

Fiscal Month	Calendar	Due By	Title	Activity / Description	Governing Law	KDE Contact	Phone Number
			Non Resident Policy	Per KRS 158.120, districts must adopt a nonresident student policy. The nonresident policy and any subsequent changes shall be filed with the KDE within 30 days of adoption. Policies shall be submitted to nonresidentpolicy@education.ky.gov.	KRS 158.120(1)	Ronda Devine	502-564-5279
(01) July	(07) July	*	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)	KRS 161.760(1)	Cassie Trueblood	502-564-4606
(01) July	(07) July	*	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)	KRS 161.760(2)	Cassie Trueblood	502-564-4606
(01) July	(07) July	*	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.	34 CFR 104.8(a)	Morgan Lovitt	502-564-4286
(01) July	(07) July	*	KETS	Window opens for Kentucky Digital Readiness Survey to be submitted on-line to KDE in September. KRS 156.670; KRS 157.655; KRS 157.665	KRS 156.670; KRS 157.655; KRS 157.665	Mike Leadingham	502-564-2020
(01) July	(08) August	*	eTranscripts	Final transcripts should be sent by August 30. KDE and public universities subsidize costs for students through August 30 after graduation. On August 31, former students are considered alumni and will be charged for electronic transcripts.		Daniel Bradley	502-564-2020
(01) July	(07) July	1	Fiscal Year for Schools	Fiscal school year begins July 1. KRS 158.050; KRS 160.450	KRS 158.050; KRS 160.450	Steve Lyles	502-564-3930
(01) July	(07) July	1	Fidelity Bond	The local board shall determine the amount of the penal sum of the fidelity bond for the treasurer, the finance officer, and others holding similar positions who are responsible for district funds or who receive and expend funds on behalf of the school district by July 1st of each year.	KRS 160.560; 702 KAR 3:080	Jackie Chism	502-564-3846
(01) July	(07) July	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.	KRS 156.502	Angela McDonald	502-564-5270
(01) July	(07) July	1	Safe Schools	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	KRS 158.4412	Christina Weeter	502-564-4772
(01) July	(07) July	1	School Counseling	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 direct services to students and no more than forty percent (40%) of his or her time providing indirect services 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	KRS 158.4416	Michelle Sircy	502-892-6662 ext. 4521

(01) July	(07) July	1	Mathematics Achievement Fund (MAF)	MAF assurances signed by each MAF school-level team and the superintendent	KRS 158.844; 704 KAR 3:530	Erin Chavez	502-564-2106
(01) July	(07) July	1	Pledge of Collateral (Bond of Depository)	KRS 160.570 requires each school district to appoint a bank, trust company, or savings and loan association to serve as its depository. School district depositories to provide collateral pursuant to KRS 41.240 before entering upon its duties.	KRS 160.570; 702 KAR 3:090	Jackie Chism	502-564-3846
(01) July	(07) July	1	Read to Succeed Act	Notwithstanding KRS 158.6453(19) and 160.345, each superintendent shall adopt a common comprehensive reading program that is determined by the department to be reliable, valid, and aligned to reading and writing standards required by KRS 158.6453 and outlined in administrative regulation promulgated by the Kentucky Board of Education for kindergarten through grade three (3) for all schools or a subset of schools, with consultation of all affected elementary school councils.	KRS 158.305(5)(b)	Christie Biggerstaff	502-564-9850
(01) July	(07) July	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	KRS 158.4410(7)	Blake Konny	502-564-4772
(01) July	(07) July	15	Alternative Education Programs	Update all Alternative Education Program Contacts in Person Role Manager by July 15.		Leticia Porter	502-564-4772/502-564-5130
(01) July	(07) July	15	Alternative Education Programs	Identify all onsite A5 and A6 alternative education programs in the Infinite Campus.		Leticia Porter	502-564-4772/502-564-5130
(01) July	(07) July	15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report submitted	KRS 157.360	Kristan Wright, Matt Chaliff	502-564-4286
(01) July	(07) July	15	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Perkins Secondary Career & Technical Education	Strengthening Career and Technical Education for the 21st Century Act	Alexa Morrison	502-564-4286
(01) July	(07) July	21	School Report Card Suite	School Report Card Suite secure site opens for School Safety data validation. Validation begins with safety data validation in July and extends through November. The data becomes publicly available in the fall; dates can vary by year and/or component of the SRC suite. KRS 158.6453(20); 703 KAR 5:140	20 U.S.C. 6311(h); KRS 158.6453(17); 703 KAR 5:140	DeDe Conner	502-564-2020
(01) July	(07) July	25	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Support.	KRS 157.060; 702 KAR 3:110 Section 1(2)	Sheila Miller	502-564-3846
(01) July	(07) July	25	Supplemental CTE Funding	Quarterly Expenditure Report (email each report to KDE contact)	KRS 157.069	Kelsey Ruble	502-564-4286
(01) July	(07) July	25	Mathematics Achievement Fund (MAF)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.844; 704 KAR 3:530	Shelby Clontz	502-564-1979

(01) July	(07) July	25	Read to Achieve (RTA)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.792; 704 KAR 3:480	Shelby Clontz	502-564-1979
(01) July	(07) July	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.		Shondiste Brown	502-564-1979
(01) July	(07) July	25	IDEA CEIS/CCEIS, if voluntary or required	Final count of children from prior school year receiving Coordinate Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) in Infinite Campus, where applicable	34 CFR 300.646, 34 CFR 300.647, 34 CFR 300.226	Jarrod Slone	502-564-4970
				CEIS/CCEIS expenditure report due in to the KDE OSEEL CCEIS District Submission Site			
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic and IDEA-B Preschool		Susan Hazelwood	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Migrant Education		Leesa Unger	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I, Part A, Title I – D Neglected and Delinquent and Title II-A Supporting Effective Instruction		Thelma Hawkins	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Mathematics Achievement Fund (MAF), Read to Achieve (RTA), Gifted and Talented	MAF: KRS 158.844; 704 KAR 3:530 RTA: KRS 158.792; 704 KAR 3:480	Shelby Clontz	502-564-1979
(01) July	(07) July	25	Community Education and Gifted & Talented grants	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Final Expenditure Report for Community Education and Gifted and Talented	704 KAR 3:285; and KRS 160.155; 160.156; 160.157; 160.158	Kristin Burton	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): ESS, State Preschool, Textbooks, Professional Development and Safe Schools		Nicole Crosthwaite	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I School Improvement		Lindsay McCollum	502-564-1979
(01) July	(07) July	25	Federal and State Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): APR ESSER		Lindsay McCollum	(502) 564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title IV-A Student Support and Academic Enrichment		Shondiste Brown	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Stewart B. McKinney Homeless		Lindsey Ronca	502-564-1979
(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title III Limited English Proficient (LEP) and Immigrant.		Dru Hawkins	502-564-1979

(01) July	(07) July	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title V Rural and Low Income			Elise Crisp	502-564-1979
(01) July	(07) July	31	Superintendent Compensation	Superintendent Compensation Survey			Ann Culbertson	502-564-3846
(01) July	(07) July	31	Safe Schools	Districts and schools review prior year safe school's data in the school report card secure site.			Blake Konny/Windy Spalding	502-564-4772 / 502-564-5130
(01) July	(07) July	31	Graduation Rate	G-Codes for graduation to be entered in Infinite Campus (IC) by July 31.	In compliance with the federal Every Student Succeeds Act of 2015, 20 U.S.C 6301 et seq, states are required to collect and report data related to graduation rate.	David Curd	502-564-9853	
(01) July	(07) July	31	Work-Based Learning	Deadline for Work Based Learning data to be submitted in Infinite Campus for the previous school year.	KRS 158.6455	Amy Tracy	5025644286	
(01) July	(07) July	8	Certification of School Bus Transportation Mileage	Daily school bus mileage to and from school is submitted for certification.	KRS 157.370	Ann Culbertson	503-564-3846	
(02) August	(08) August		Notification of Traceable Communication System	The principal of each public school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.	KRS 160.145(2)			
(02) August	(08) August	*	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	KRS 156.557, 704 KAR 3:370	Todd Davis	502-564-5846	
(02) August	(08) August	*	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)	Sheila Miller	502-564-3846	
(02) August	(08) August	*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	KRS 160.460	Sheila Miller	502-564-3846	
(02) August	(08) August	*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	KRS 160.470	Sheila Miller	502-564-3846	
(02) August	(08) August	*	Annual Financial Report (Aug-Nov)	Local school districts are to publish the complete annual financial statement and the school report card annually in the local newspaper, electronically on the district website, or providing a printed copy to the main branch of the local library.	KRS 424.120; KRS 424.220(4) ;KRS 160.463	Steve Lyles	502-564-3930	
(02) August	(08) August	*	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

(02) August	(08) August	*	Pupil Transportation	Bus Evacuation #1 due during the first full week of school; Bus Evacuation #2 due before the end of the first semester	702 KAR 5:030	Roger Banks	502-564-5279
(02) August	(08) August	*	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) FERPA rights; (2) Directory Information; (3) PPRA. Templates are available on the Protecting Student Privacy website.	20 U.S.C. § 1232g; 34 CFR Part 99	Linda Burton	502-564-2020
(02) August	(08) August	*	Annual notifications to parents	Distribute annual notifications required under ESSA Section 1112(e)	ESSA Section 1112(e)	Erin Sudduth	502-564-3791
(02) August	(08) August	*	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 158.1559	KRS 508.078, 532.060 and 534.030. KRS 158.1559	Christina Weeter	502-564-4772
(02) August	(08) August	*	Comprehensive Improvement Planning	Districts receive student level state assessment data from KDE.	KRS 158.6453	Kevin Hill	502-564-9853
(02) August	(08) August	*	Read to Succeed Act	A reliable and valid universal screener shall be given to all kindergarten students within the first 45 days; all students in grades 1-3 within the first 30 days. Staff that administer the assessments must be trained prior to the administration of the assessment.	KRS 158.305(6)	Christie Biggerstaff	502-564-9850
(02) August	(08) August	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
(02) August	(08) August	1	Pupil Transportation	Annual report on school bus accidents that occurred during the year. Accidents involving serious student injury or fatality or failure of safety equipment shall be reported to KDE immediately.	702 KAR 5:030 Section 3	Monica Napier	502-564-5279
(02) August	(08) August	1	AED Reporting	Submission of automated external defibrillator counts in each building.	KRS 158.1621	Jim Tackett	502-564-5279
(02) August	(08) August	11	School Report Card Suite	School Report Card Suite secure site opens for data collection and additional school/district validation. Data collection and validation period/due dates vary but all end mid-September. KRS 158.6453(17); 703 KAR 5:140	20 U.S.C. 6311(h); KRS 158.6453(17); 703 KAR 5:140	DeDe Conner	502-564-2020
(02) August	(08) August	1st - 15th	Pupil Transportation	School bus pricing sent to districts	KRS 156.152	Carl Meehan	502-564-5279
(02) August	(08) August	2	Read to Achieve (RTA)	RTA assurances indicating compliance with KRS 158.792 and 704 KAR 3:480 signed by each RTA school-level team and the superintendent	KRS 158.792; 704 KAR 3:480	Danielle Ward	502-564-2106
(02) August	(08) August	25	Community Education and Gifted & Talented grants	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.	KRS 160.155; 160.156; 160.157; 160.158	Kristin Burton	502-564-1979
(02) August	(08) August	30	Secondary Career & Technical Education	All TEDS data from prior school year is due.	KRS 158.6455	Claude Christian	502-564-4286

(02) August	(08) August	30	Instructional Leadership Act	End-of-cycle Instructional Leadership Report to Division of Next Generation Professionals			Brandon Harrod	502-564-4606
(02) August	(08) August	30	Effective Instructional Leadership Act (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(4)(d).	KRS 156.101(4)(d)		Pam Wininger	502-564-2106
(02) August	(08) August	31	KETS	School district data security and breach procedures. Must acknowledge to local board by August 31 annually with a cybersecurity health check and update. KRS 61.932(1)(b); 702 KAR 1:170	KRS 61.932(1)(b); 702 KAR 1:170		Bob Hackworth	502-564-2020
(03) September	(09) September	*	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(2)	702 KAR 3:246 Section 6(2)		Mia Morales	502-564-3791
(03) September	(09) September	*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September. KRS 156.670; KRS 157.655; KRS 157.665	KRS 156.670; KRS 157.655; KRS 157.665		Mike Leadingham	502-564-2020
(03) September	(09) September	*	KETS	Technology Activity Report submitted electronically to KDE contact. KRS 156.670; KRS 157.655; KRS 157.665	KRS 156.670; KRS 157.655; KRS 157.665		Mike Leadingham	502-564-2020
(03) September	(09) September	*	Read to Succeed Act	If the results of the reading diagnostic assessment indicates that a student needs accelerated interventions, a reading improvement plan must be developed for students in grades K-4 detailing intensive instructional services, progress monitoring measures and supports. Legal guardians of students in K-3 must be provided with a "Read at Home" plan.	KRS 158.305		Christie Biggerstaff	502-564-9850
(03) September	(09) September	1	Essential Workplace Ethics reporting	KRS 158.1413 requires districts to create an essential workplace ethics program for all K-12 students. 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).	KRS 158.1413		Amy Tracy	502-564-4286
(03) September	(09) September	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, Section 4(6)	702 KAR 3:246, Section 4(6)		Mia Morales	502-564-3791
(03) September	(09) September	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	KRS 156.095		Rachel Njenga	502-564-4772
(03) September	(09) September	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
(03) September	(09) September	30	Class Size Compliance	Maximum class size update report to KDE (Non-SBDM schools and districts with one school)	702 KAR 3:190		Mia Morales	502-564-2106

(03) September	(09) September	30	District Budgets	Each local board must submit a working budget to the Kentucky Board of Education. KRS 424.250 requires the district to publish a copy of the budget in a newspaper and on the district's website.	KRS 160.470(6)(b) and 702 KAR 3:110 Section 1(4); KRS 424.250	Sheila Miller	502-564-3846
(03) September	(09) September	30	Title 1, 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.	Title I, Part A	Erin Sudduth	502-564-3791
(03) September	(09) September	30	Federal Cash Request Statement of Assurances	Submit statement of assurance in GMAP and send email from Superintendent's Inbox to fcr.requests@education.ky.gov by September 30 each year.		Ken Greene	502-564-1979
(03) September	(09) September	30	District Funding Assurances	Submit assurances in GMAP and upload statements in GMAP by September 30 each year.		Nicole Crosthwaite	502-564-1979
(03) September	(09) September	30	Intervention Tab Data Pull (Extended School Services)	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS: Summer Term/School		Gerald Brashear	502-564-4970
(03) September	(09) September	30	Constitutional Prayer Certification	Submit certification regarding constitutionally protected prayer. This certification is submitted through the district funding assurances in GMAP (the constitutionally-protected prayer assurance is in the general assurances section) and through the upload of the Superintendent's District Funding Assurances Statement in GMAP.	20 U.S.C. 7904(b)	Tara Rodriguez	502-564-3791
(03) September	(09) September	30	ESSER Real Property Status Reports	Complete for at least 15 years (thru 2036) for property acquired/improved using ESSER funds.	2 CFR 200.330	Steve Lyles	502-564-3930
(04) October	(10) October	*	School Report Card Suite	Public release of annual School Report Card data early October - (Overview, CTE, Education Opportunity, Transition and School Safety domains). Note for 2025--assessment and accountability data will be released separately in late November. KRS 158.6453(17); 703 KAR 5:140	20 U.S.C. 6311(h); KRS 158.6453(17); 703 KAR 5:140	DeDe Conner	502-564-2020
(04) October	(10) October	*	School District Review Program	School district division boundary limes review period begins. Districts can begin submitting any changes to KDE.	KRS 160.210	Margalee Conlee	502-564-3791
(04) October	(10) October	1	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) due	702 KAR 3:100 Section 1	Sheila Miller	502-564-3846
(04) October	(10) October	1	School District Personnel	Classified Staff Data (CSD) report (financial data) due		Sheila Miller	502-564-3846
(04) October	(10) October	1	Pupil Transportation	Inform KISTA if bus orders are to be financed		Carl Meehan	502-564-5279
(04) October	(10) October	1	CSIP/CDIP	Due in the Continuous Improvement Platform (CIP) by October 1: a) Continuous Improvement Diagnostic for Schools; b) Continuous Improvement Diagnostic for Districts; c) Executive Summary for Schools; d) Executive Summary for Districts		Ruth Swanson	502-564-3791
(04) October	(10) October	1	Pupil Transportation	School bus ordering system open	KRS 156.153	Carl Meehan	502-564-5279
(04) October	(10) October	1	Multi-tiered System of Supports (MTSS)	Each local district shall submit the MTSS survey to the Kentucky Department of Education demonstrating evidence of district-wide implementation of a comprehensive MTSS.	704 KAR 3:095, Section 3	Melissa Wainwright	(502) 892-6585 Ext. 4166

(04) October	(10) October	1	Moral Instruction	Quarterly reporting in Infinite Campus (IC) for applications offering moral instruction reviewed by the local board of education, including: the name of each applicant, the date of the application, the board's approval or denial of the application, and if denied, the reason for the denial.	KRS 158.200(8)	Sarah Medley	502-892-6550
(04) October	(10) October	25	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CCEIS Improvement Plan (CEIS-IP/CCEIS-IP) plan due to KDE OSEEL CCEIS District Submission Site District CEIS/CCEIS Strategic Quarterly Plan due in the KDE OSEEL CCEIS District Submission Site CEIS/CCEIS Budget due in GMAP, CEIS/CCEIS expenditure report due to the KDE OSEEL CCEIS District Submission Site CEIS/CCEIS Student Identification due (flagged in Infinite Campus)	34 CFR 300.646, 34 CFR 300.647, 34 CFR 300.226	Jarrod Stone	502-564-4970
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic and IDEA-B Preschool		Susan Hazelwood	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Migrant Education		Leesa Unger	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I, Part A, Title I – D Neglected and Delinquent and Title II-A Supporting Effective Instruction		Thelma Hawkins	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Perkins Secondary Career & Technical Education	Strengthening Career and Technical Education for the 21st Century Act	Alexa Morrison	502-564-4286
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Mathematics Achievement Fund (MAF), Gifted and Talented, and Read to Achieve (RTA)	MAF: KRS 158.844; 704 KAR 3:530 RTA: KRS 158.792; 704 KAR 3:480	Shelby Clontz (MAF and RTA), Kristin Burton (GT)	502-564-1979
(04) October	(10) October	25	Community Education and Gifted & Talented grants	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Community Education and Gifted and Talented	704 KAR 3:285; and KRS 160.155; 160.156; 160.157; 160.158	Kristin Burton	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): ESS, State Preschool, Textbooks, Professional Development and Safe Schools		Nicole Crosthwaite	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I School Improvement		Lindsay McCollum	502-564-1979
(04) October	(10) October	25	Read to Achieve (RTA)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.792; 704 KAR 3:480	Shelby Clontz	502-564-1979
(04) October	(10) October	25	Mathematics Achievement Fund (MAF)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.844; 704 KAR 3:530	Shelby Clontz	502-564-1979
(04) October	(10) October	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.		Shondiste Brown	502-564-1979

(04) October	(10) October	25	Supplemental CTE Funding	Quarterly Expenditure Report (email each report to KDE contact)	KRS 157.069	Kelsey Ruble	502-564-4286
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): APR ESSER		Lindsay McCollum	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title IV-A Student Support and Academic Enrichment		Shondiste Brown	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Stewart B. McKinney Homeless		Lindsey Ronca	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title III Limited English Proficient (LEP) and Immigrant.		Dru Hawkins	502-564-1979
(04) October	(10) October	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title V Rural and Low Income		Elise Crisp	502-564-1979
(04) October	(10) October	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.		Gerald Brashear	502-564-4970
(04) October	(10) October	30	English Learner	Verify English Learner Enrolled and Served as of October 1 for federal reporting. Generate English Learner Extract KY State Report in Infinite Campus		Kaiman Triplett/Windy Spalding	502-564-3791/502-564-5130
(04) October	(10) October	31	School Nutrition Programs	Report Qualifying Data/Site Enrollment Reporting to SCN	7 CFR 210.8(c)(2)	Kathryn Embree	502-564-5625
(04) October	(10) October	31	Child and Adult Care Food Program (CACFP)	If applicable, complete CNIPS Application must be approved.	7 CFR 226.6(b)(2)	Elizabeth Looney	502-564-5625
(04) October	(10) October	October 1	CSIP/CDIP	School safety report due via Continuous Improvement Platform (CIP).		Christina Weeter	502-564-4772
(05) November	(11) November	*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE. This date may vary.	702 KAR 3:270	Sheila Miller	502-564-3846
(05) November	(11) November	*	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)	KRS 158.649	Natasha Stein/Mia Morales	502-564-3791
(05) November	(11) November	*	School Report Card Suite	Public release of annual School Report Card Suite assessment and accountability in late November. Note for 2025--assessment and accountability data will be deployed after soft public launch of other SRC Suite data in October. KRS 158.6453(17); 703 KAR 5:140	KRS 158.6453(17); 703 KAR 5:140	DeDe Conner	502-564-2020

(05) November	(11) November	1	CSIP/CDIP	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. Plans must be submitted in the Continuous Improvement Platform. KRS 158.4416	KRS 158.4416	Christina Weeter	502-564-4772
(05) November	(11) November	1	LEAD	Local Educator Assignment Data Report		Melinda Penny	502-564-5846
(05) November	(11) November	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	KRS 160.345	Natasha Stein/Mia Morales	502-564-3791
(05) November	(11) November	1	Pupil Transportation	Transportation Growth Factor Adjustment Form due	KRS 157.370(3), 702 KAR 5:020	Ann Culbertson	502-564-3846
(05) November	(11) November	1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	702 KAR 7:125 Section 7(1)	Laura Loman	502-564-5279
(05) November	(11) November	1	Dropout Rate	Dropout data to be finalized in Infinite Campus (IC) by November 1	USED conducts an annual mandatory collection of elementary and secondary education data through EDFacts under the authority of OMB 1850-0925.	David Curd	502-564-9852
(05) November	(11) November	1	CSIP/CDIP	District safety report due via Continuous Improvement Platform (CIP).		Blake Konny	502-564-4772
(05) November	(11) November	1	Title I	Title I Comparability Report due in GMAP.		Erin Sudduth	502-564-3791
(05) November	(11) November	1	CSIP/CDIP	Due in the Continuous Improvement Platform (CIP) November 1: a) Needs Assessment for Schools b) Needs Assessment for Districts; c) School Assurances; d) District Assurances and; e) District Safety Report		Natasha Stein/ Ruth Swanson	502-564-3791
(05) November	(11) November	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	KRS 158.4414	Blake Konny	502-564-4772
(05) November	(11) November	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	KRS 156.095	Christina Weeter	502-564-4772
(05) November	(11) November	1	Safe Schools - School-Based Mental Health Services Provider	No later than November 1, superintendents annually report to KDE "the number of school-based mental health service providers, the position held, placement in the district, certification or licensure held, the source of funding for each position, a summary of the job duties and work undertaken by each school-based mental health service provider, and the approximate percent of time devoted to each duty over the course of the year."	KRS 158.4416(3)(f)	Michelle Sircy	502-892-6662 Ext. 4521

(05) November	(11) November	1	School Safety	No later than November 1 of each school year, a local school district superintendent shall send verification to KDE that all schools within the district are in compliance with the school safety requirements in KRS 158.162(3). Verifications can be submitted to: www.kyschoolsafetymailbox@education.ky.gov .	KRS 158.162	Katina Garr	502-564-3846
(05) November	(11) November	1	Pupil Transportation	KISTA bond sale for new buses paperwork due to KDE, Division of District Support		Carl Meehan	502-564-5279
(05) November	(11) November	1	Retention Report	Retention data reviewed and finalized in Infinite Campus (IC) by November 1. Generate Retention Report in IC via KY State Reporting to validate and review data.		Windy Spalding	(502) 564-5130
(05) November	(11) November	1	AED Reporting	Submission of automated external defibrillator listing of trained individuals at each school and all coaches with dates and the progress made towards having a automated external defibrillator at all school-sanctioned athletic practices and competitions.	KRS 158.162	Jim Tackett	502-564-5279
(05) November	(11) November	15	Supplemental CTE Funding	Supplemental CTE Funding Attend Hours Report Due to KDE.	KRS 157.069	Amy Tracy	502-564-4826
(05) November	(11) November	15	Audit Report, Audited AFR, Audited Balance Sheet and Audit Findings and Management Letter Comments Spreadsheet	These items are due to KDE on or before this date unless an extension has been approved by the State Committee for School District Audits.	KRS 156.275, Audit Contract	Marshall Smith	502-564-3846
(05) November	(11) November	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
(05) November	(11) November	3	IDEA Exit Data Verification	Report for children and youth with disabilities exiting special education.		Amy Patterson	502-564-4970
(05) November	(11) November	30	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, KRS 158.148	KRS 158.148	Rachel Njenga	502-564-4772
(05) November	(11) November	4	Title I, Part D, Subpart 2	Annual neglected and delinquent child count data submitted in GMAP		Wes Blake	502-564-3791
(06) December	(12) December	*	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.		Steve Lyles	502-564-3846
(06) December	(12) December	*	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator.	Authorized as part of federal Telecommunications Act of 1996	Mike Leadingham	502-564-2020

(06) December	(12) December	*	E-Rate	Download and submit the SLD’s Children’s Internet Protection Act Compliance form (Form 479) to KDE contact.	Authorized as part of federal Telecommunications Act of 1996	Mike Leadingham	502-564-2020
(06) December	(12) December	1	Secondary Career & Technical Education	Locally-operated and ATC’s 1st semester imported into TEDS	KRS 158.6455	Claude Christian	502-564-4286
(06) December	(12) December	1	All CTE Programs	Term 1 Attend Hours (1st Semester Enrollments in TEDS) Due. Term 1 Enrollments in TEDS are used for the calculation of CTE funding formulas	KRS 158.6455	Claude Christian	502-564-4826
(06) December	(12) December	1	Career and Technical Student Organizations	Deadline to have CTE students enrolled in a CTSO	Kentucky State Perkins V Plan	Lea Lewis	502-564-4286
(06) December	(12) December	15	Area Technology Centers	Signed Home School Report Due to KDE.		Claude Christian	502-564-4826
(06) December	(12) December	30	Pupil Transportation	Deadline to verify school bus inventory information in Bus Inventory Application.	702 KAR 5:020	Carl Meehan/Monica Napier	502-564-5279
(06) December	(12) December	8	State Preschool	Enrollment Count Report (as of Dec. 1) due to KDE.		Taysha Oglesby	502-564-4970
(06) December	(12) December	8	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1)		Amy Patterson	502-564-4970
				Due date may change to December 11. Updates will be sent to Directors of Special Education.			
(07) January	(01) January	*	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	KRS 61.820	Todd Allen	502-564-4474
(07) January	(01) January	*	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	702 KAR 3:246	Natasha Stein/Mia Morales	502-564-3791
(07) January	(01) January	*	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	702 KAR 5:030	Roger Banks	502-564-5279
(07) January	(01) January	*	Alternative Education Programs	Visits to alternative education programs January-April as part of consolidated monitoring.		Leticia Porter	502-564-4772
(07) January	(01) January	*	Title IV-A	Visits to districts January-April as part of consolidated monitoring.		Lalah Brewer	502-564-4772
(07) January	(01) January	*	E-Rate	The E-Rate Form 471 filing window typically opens mid-January and runs through late March.	Authorized as part of federal Telecommunications Act of 1996	Mike Leadingham	502-564-2020
(07) January	(01) January	1	CSIP/CDIP	Due in the Continuous Improvement Platform (CIP): a) Comprehensive School Improvement Plan; b) Comprehensive District Improvement Plan; and c) Superintendent Gap Assurance		Ruth Swanson	502-564-3791

(07) January	(01) January	1	Perkins Comprehensive Local Needs Assessment (CLNA)	Comprehensive Local Needs Assessment (CLNA) for Perkins Accountability due to KDE January 1.	Strengthening Career and Technical Education for the 21st Century Act	Lori Looney	502-564-4286
(07) January	(01) January	1	State Preschool	State Preschool Program Application opens in GMAP. Application due March 31. Must be approved by the superintendent by March 31.		Taysha Oglesby	502-564-4970
(07) January	(01) January	1	Kentucky Numeracy Counts Act	By January 1, 2026, each superintendent shall adopt an evidence-based curriculum along with high-quality instructional resources for mathematics that is determined by the department to be reliable, valid, and aligned to Kentucky academic standards for mathematics required by KRS 158.6453 for kindergarten through grade three (3). Ensure all teachers of students in K-3 are trained on any mathematics universal screener and diagnostic assessment selected by the superintendent prior to the administration of the assessments in the 2026-2027 school year.	KRS 158.8402(5)	Jennifer Fraley	502-892-6426
(07) January	(01) January	1	Moral Instruction	Quarterly reporting in Infinite Campus (IC) for applications offering moral instruction reviewed by the local board of education, including: the name of each applicant, the date of the application, the board's approval or denial of the application, and if denied, the reason for the denial.	KRS 158.200(8)	Sarah Medley	502-892-6550
(07) January	(01) January	1	Kentucky Numeracy Counts Act	By January 1, 2026, each superintendent shall select: 1. At least one (1) universal screener for mathematics that is determined by the department to be valid and reliable to be administered to all students in kindergarten through grade three (3); and 2. At least one (1) diagnostic assessment for mathematics that is determined by the department to be reliable and valid to be administered as part of a multitiered system of supports for students in kindergarten through grade three (3).	KRS 158.8402(5)	Jennifer Fraley	502-892-6426
(07) January	(01) January	15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	KRS 164.7882	Rebecca Gilpatrick	502-696-7394
(07) January	(01) January	15	Pupil Transportation	Send suggestions for changes to school buses to KDE Pupil Transportation for consideration during the School Bus Specification meeting.		Carl Meehan	502-564-5279
(07) January	(01) January	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	KRS 156.095	Rachel Njenga	502-564-4772
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic and IDEA-B Preschool		Susan Hazelwood	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Migrant Education		Leesa Unger	502-564-1979

(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I, Part A, Title I – D Neglected and Delinquent and Title II-A Supporting Effective Instruction		Thelma Hawkins	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Perkins Secondary Career & Technical Education	Strengthening Career and Technical Education for the 21st Century Act	Alexa Morrison	502-564-4286
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Mathematics Achievement Fund (MAF), Gifted and Talented and Read to Achieve (RTA)	MAF: KRS 158.844; 704 KAR 3:530 RTA: KRS 158.792; 704 KAR 3:480	Shelby Clontz (MAF and RTA)/Kristin Burton (GT)	502-564-1979
(07) January	(01) January	25	Community Education and Gifted & Talented grants	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Community Education and Gifted and Talented	704 KAR 3:285; and KRS 160.155; 160.156; 160.157; 160.158	Kristin Burton	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): ESS, State Preschool, Instructional Resources, Professional Development and Safe Schools		Nicole Crosthwaite	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I School Improvement		Lindsay McCollum	502-564-1979
(07) January	(01) January	25	Mathematics Achievement Fund (MAF)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.844; 704 KAR 3:530	Shelby Clontz	502-564-1979
(07) January	(01) January	25	Read to Achieve (RTA)	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	KRS 158.792; 704 KAR 3:480	Shelby Clontz	502-564-1979
(07) January	(01) January	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.		Shondiste Brown	502-564-1979
(07) January	(01) January	25	Supplemental CTE Funding	Quarterly Expenditure Report (email each report to KDE contact)	KRS 157.069	Kelsey Ruble	502-564-4286
(07) January	(01) January	25	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CEIS Student Identification due (flagged in Infinite Campus) CEIS/CCEIS expenditure report due to the KDE OSEEL CCEIS District Submission Site	34 CFR 300.646, 34 CFR 300.647, 34 CFR 300.226	Jarrold Slone	502-564-4970
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): APR ESSER		Lindsay McCollum	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title IV-A Student Support and Academic Enrichment		Shondiste Brown	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Stewart B. McKinney Homeless		Lindsey Ronca	502-564-1979

(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title III Limited English Proficient (LEP) and Immigrant.		Dru Hawkins	502-564-1979
(07) January	(01) January	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title V Rural and Low Income		Elise Crisp	502-564-1979
(07) January	(01) January	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.		Gerald Brashear	502-564-4970
(07) January	(01) January	31	District Budgets	Draft budget review by local board (start of new year budget). KRS 160.470(6)(a)	KRS 160.470(6)(a) and 702 KAR 3:110	Sheila Miller	502-564-3846
(07) January	(01) January	31	IDEA-B	IDEA Maintenance of Effort Eligibility Standard (Budgeting)	34 CFR 300.203(a)	Chris Thacker	(502) 564-4970
(08) February	(02) February	*	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.	KRS 158.649	Natasha Stein/Mia Morales	502-564-3791
(08) February	(02) February	*	Read to Achieve (RTA)	Submit mid-year report to KDE.	KRS 158.792; 704 KAR 3:480	Danielle Ward	502-564-2106
(08) February	(02) February	*	Math Achievement Fund (MAF)	Submit mid-year report to KDE.	KRS 158.844; 704 KAR 3:530	Erin Chavez	502-564-2106
(08) February	(02) February	*	Pupil Transportation	The last Tuesday of February-- School Bus Specification Meeting		Carl Meehan	502-564-5279
(08) February	(02) February	1	EOP	CTE End-of-Program Assessment Registration closes		Sherri Craig	502-564-4286
(08) February	(02) February	1	Transition to Adult Life	Transition to Adult Life Data Due on the Graduation tab in Infinite Campus for prior year graduates		Amy Tracy	502-564-4286
(08) February	(02) February	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.	KRS 158.649	Natasha Stein/Mia Morales	502-564-3791
(08) February	(02) February	1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year any time after February 1.	KRS 160.380(2)(a)	Lindsey Swartz	502-564-1976
(08) February	(02) February	2/24-3/28	Secondary Career and Technical Education	CTE End-of Program assessment window for students in career and technical education		Sherri Craig	502-564-4286
(08) February	(02) February	20	January Growth Factor Report	If the district qualifies and funding is available for January Growth Factor, the district must submit the January Growth Factor report to KDE by February 20,	KRS 157.360 (16)	Laura Loman	502-564-5279
(08) February	(02) February	25	Class Size Compliance	Maximum class size update report to KDE from non-SBDM schools and districts with only one school.		Mia Morales	502-564-2106

(08) February	(02) February	28	LEAD	Spring Reporting Period			Melinda Penny	502-564-5846
(08) February	(02) February	February 1	Declaration of Participation	This collects data identifying the number of students enrolled in private and home schools within the district’s boundaries. The data is used to facilitate the calculation of the following federal program allocations: Title II, Part A: Supporting Effective Instruction; Title III, Part A: Language Instruction for English Learners and Immigrant Students; Title IV, Part A: Student Support and Academic Enrichment Grants; and IDEA-B: Individuals with Disabilities Education Act.	ESSA		Amanda Reifsnyder	(502) 567-3791
(09) March	(03) March	*	High-Quality Instructional Resources (HQIRs)	Selection of KDE approved Tier 1 core comprehensive high-quality instructional materials for the upcoming academic year for reading/writing and mathematics follows the district off-list notification process.	KRS 156.445		Chrystal Rowland	502-892-6585
(09) March	(03) March	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	KRS 160.345; 702 KAR 3:246		Natasha Stein/Mia Morales	502-564-3791
(09) March	(03) March	15	Indirect Costs	Indirect Cost Rate adjustments due via web form to Division of District Support	2 CFR 200		Sheila Miller	502-564-3846
(09) March	(03) March	15	Secondary Career & Technical Education	Second semester TEDS data imported	KRS 158.6455		Claude Christian	502-564-4286
(09) March	(03) March	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.			Gerald Brashear	502-564-4970
(09) March	(03) March	31	IDEA-B	IDEA Excess Cost Requirement (Elementary and Secondary)	34 CFR 300.202(b); 34 CFR Appendix A		Chris Thacker	(502) 564-4970
(09) March	(03) March	9	State Preschool	Enrollment Count Report (as of March 1) due to KDE.			Taysha Oglesby	502-564-4970
(10) April	(04) April		District Budget	District staff should begin preparing the Tentative Budget after notification of final SEEK from KDE. Due by May 30.	KRS 160.470 (6)(a) and 702 KAR 3:110		Sheila Miller	502-564-3846
(10) April	(04) April	*	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
(10) April	(04) April	*	KETS	Submit District Technology Plan to KETS Engineer	KRS 156.670; KRS 157.655; KRS 157.665		Mike Leadingham/KETS Engineers	502-564-2020
(10) April	(04) April	*	Pupil Transportation	KISTA Bus Sale (Old Buses) Resolution adopted by local board			Carl Meehan	502-564-5279
(10) April	(04) April	1	School Nutrition Programs	If applicable, complete Community Eligibility Provision Reporting (number of directly certified students to SCN	7 CFR 245.(f)(3)(i)		Kathryn Embree	502-564-5625

(10) April	(04) April	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	KRS 158.649; KRS 160.340; KRS 160.345	Natasha Stein/Mia Morales	502-564-3791
(10) April	(04) April	1	Moral Instruction	Quarterly reporting in Infinite Campus (IC) for applications offering moral instruction reviewed by the local board of education, including: the name of each applicant, the date of the application, the board’s approval or denial of the application, and if denied, the reason for the denial.	KRS 158.200(8)	Sarah Medley	502-892-6550
(10) April	(04) April	10	Title IV-A	Intent to participate opens		Lalah Brewer	502-564-4772
(10) April	(04) April	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
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic and IDEA-B Preschool		Susan Hazelwood	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Migrant Education		Leesa Unger	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I, Part A, Title I – D Neglected and Delinquent and Title II-A Supporting Effective Instruction		Thelma Hawkins	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Perkins Secondary Career & Technical Education	Strengthening Career and Technical Education for the 21st Century Act	Alexa Morrison	502-564-4286
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Mathematics Achievement Fund (MAF), Gifted and Talented, and Read to Achieve (RTA)	MAF: KRS 158.844; 704 KAR 3:530 RTA: KRS 158.792; 704 KAR 3:480	Shelby Clontz (MAF)/Kristin Burton (GT)/Leesa Unger (RTA)	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): ESS, State Preschool, Textbooks, Professional Development and Safe Schools		Nicole Crosthwaite	502-564-1979
(10) April	(04) April	25	Community Education and Gifted & Talented grants	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Community Education and Gifted and Talented	704 KAR 3:285; and KRS 160.155; 160.156; 160.157; 160.158	Kristin Burton	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title I School Improvement		Lindsay McCollum	502-564-1979
(10) April	(04) April	25	Supplemental CTE Funding	Quarterly Expenditure Report (e-mail each report to kdedctedataservices@education.ky.gov)	KRS 157.069	Kelsey Ruble	502-564-4286
(10) April	(04) April	25	Mathematics Achievement Fund (MAF)	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	KRS 158.844; 704 KAR 3:530	Shelby Clontz	502-564-1979

(10) April	(04) April	25	Read to Achieve (RTA)	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	KRS 158.792; 704 KAR 3:480	Shelby Clontz	502-564-1979
(10) April	(04) April	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.		Shondiste Brown	502-564-1979
(10) April	(04) April	25	IDEA CEIS/CCEIS, if voluntary or required	CEIS/CCEIS Student Identification due (flagged in Infinite Campus) CEIS/CCEIS expenditure report due to the KDE OSEEL CCEIS District Submission Site District CEIS/CCEIS Strategic Quarterly Plan due in the KDE OSEEL CCEIS District Submission Site	34 CFR 300.646, 34 CFR 300.647, 34 CFR 300.226	Jarrold Stone	502-564-4970
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): APR ESSER		Lindsay McCollum	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title IV-A Student Support and Academic Enrichment		Shondiste Brown	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Stewart B. McKinney Homeless		Lindsey Ronca	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title III Limited English Proficient (LEP) and Immigrant.		Dru Hawkins	502-564-1979
(10) April	(04) April	25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Title V Rural and Low Income		Elise Crisp	502-564-1979
(10) April	(04) April	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	Lindsey Swartz	502-564-1976
(10) April	(04) April	30	Perkins Budget	Perkins Budget Amendments Due in GMAP	Strengthening Career and Technical Education for the 21st Century Act	Lori Looney	502-564-4286
(10) April	(04) April	30	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	KRS 161.765; KRS 161.760	Cassie Trueblood	502-564-4606
(10) April	(04) April	April 1	Non-Traditional Instruction Data Collection	Non-Traditional Instruction Data Collection - Data entry should be completed for all days in the academic year in which an NTI day was utilized.	KRS 158.070	Windy Spalding and Steven Kissinger	
(11) May	(05) May	*	School Report Card	Financial transparency data (school-level spending per student) collected from Finance Officers via SRC collector for May release on report card.	KRS 160.463	Jessica Carlton	502-564-3930
(11) May	(05) May	*	Read to Achieve (RTA)	Submit end-of-year report to KDE.	KRS 158.792; 704 KAR 3:480	Danielle Ward	502-564-2106

(11) May	(05) May	*	Mathematics Achievement Fund (MAF)	Submit end-of-year report to KDE.	KRS 158.844; 704 KAR 3:530	Erin Chavez	502-564-2106
(11) May	(05) May	*	Reduction in Duties	If the superintendent decides to demote an administrator with less than three years of administrative experience, the superintendent must give written notice by May 15th. To demote an administrator with three or more years of administrative experience, the superintendent must comply with the terms of KRS 161.765.	KRS 161.765	Cassie Trueblood	502-564-4606
(11) May	(05) May	*	Read to Succeed Act	A reliable and valid universal screener shall be given within the final fourteen (14) instructional days of the school year to all students in kindergarten and first grade. Staff who administer the assessments must be trained prior to the administration of the assessment.	KRS 158.305(6)	Christie Biggerstaff	502-564-9850
(11) May	(05) May	*	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
(11) May	(05) May	*	Title IV-A	Application opens in GMAP as part of consolidated application		Lalah Brewer	502-564-4772
(11) May	(05) May	*	School Nutrition Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	7 CFR 210.9	Kathryn Embree	502-564-5625
(11) May	(05) May	1	CSIP/CDIP	Due in eProve: a) Professional Development Plan for Districts; and b) Professional Development Plan for Schools.	704 KAR 3:035	Renee Yates	502-564-2106
(11) May	(05) May	1	Physical Activity – Elementary Schools	The report on the student physical activity, including the amount of time and types of physical activity provided in the elementary schools, as required in KRS 160.345(11) and 702 KAR 6:090.	KAR 160.345(11) and 702 KAR 6:090	Stephanie Bunge	502-564-5279
(11) May	(05) May	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.	702 KAR 3:246	Natasha Stein/Mia Morales	502-564-3791
(11) May	(05) May	1	Perkins Local Application	Perkins Local Grant Application due in GMAP	Strengthening Career and Technical Education for the 21st Century Act	Lori Looney	502-564-4286
(11) May	(05) May	1	CSIP/CDIP	a) Continuation of Learning Plan for Districts due in the Continuous Improvement Platform (CIP); b) English Learner Plan for Districts (Lau Plan); c) Professional Development Plan for Schools; and d) Professional Development Plan for Districts.	School and district professional development plans: 704 KAR 3:035	Steven Kissinger/Erin Sudduth/Micki Ray	502-564-4201/(859) 583-4350
(11) May	(05) May	1	SLPA Salary Supplement	Request for Speech-Language Pathologist or Audiologists Salary Supplement Reimbursement.	KRS 157.397	Ann Culbertson	502-564-3846

(11) May	(05) May	15	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)	KRS 161.750(2)	Cassie Trueblood	502-564-4606
(11) May	(05) May	15	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement.	KRS 157.395 and 702 KAR 3:060 Section 4(2)	Ann Culbertson	502-564-3846
(11) May	(05) May	15	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	702 KAR 7:140 Section 1(1)	Josh Whitlow	502-564-5279
(11) May	(05) May	30	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 30.	KRS 156.265	Kim Carter/Kelli Young	502-564-3846
(11) May	(05) May	30	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council. 702 KAR 3:246	702 KAR 3:246	Natasha Stein/Mia Morales	502-564-3791
(11) May	(05) May	30	Capital Funds Request	Capital Funds Requests (CFR) are due for current fiscal year.	KRS 157.420(7)	Sheila Miller	502-564-3846
(11) May	(05) May	30	District Budgets	On or before May 30 of each calendar year, each district board of education shall adopt a tentative working budget which shall include a minimum reserve of two percent (2%) of the total budget. The tentative working budget is to be submitted to the Division of District Support by May 30.	KRS 160.470 and 702 KAR 3:110 Section 1(1)	Sheila Miller	502-564-3846
(11) May	(05) May	31	Secondary Career & Technical Education	End-of-year data imported into TEDS (must complete BEFORE local IC closes)	KRS 158.6455	Claude Christian	502-564-4286
(11) May	(05) May	31	Pupil Transportation	Certification for Transportation for KSB & KSD Home Trips for Resident Pupils. Certification for Transportation for KSB & KSD Daily Trips.	702 KAR 5:120	Ann Culbertson	502-564-3846
(11) May	(05) May	May 1	Non-Traditional Instruction (NTI) Plan	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.	KRS 158.070	Steve Kissinger	502-564-4201
(12) June	(06) June	*	Title IX	Title IX forms sent to KHSAA		Darren Bilberry	859-299-5472
(12) June	(06) June	*	Pupil Transportation	Driver Trainers 6-Hour Updates; School Bus Inspectors 4-Hour Updates		Carl Meehan	502-564-5279
(12) June	(06) June	1	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Reports, including Summative Evaluation		Lynn Lockard	502-564-4970
(12) June	(06) June	1	Health Services Data	Submission of health services data, including student screenings and stock medications.	702 KAR 1:160	Angela McDonald	502-564-5270
(12) June	(06) June	15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	7 CFR 225.6(b)	Cathy Gallagher	502-564-5625
(12) June	(06) June	15	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before the first student attendance day or June 15, whichever is earlier. KRS 161.760(1)	KRS 161.760(1)	Cassie Trueblood	502-564-4606
(12) June	(06) June	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)	KRS 161.750(3)	Cassie Trueblood	502-564-4606
(12) June	(06) June	15	IDEA-B	Personnel Employed for Special Education Report in GMAP		Amy Patterson	502-564-4970
(12) June	(06) June	15	IDEA-B	Annual budgets for IDEA federal grants due in GMAP system		Gary Martin	502-564-4970

(12) June	(06) June	15	SEEK At Risk ADM	SEEK At Risk ADM data pulled by KDE from Infinite Campus and verified by districts..			Samantha Engstrom	502-564-5279
(12) June	(06) June	30	IDEA-B	IDEA Maintenance of Effort Compliance Standard (Expenditures)			Chris Thacker	502-564-4970
(12) June	(06) June	30	Agricultural Education	Ag-Ed Annual Report			Kristan Wright, Matt Chaliff	502-564-4286
(12) June	(06) June	30	ESS	ESS Program Project Report for upcoming school year			Gerald Brashear	502-564-4970
(12) June	(06) June	30	ESS	Daytime Waiver Evaluations Report			Gerald Brashear	502-564-4970
(12) June	(06) June	30	School Nutrition Programs	Notification due to SCN for participation in the Community Eligibility Program	7 CFR 245.9(f)(4)(i)		Kathryn Embree	502-564-5625
(12) June	(06) June	30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	KRS 157.370(8)		Sheila Miller	502-564-3846
(12) June	(06) June	30	Safe Schools	Safe Schools Data verification and validation due. Generate and review Safe Schools report in Infinite Campus (IC).			Windy Spalding and Blake Konny	502-564-4772
(12) June	(06) June	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
(12) June	(06) June	30	IDEA Part B Indicator 12 Survey	Submit form containing IDEA Indicator 12 data.			Amy Patterson	502-564-4970
(12) June	(06) June	30	Fiscal Year for Schools	End-of-school fiscal year.	KRS 158.050; KRS 160.450		Steve Lyles	502-564-3930
(12) June	(06) June	30	SAAR Report	The Superintendent’s Annual Attendance Report (SAAR) is due to KDE by June 30.	702 KAR 7:125 Section 7(2)		Laura Loman	502-564-5279
(12) June	(06) June	30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE			Rebecca Gilpatrick	502-696-7394
(12) June	(06) June	30	New School Calendar	School calendar for upcoming school year due to KDE by June 30.	702 KAR 7:140 Section 2(1)		Josh Whitlow	502-564-5279
(12) June	(06) June	30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30.	702 KAR 7:140 Section 2(3)		Josh Whitlow	502-564-5279
(12) June	(06) June	30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	KRS 158.6455		Claude Christian	502-564-4286
(12) June	(06) June	30	Extended School Services	Infinite Campus Personal Learning Plan (PLP) Intervention Data Reports for ESS: End of Year			Gerald Brashear	502-564-4970
(12) June	(06) June	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)	703 KAR 5:240(6)		David Curd	502-564-9853
(12) June	(06) June	30	IDEA CEIS/CCEIS, if voluntary or required,	End of Year “CEIS-IP/CCEIS-IP Improvement Plan Reflection” due to the KDE OSEEL CCEIS District Submission Site “District CEIS/CCEIS District Intermediate Plan and Update” due to the KDE OSEEL CCEIS District Submission Site			Jarrold Slone	502-564-4970
(12) June	(06) June	30	Title III	Verify English Learner data using the English Learner extract; verify Immigrant data using the Title III Immigrant custom report in Infinite Campus.			Windy Spalding/Kaiman Triplett	(502) 564-5130/(502) 564-3791
(12) June	(06) June	30	Homeless	Verify homeless data using the QA Homeless report in Infinite Campus.			Zachary Stumbo/Windy Spalding	(502)564-1473/(502)564-5130

(12) June	(06) June	30	IDEA Part B Indicators 11 & 13 Spreadsheet	Submit spreadsheet for IDEA Indicators 11 & 13.			Amy Patterson	502-564-4970
(12) June	(06) June	30	Certified and Classified Staff Compensation Increase Reporting	Complete KDE survey on certified and classified staff compensation increases for the current school year.	House Bill 6 (R.S. 2024)		Steve Lyles	502-564-3930
(12) June	(06) June	30`	Pupil Transportation	Pupil Transportation Adjustment Form End-of-Year	KRS 157.370		Sheila Miller	502-564-3846