered for implementation at the beginning of the upcoming school term. Submission must include review by the local board of education and signatures of superintendent and local board chair.	Steve Kissinger (502) 564-4201	
1	School Nutrition Programs	If applicable, complete Community Eligibility Provision Reporting (number of directly certified students) to SCN	Lauren Moore (502) 564-5625	
1	School Report Card	Financial transparency data collected from Finance Officers via SRC collector for May release on report card. KRS 160.463	Jessica Carlton (502) 564-3930	
1	Locally-Operated CTE Centers	LAVEC Changes Verification Due to KDE	Scott U'Sellis (502) 564-4286	
1	Council Targets	Local school boards and superintendents must review and adopt a school's achievement gap targets included in the comprehensive school improvement plan by April 1 of each year. KRS 158.649; KRS 160.340; KRS 160.345	Natasha Stein/ Ashlie Cox (502) 564-3791	
14	KETS	Submit District Technology Plan to KETS Engineer	Mike Leadingham/ KETS Engineers (502) 564-2020	
15	Title III (EL)	Intent to Participate completed in GMAP typically due on April 15. (Tentative, depending on the release date of preliminary allocations from the Federal Department of Education.	Neil Watts/ Jessica Sanderson (502)564-3791	

Important Due Dates for Superintendents

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APRIL (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic, IDEA-B Preschool, and Title IV-A Student Support and Academic Enrichment, Stewart B. McKinney Homeless Migrant Education, Title II-A Supporting Effective Instruction, ESSER I, ESSER II and APR ESSER Title I, Part A, Title I – D Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant. Secondary Career & Technical Education	Dru Hawkins (502) 564-1979 Jennifer Baker (502) 564-1979 Thelma Hawkins (502) 564-1979 Kelsey Ruble (502) 564-4286	
25	Federal and State Grant Programs (Continued)	Math Achievement Fund, Gifted and Talented, and Read to Achieve ESS, State Preschool, Textbooks, Professional Development and Safe Schools Final Expenditure Report for Community Education Title I School Improvement, Title I School Improvement Section 10039g, and Title V Rural and Low Income and GEER I	Shelby Power (MAF)/Kristin Burton (GT) Leesa Unger (RTA) (502) 564-1979 Nicole Crosthwaite (502)564-1979 Kristin Burton (502)564-1979 Vickie Terry (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	

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Important Due Dates for Superintendents APRIL (Continued)

25	Mathematics Achievement Fund	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Shelby Power (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
30	Written Notice (non-renewal certified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. KRS 161.750(2)	Cassie Trueblood (502) 564-4606	
30	Written Notice (non-renewal classified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. KRS 161.011	Matt Ross (502) 564-1976	
30	Perkins Budget	Perkins Budget Amendments Due in GMAP	Karla Tipton (502) 564-4286	
25	IDEA CEIS/CCEIS, if voluntary or required	Student Identification due (flagged in Infinite Campus) CEIS/CCEIS expenditure report due to GMAP “District CEIS/CCEIS District Strategic Quarterly Report” due in GMAP	Jarrold Slone (502) 564-4970	

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Important Due Dates for Superintendents MAY

Date	Program	Activity / Description	KDE Contact	District Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees 90 days before the first student attendance day of the following school year or May 15, whichever is earlier. KRS 161.765; KRS 161.760	Cassie Trueblood (502) 564-4606	
*	Read to Achieve	Submit End-of-Year Report	Whitney Hamilton (502) 564-2106	
*	Math Achievement Fund	Submit End-of-Year Report	Erin Chavez (502) 564-2106	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of KRS 161.765 .	Cassie Trueblood (502) 564-4606	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy. Selection of basal instructional materials follows the District Off-List Notification process. KRS 156.445(1)	Kimberly McDaniel (502) 564-2106	
*	District of Innovations	District of Innovation applications must be submitted at least ninety (90) days prior to the beginning of a school term to have the application considered for implementation at the beginning of the upcoming school term. Application submissions require local board of education approval and signatures of the superintendent and local board chair.	Steve Kissinger (502) 564-4201	
*	Title IV-A	Application opens in GMAP as part of consolidated application	Lalah Brewer (502) 564-4772	
1	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. KRS 157.395	Jana Cox (502) 564-3846	
1	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by KRS 158.856(6) .	Stephanie Bunge (502) 564-2106	
1	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in KAR 160.345(11) , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by KRS 158.856(6) .	Stephanie Bunge (502) 564-2706	
1	Staffing Allocations	Notice of an updated allocation shall be given to school councils by May 1 of each year for the funds and positions identified in sections 4, 5 6 and * of 702 KAR 3:246 .	Ashlie Cox/ Natasha Napier (502) 564-3791	
1	Perkins Local Application	Perkins Local Grant Application due in GMAP	Karla Tipton (502) 564-4286	

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Important Due Dates for Superintendents MAY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
1	CSIP/CDIP	a) Continuation of Learning Plan for Districts due in eProve; and b) English Learner Plan for Districts (Lau Plan)	David Cook (502) 564-4201 Erin Sudduth/ Jessica Sanderson (502) 564-3791	
1	Perkins Application	District Perkins Application due to KDE by May 1.	Karla Tipton (502) 564-4286	
15	Agricultural Education	Ag-Ed Annual Report	Brandon Davis (502) 564-4286	
15	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	Ronda Devine (502) 564-5279	
28	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 28.	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846	
30	District Budget	Submit board approved Tentative Budget by May 30 with at least a 2% contingency. KRS 160.470(6) (a)	Carol Buell/ Karen Conway (502) 564-3846	
30	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council. 702 KAR 3:246	Natasha Napier/ Ashlie Cox (502) 564-3791	
30	Capital Funds Request	Capital Funds Requests (CFR) are due for current fiscal year.	Jana Cox (502) 564-3846	
31	Secondary Career & Technical Education	End-of-year data imported into TEDS	Claude Christian (502) 564-4286	
31	Pupil Transportation	Certification for Transportation for KSB & KSD Home Trips for Resident Pupils Certification for Transportation for KSB & KSD Daily Trips	Carol Buell (502) 564-3846	

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Important Due Dates for Superintendents JUNE

Date	Program	Activity / Description	KDE Contact	District Contact
*	Title IX	Title IX forms sent to KHSAA	Darren Bilberry (859) 299-5472	
*	School Nutrition Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	Lauren Moore (502) 564-5625	
*	Pupil Transportation	Driver Trainers 6-Hour Updates; School Bus Inspectors 4-Hour Updates	Tyler Zeigler/ Carl Meehan (502) 564-5279	
6/ 2017	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
1	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Reports, including Summative Evaluation	Kathie Anderson (502) 564-4970	
1	Title II	Title II, Part A application opens	Kris Jarboe (502) 564-2106	
15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Lauren Moore (502) 564-5625	
15	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. KRS 161.760(1)	Cassie Trueblood (502) 564-4606	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice by June 15 that they do not accept employment. KRS 161.750(3)	Cassie Trueblood (502) 564-4606	
15	IDEA-B	Personnel Employed for Special Education Report in GMAP	Amy Patterson (502) 564-4970	
15	IDEA-B	Annual budgets for IDEA federal grants due in GMAP system	Gary Martin (502) 564-4970	
30	State Preschool	Annual Performance Report	Jennifer Riley (502) 564-4970	
30	ESS	ESS Program Projection Report for upcoming school year	Rebecca Atkins (502) 564-4970	
30	ESS	Daytime Waiver Evaluations Report	Rebecca Atkins (502) 564-4970	

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Important Due Dates for Superintendents JUNE (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
30	Nutrition Programs	Notification due to SCN for participation in the Community Eligibility Program	Lauren Moore (502) 564-5625	
30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Karen Conway (502) 564-3846	
30	Pupil Transportation	Pupil Transportation Adjustment Form End-of-Year	Karen Conway (502) 564-3846	
30	Safe Schools	Safe Schools Data Verification Report	John Hill (502) 564-4772	
30	Safe Schools Special Education	Safe Schools Data Verification Report for students with active IEPs on December 1 of reporting year	Amy Patterson (502) 564-4970	
30	Indicator 11, 12 & 13 Reports	Submit spreadsheet for IDEA Indicators 11 & 13	Amy Patterson (502) 564-4970	
30	Fiscal Year for Schools	End-of-school fiscal year KRS 158.050; KRS 160.450	Steve Lyles (502) 564-3930	
30	Non-resident Contracts	Amendments to contracts for non-resident students. 702 KAR 7:125 (9)	Ronda Devine (502) 564-5279	
30	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Brad Kennedy (502) 564-5279	
30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick (502) 696-7394	
30	New School Calendar	School calendar for upcoming school year due to KDE by June 30. 702 KAR 7:140 (2)	Ronda Devine (502) 564-5279	
30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. 702 KAR 7:140 (2)	Ronda Devine (502) 564-5279	
30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Claude Christian (502) 564-4286	
30	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Greg Dunbar (502) 564-4326	

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Important Due Dates for Superintendents JUNE (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Extended School Services	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS: End of Year	Rebecca Atkins (502) 564-4970	
30	Schools with Changed School Service Area	Deadline for notification of any school that has an unstable population (less than 60%) compared to the prior year. 703 KAR 5:240(6)	John Wickizer (502) 564-9853	
30	IDEA CEIS/CCEIS, if voluntary or required,	End of Year "CEIS-IP/CCEIS-IP Improvement Plan Reflection" due in GMAP "District CEIS/CCEIS District Intermediate Plan and Update" due in GMAP	Jarrod Slone (502) 564-4970	

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