

2019-20

SUPERINTENDENT'S CHECKLIST



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

JULY

19

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MAY

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JUNE

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2019-20

south dakota SUPERINTENDENT'S CHECKLIST

This calendar provides superintendents with a month-by-month list of important actions required by the South Dakota Department of Education. Please note that the calendar lists major deadlines – both federal and state – but it is not a comprehensive list. You will receive further communication from the department prior to each deadline. We hope the calendar makes your job a bit easier!





JULY

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*School Nutrition Association/Child and Adult
Nutrition Services Conference & Workshops,
July 23-25, Pierre*

*Career and Technical Education Conference,
July 28-30, Mitchell*





AUG.

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*"New to Infinite Campus" training,
Aug. 6, Pierre*

- School USDA food orders due beginning of each month through iCAN system, August through April
- Submit Special Education Initial Evaluation (Indicator 11) through Launchpad by Aug. 1
- Update Educational Directory information via online system beginning Aug. 1
- First student data update of the year for SDMyLife by Aug. 5 (NOTE: Student data must already be entered in Infinite Campus for student to appear in SDMyLife.)
- School meal claims for reimbursement due by 10th of each month
- Appeal window to review 2018-19 Report Card data, Aug. 12-23 (tentative)
- Submit annual district financial report by Aug. 30 (penalties for late submissions)
- Update school calendars via Infinite Campus by Aug. 31



SEPT.

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- Data submission for Personnel Record Form begins (early September)
- Submit Special Education Part C to Part B Transition Evaluation (Indicator 12) through Launchpad by Sept. 1
- Update Educational Directory information via the online system by Sept. 1
- Official fall enrollment counts taken as of last Friday of September by Department of Education (census and state aid fall enrollments). NOTE: All students must be entered in Infinite Campus to be included in counts.
- Verify annual district financial report by Sept. 30

2018-19 Report Card released

*Fall DOE/Infinite Campus user groups,
Sept. 16-20, statewide*

Indian Education Summit, Sept. 22-24, Pierre

*School Library Boot Camp, Sept. 25,
Spearfish, and online*





OCT.

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Systems Change Conference featuring SD Teacher of the Year announcement and 21st Century School Library Award presentations, Oct. 9-11, Oacoma

- Special Education Post School Outcome survey demographic data (Appendix A) verified and IEP information entered by Oct. 1
- Last day to begin verification of school meal program applications, Oct. 1
- Complete data submission for Personnel Record Form by Oct. 15
- Submit Plan of Intent for non-certified teachers and administrators via Personnel Record Form by Oct. 15 (if applicable)
- Verify and finalize official State Aid fall enrollment count in Infinite Campus by Oct. 31 (NOTE: No additional students may be added to count after this date.)
- Meal status for all students must be updated in Infinite Campus by the end of October



NOV.

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- Complete and report verification of school meal program applications via iCAN system by Nov. 15
- Submit Special Education maintenance of effort information by Nov. 27



American Education Week, Nov. 11-15



DEC.

19

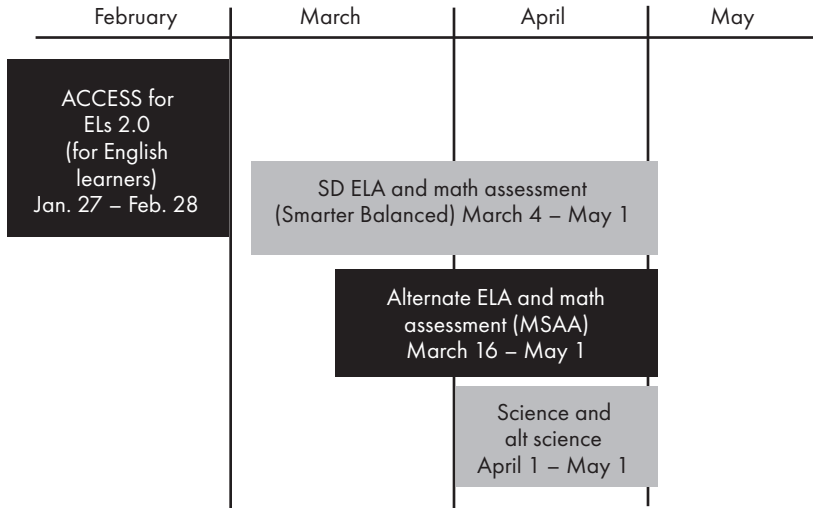
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- Special Education Child Count, including private school students, taken by Department of Education as of Dec. 1
- 2020-21 CTE4Core Content applications due Dec. 2





SPRING TESTING WINDOWS



Spring assessment and alternate assessment (MSAA) workshops Dates TBA



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- Select your district's Teacher of the Year this spring
- Remind your staff: Educators whose certificates are up for renewal this year have until July 1 to submit their renewal application
- For districts interested in sponsoring summer meal programs, information coming soon on applications, trainings, and agreements
- Braille and large-print textbook orders for next school year due to State Library by Jan. 15
- Districts with multiple sites complete National School Lunch Program site monitoring self-assessment by Jan. 31
- For districts not using the state model for teacher or principal evaluation, crosswalk for next school year due Jan. 31

2020 South Dakota Legislature convenes, Jan. 14



FEB. 20

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- Verification of Educational Structure system opens
- Annual surveys due in iCAN system Feb. 10



Career & Technical Education Month

National School Counseling Week, Feb. 3-7



MARCH 20

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- Applications open for statewide mentoring program
- Report school structural changes for next school year by March 1
- Online application for 21st Century School Library Award opens March 1; closes May 1
- Career and Technical Education Program applications for next school year due March 2





Photo courtesy of Sioux Falls School District

APRIL 20

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- Complete USDA NonProgram FoodTool to ensure NonProgram foods are properly priced to generate revenue
- Report number of directly certified students in iCAN system starting April 1 (due April 10)
- Online School Library Survey opens April 1; one submission per district
- Applications for Extraordinary Cost Funding become available April 1 (due April 27)
- Distribute Parent Involvement Surveys to parents of children with disabilities by April 30
- Submit final Perkins amendments for current grant year by April 30

National School Library Month

*Spring DOE/Infinite Campus user groups,
Dates TBA, statewide*



Photo courtesy of Sioux Falls School District



MAY

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School Lunch Hero Day, May 1

*Teacher Appreciation Week,
May 4-8*

- Fresh Fruit and Vegetable applications due for coming year
- Complete Paid Lunch Equity Tool to determine meal prices for next school year
- Check status of waivers to Administrative Rule; submit applications for waivers effective July 1
- Review and update Personnel Record Form. Review plans of intent for accuracy.
- End-of-year Technology Survey due early May
- Contact Child and Adult Nutrition Services by May 1 if interested in beginning process to contract for food service management
- Last student data update of the year in SDMyLife by May 4
- Online School Library Survey closes May 4; one submission per district



JUNE

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- Career and Technical Education Perkins data must be entered by June 1
- By second Friday in June, close out school year data. See department's annual Year-End Memo for details.
- Braille and large-print textbooks borrowed from State Library due June 15
- Submit Perkins grant applications for next school year in GMS by June 15
- Last chance to submit school meal program agreement for payment in July. Due by June 30.

- Submit Community Eligibility Provision (CEP) application by June 30 for schools that are interested and eligible to participate
- Submit Special Education suspension/expulsion data via online form by July 1
- Application to receive federal IDEA funds for Special Education (Part B and Preschool Grants) due July 1
- Consolidated Application to receive federal funds for ESEA formula grant programs due July 1

