

Master Calendar

of Reporting Requirements

JULY 2018

SUN	MON	TUES	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

SUN	MON	TUES	WED	THU	FRI	SAT
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- **July 9, 2018:** Budget Assumptions for the 2018-19 school year for academies reporting general fund balances of less than 5% of revenue for the 16-17 and 17-18 school years. **CEPI, Upload to Epicenter**
- **July 13, 2018:** Board-adopted 2018-19 budget. **Upload to Epicenter**
- **July 13, 2018:** Board-adopted 2018-19 budget posted under the Transparency Mitten on the school's website. **Please certify that this requirement has been completed in Epicenter and add link to the comments section of the certification.**
- **July 31, 2018:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- **July 31, 2018:** 2018-19 Academic Professional Development Calendar. **Upload to Epicenter**

- **August 20, 2018:** Annual Conflict of Interest Form 2018-19 for each board member, except members appointed in 2018. **Upload to Epicenter**
- **August 20, 2018:** Annual Compliance with Applicable Laws Form for 2018-19. Board President must sign and date form. **Upload to Epicenter**
- **August 20, 2018:** Board resolution appointing Chief Administrative Officer; Freedom of information Act Coordinator; Title IX Coordinator; CHRI Representative & McKinney Vento Representative for 2018-2019. **Upload to Epicenter**
- **August 20, 2018:** 2018-19 Contact information and roles for board members, with mailing and e-mail addresses and phone numbers. **Upload to Epicenter**
- **August 20, 2018:** Board-adopted calendar of regularly scheduled meetings for 2018-2019. Schedule must include school name, address, telephone number, dates, times and places of meetings and a statement indicating where the official minutes of school board meetings are stored and available for public inspection and Americans with Disabilities Act notice and post on building entrances. **Upload to Epicenter**
- **August 20, 2018:** ESP Due Diligence Questionnaire. Complete attached resource. **Upload to Epicenter**

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Master Calendar

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SEPTEMBER 2018

SUN	MON	TUES	WED	THU	FRI	SAT
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- **September 2018 (as scheduled):** Follow-up Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. **Reminder**
- **September 6-October 18, 2018:** NWEA MAP Fall testing window. **Notice**
- **September 14, 2018:** Organizational Chart and information on Instructional/Non-instructional Staff for 2018-2019. **Upload to Epicenter**
- **September 14, 2018:** 2018-19 Curriculum Inventory for grades K-8 and 9-12. For schools that have new curriculum or new areas of their curriculum. For schools that do not have changes, upload document stating there are no changes. **Upload to Epicenter**
- **September 14, 2018:** Documentation that Special Education provisions are in accordance with ISD Plan for 2018-2019. **Upload to Epicenter**
- **September 14, 2018:** Acknowledgement of Constitution Day programming, Protected Prayer Certification (Protected Eyewear Certification is no longer needed). **MEGS, Upload to Epicenter**
- **September 15, 2018:** 2018-19 Emergency Drill Schedule. Enter electronically on the Wayne County - Office of Homeland Security & Emergency Management website. You should receive a confirmation email. Please upload the confirmation to Epicenter. If you do not receive the confirmation email call Homeland Security at 734-728-3711. **Upload to Epicenter**
- **September 30, 2018:** DS-4898 Preliminary Pupil Headcount Report (Only for PSAs adding Grade Level(s)). **MDE, Upload to Epicenter**

Master Calendar

of Reporting Requirements

OCTOBER 2018

SUN	MON	TUES	WED	THU	FRI	SAT
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- **October 2018 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- **October 1, 2018:** Annual Non-Profit Corporation information update for 2018. **Upload receipt to Epicenter**
- **October 3, 2018:** Fall student count day for State Aid FTE. **Reminder**
- **October 4, 2018:** Preliminary student count. **Upload preliminary student count to Epicenter.**
- **October 7, 2018:** SE-4096 Special Education Actual Cost Report. **WRESA, CEPI, Upload to Epicenter**
- **October 17, 2018:** First PSA Quarterly Meeting, Location TBD. **Notice**
- **October 25, 2018:** Fall NWEA MAP data, **Upload to Epicenter**
- **October 31, 2018:** July-September Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- **October 31, 2018:** Signed board resolution indicating the board has met with their auditor, understand the audit and approve of its submission to the Michigan Department of Education. **Upload to Epicenter**

Master Calendar

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NOVEMBER 2018

SUN	MON	TUES	WED	THU	FRI	SAT
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- **November 1, 2018:** Financial Information Database (FID). **CEPI, WRESA, certify in Epicenter**
- **November 1, 2018:** Audited Financial Statements/Management Letter for year ending June 30, 2018. WRESA-Electronic version sent to Kathie Emerick at emerickk@resa.net, MDE at [MDE-FinAudit@Michigan.gov](mailto:FinAudit@Michigan.gov), **Upload to Epicenter**
- **November 15, 2018:** Fall 2018 Michigan Student Data System (MSDS). All districts must certify data to MSDS by this date. **WRESA, CEPI, certify in Epicenter**
- **November 15, 2018:** Fall 2018 MSDS data files. **Upload to Epicenter**

DECEMBER 2018

SUN	MON	TUES	WED	THU	FRI	SAT
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- **December 3, 2018:** Registry of Educational Personnel (REP) **CEPI, WRESA, certify in Epicenter**
- December 3, 2018:** December School Fire Drills to Epicenter. **Upload to Epicenter**
- **December 3, 2018:** 2018-19 Highly Qualified Teacher Certification. **Upload to Epicenter**
- **December 7, 2018:** Updates to student and employee handbooks for 2018-2019, all handbooks should have the current school year listed on the cover. **Upload to Epicenter**
- **December 7, 2018:** FERPA Notice to Parents. **Upload to Epicenter**

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JANUARY 2019

SUN	MON	TUES	WED	THU	FRI	SAT
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FEBRUARY 2019

SUN	MON	TUES	WED	THU	FRI	SAT
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- **January 2019 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- **January 7-February 14, 2019:** Optional NWEA MAP Winter testing window. (Schools whose contracts expire June 30, 2019 are required to test all students.) **Notice**
- **January 31, 2019:** October-December Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- **January 31, 2019:** Management response to Annual Audit. **Upload to Epicenter**

- **February 13, 2019:** Supplemental Student Count for State Aid FTE. **Reminder**
- **February 14, 2019:** Supplemental Preliminary Student Count. **Upload to Epicenter**
- **February 14, 2019:** Board-adopted Enrollment and Selection Procedure to be used if the number of applicants for admission exceeds the grade capacity. **Upload to Epicenter**
- **February 21, 2019:** Winter NWEA MAP testing data, if academy opted into Winter testing window. **Upload to Epicenter**
- **February 25, 2019:** Winter NWEA MAP grade levels tested form. **Upload to Epicenter**
- **February 27, 2019:** Second PSA Quarterly Meeting, Location TBD, 12-3 p.m. **Notice**

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MARCH 2019

SUN	MON	TUES	WED	THU	FRI	SAT
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APRIL 2019

SUN	MON	TUES	WED	THU	FRI	SAT
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- **March 1, 2019:** Dual Enrollment notification to students. **(High Schools Only) Upload to Epicenter**
- **March 28, 2019:** Spring 2019 Michigan School Data System (MSDS). All districts must have data submitted to MSDS by this date. **WRESA, CEPI, Certify in Epicenter**
- **March 29, 2019:** Board-approved changes such as school site, grade configuration, curriculum, educational program or other major changes. (Submit in Word format on school letterhead) **Upload to Epicenter**
- **April 2019 (as scheduled):** Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. **Reminder**
- **April 1, 2019:** March School Tornado Drill to Epicenter. **Upload to Epicenter**
- **April 23 – June 7, 2019:** NWEA MAP Data Spring testing window. **Notice**
- **April 30, 2019:** January-March Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures & Budget vs. Actual Report. **Upload to Epicenter**
- **April 30, 2019:** Board-approved recommendation of new board members for 2019-20. Upload DPSCD board application, resume, resolution for each proposed member. *Also as needed* **Upload to Epicenter**

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MAY 2019

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JUNE 2019

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- **May 2019 (as scheduled):** Teacher Certification Highly Qualified/Criminal Background Check/ Unprofessional Conduct Check. **Reminder**
- **May 3, 2019:** Board-adopted 2019-2020 School Calendar/School Day Schedule. Document must be adopted by the board. **Upload to Epicenter**
- **May 17, 2019:** Documentation demonstrating the charter school administered **ALL** state and authorizer required assessments. Please include name of test, grade levels tested and date tests given. **Upload to Epicenter**
- **May 17, 2019:** Board nomination resolution for members whose terms are due to expire at the end of school year. **Upload to Epicenter**
- **May 22, 2019:** Final PSA Quarterly Meeting, Location TBD, 12-3 p.m. **Notice**
- **May 31, 2018:** Annual Education Report, **please certify completion in Epicenter**
- **May 31, 2019:** Certificate of Boiler Inspection for 2018-19. **Upload to Epicenter**
- **May 31, 2019:** 2019-20 PSA State Aid Note Application Authorizer Notification Form. **Upload to Epicenter**

- **June 14, 2019:** Spring NWEA MAP testing data. **Upload to Epicenter**
- **June 14, 2019:** Annual Operating Budget Notice of Public Hearing for 2019-20. **Copy of ad in newspaper of record. Upload to Epicenter**
- **June 21, 2019:** Amended Budget for 2018-19 or statement that budget was reviewed and no amendment was required. **Upload to Epicenter**
- **June 21, 2019:** Board-adopted Letter of Engagement for the independent financial audit of the year ending June 30, 2019. **Upload to Epicenter**
- **June 21, 2019:** 2019-20 New Pupil Accounting Forms. **WRESA, Upload to Epicenter**
- **June 28, 2019:** Completed End of Year School Safety Drill Compliance Form. **Upload to Epicenter**
- **June 30, 2019:** Single Building District Improvement Plan (SBDIP) and updates for 2019-20; Registry of Educational Personnel (REP), School Infrastructure Database (SID). **WRESA, CEPI, Certify in Epicenter**
- **June 30, 2019:** Michigan Student Data System (MSDS) EOY data. All districts must have data submitted to MSDS by this date. **WRESA, CEPI, Certify in Epicenter**

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- **July 12, 2019:** Board-adopted 2019-20 budget. **Upload to Epicenter**
- **July 12, 2019:** Board-adopted 2019-20 budget posted under the Transparency Mitten on the school's website. **Please certify that this requirement has been completed in Epicenter and add link to the comments section of the certification.**
- **July 31, 2019:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- **July 31, 2019:** 2019-20 Academic Professional Development Calendar. **Upload to Epicenter**