

Title II, Part A Program Critical Dates

Critical dates including reporting requirements for the educator qualifications.

Deadline	Task
September 15	First Day Vacancy due to Department of Education and Early Development (DEED)
September 15	Educator Evaluation Report due to DEED
October 15	Certified and Classified Staff Accounting data files due to DEED via State Report Manager (SRM)
October 16	Out-of-Field Parent Notifications – if not previously sent after 4 weeks of being taught by an out-of-field teacher (including emergency certificated teachers).
November 1	Individual Paraprofessional Plans should be developed for any instructional paraprofessional who has not meet the requirements kept on file at the district.
January 31	Out-of-Field Parent Notifications – after 4 weeks of being taught by an out-of-field teacher for the second semester in secondary schools.

Note: If the due date falls on the weekend, please submit on the closest business day.