

Guide for Critical Activities, Reports, and Grant Packages 2011-2012 School Year

This list is not inclusive of all possible deadlines throughout the school year.

Action	Activity/Report/iGrants Form Package <i>Required/Optional/Recommended</i>	Activity/ Report/ Form Pkg	Impacts
Last Business Day of the month	Directory – Changes to the Special Education Directory for 2011-12 should be sent to speced@k12.wa.us . If you have a new business manager and/or superintendent this year, please send his/her name and email address as well. Changes must be submitted prior to the last business day (LBD) of the month to be included in the next month’s edition of the directory. Recommended.	Special Education Directory	Communication
Data Collection Window June 1 – Nov. 1	Post School Outcomes Survey Reporting Window – The online data collection platform for the Post-School Outcomes Survey is available for districts to enter student information. The data platform can be found at: http://www.seattleu.edu/ccts (under “Quick Links”). The Post School Outcomes Survey data are due no later than November 1, 2011 . The timeliness and accuracy of this report will count towards the LEA/ESA determination level. Required.	Post-School Outcomes Survey	Determinations; Data Performance Profile; State Annual Performance Report
Data Collection Window Oct. 1 – Dec. 1	Private School Students Unilaterally Enrolled by Their Parents-Count Window – The LEA/ESA is required to count the number of students unilaterally placed in approved nonprofit private schools by their parents. The count is to occur on a date between October 1 and December 1 (WAC 392-172A-04015). This information will be used to calculate the LEA’s/ESA’s proportionate share set-aside for the following school year. Required.	Form Pkg. 267; Proportionate Share	Funding
Data Collection Date Nov. 1	Federal Child Count/LRE data Collection Date – The LEA/ESA is required to report the number of students eligible for special education enrolled within its jurisdiction on November 1 (or first business day of the month of November). Final data are due to OSPI (via EDS) no later than December 21, 2011 . The timeliness and accuracy of this report will count towards the LEA/ESA determination level. See Bulletins at http://www.k12.wa.us/BulletinsMemos/bulletins2011.aspx . Required.	Federal Child Count and LRE Report	Determinations; Data Performance Profile; State Annual Performance Report
Sept. 1-Aug. 31	Due Process Tracking – When a parent files a due process hearing request, the LEA/ESA is required to convene a resolution session within 15 calendar days (seven calendar days if hearing is expedited) of the date the LEA/ESA receives the parent’s request. OSPI requires that the LEA/ESA notify OSPI of the date the resolution session is scheduled, and, requires the LEA/ESA to complete a tracking form identifying the outcome of the resolution session, or notifying OSPI if the resolution session was waived by written agreement. Required.	OSPI generated email	Determinations; Data Performance Profile; State Annual Performance Report

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Sept. 1	IDEA Part B Application for SY 11-12 – All pages and required appendices of iGrants Form Package 267 are due by 5:00 pm September 1st . A “HOLD on Funds” may occur if the district’s 267 has not received final approval within 30 days after receiving initial feedback from OSPI. iGrants can be found at https://eds.ospi.k12.wa.us/iGrants Required for districts that did not complete by July 1.	Form Pkg. 267 (IDEA Regular Grants)	Funding
Sept. 1	Data Review and Error Reporting – LEA/ESA will be notified via email of the opportunity to review its data for Indicators 11, 12, 13 and 20. LEA/ESA should notify Sandy Grummick (specialddata@k12.wa.us or 360-725-6075) if the data are not accurate; provide revised, accurate data no later than September 30, 2011 . Required.	District Profile	Determinations; Data Performance Profile; State Annual Performance Report
Nov. 1	Post School Outcomes Survey – This is the final date to submit data for the Post-School Data Survey. The Survey and the Demographic Form are located on the Center for Change in Transition Services website: www.seattleu.edu/ccts The timeliness and accuracy of this report will count towards the LEA/ESA determination level. Required.	Post-School Outcome Survey	Determinations; Data Performance Profile; State Annual Performance Report
Nov. 1	Determinations and Non-Compliance – LEA/ESA Determination Level, Notification of Non-Compliance, and Significant Disproportionality Designations are posted electronically on iGrants (Form Package 442). LEA/ESA with non-compliance identified (on page 3 of Form Package 442) must complete and submit form package 442 as soon as possible, but no later than April 30, 2012 . iGrants can be found at https://eds.ospi.k12.wa.us/iGrants . Required.	Form Pkg. 442 (IDEA Compliance Package)	Determination; Funding
Nov. 15	Determination Reconsideration – No later than November 15 , an LEA/ESA may request that OSPI review and reconsider its determination level if the level is incorrect due to OSPI error. Information and required worksheet can be found on page 1 of iGrants Form Package 442. iGrants can be found at https://eds.ospi.k12.wa.us/iGrants Optional.	Form Pkg. 442 (IDEA Compliance Package)	Determinations
Nov. 17	Expenditure Data – Final electronic expenditure data for 2010-2011 Federal Special Education grant is due. This is the final date to draw down funds for 2010-11 grants. Refer to <i>Bulletin 054-10</i> . http://www.k12.wa.us/BulletinsMemos/bulletins2010.aspx Required.	Funding	Funding

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Dec. 1	<p>Private School Students Unilaterally Enrolled by Their Parents – This is the last day for an LEA/ESA with private, nonprofit elementary and/or secondary schools within its jurisdiction to count the number of students unilaterally enrolled by their parents in grades K-12 and determined eligible for special education services regardless of whether or not the student was served using a services plan or through part-time enrollment. The LEA/ESA is to conduct a count on a date it selects between October 1 and December 1 (WAC 392-172A-04015). This information will be used to calculate the proportionate share set-aside for the LEA/ESA in the subsequent year. <i>Required if applicable.</i></p>	Form Pkg. 267; Proportionate Share	Funding
Dec. 14	<p>Personnel – The Special Education Personnel Employed & Needed Report is due. The timeliness and accuracy of this report will count towards the LEA/ESA determination level. For more information see http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx <i>Required.</i></p>	Special Education Personnel Report	Determinations
Dec. 21	<p>Federal Child Count/LRE Reporting – Districts must finalize their November EDS submission and verification of Students Eligible for the Annual Special Education Federal Child Count/LRE data report submission. The timeliness and accuracy of this report will count towards the LEA/ESA determination level. EDS can be found at: https://eds.ospi.k12.wa.us/Login.aspx . For additional information, see: http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx <i>Required.</i></p>	Federal Child Count and LRE Report	Determinations; Data Performance Profile; State Annual Performance Report
April 30	<p>Correction of Non-Compliance – iGrants Form Package 442 is due as soon as possible but no later than April 30th from LEA/ESAs with issues of non-compliance identified on page 3 of Form Package 442. iGrants can be found at https://eds.ospi.k12.wa.us/iGrants <i>Required for all districts with identified non-compliance.</i></p>	Form Pkg. 442 (IDEA Compliance Package)	Determinations; Data Performance Profile; State Annual Performance Report

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June 29	IDEA Part B Application for SY 12-13 – The LEA/ESA will submit all pages and budgets with their federal fund application by June 29, 2012 in order to request a July 1 spending start date. LEAs/ESAs that submit after June 29, 2012 will receive the spending start date in which all required components are received, with a final deadline of September 4, 2012 to receive the September 1 spending start date. Page 3 – CEIS is due June 29, 2012 regardless of the spending start date, for applicable districts. <i>Required if CEIS or if district is requesting the July 1, 2012 spending start date.</i>	Form Pkg. 267 (2012-13 IDEA Regular Grants)	Funding
June 30	Impact Report – The LEA/ESA Impact Report is due for SY 11-12. For more information see the district's 2011-12 iGrants Form Package 267, Page 6, Appendix I. iGrants can be found at https://eds.ospi.k12.wa.us/iGrants <i>Required.</i>	Impact Report (2011-12 Form Package 267)	Determinations; Data Performance Profile; State Annual Performance Report
July 2	Suspension/Expulsion – The Special Education Students Suspended/Expelled Report for SY 11-12 is due. The timeliness and accuracy of this report will count towards the LEA/ESA determination level. For more information see http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx <i>Required.</i>	Special Education Discipline Report	Determinations; Data Performance Profile; State Annual Performance Report
July 16	COSF Report – The Child Outcomes Summary Form (COSF) for SY 11-12 is due. The timeliness and accuracy of this report will count towards the LEA/ESA determination level. For more information see http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx <i>Required.</i>	Child Outcomes Summary Form (COSF)	Determinations; Data Performance Profile; State Annual Performance Report

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July 16	<p>Timeline Reports – The Timeline for Initial Evaluation and Part C to Part B Transition for SY 11-12 are due July 16th. The timeliness and accuracy of this report will count towards the LEA/ESA determination level. For more information see http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx Required.</p>	Timeline for Initial Evaluation of Special Education and Transition from Part C to Part B by Child's 3rd Birthday	Determinations; Data Performance Profile; State Annual Performance Report
July 31	<p>ESD Verification of Correction – The ESD verification of correction of identified non-compliance is due as soon as possible but no later than July 31st, if district has non-compliance identified on page 3 of 2011-12 iGrants Form Package 442. iGrants can be found at https://eds.ospi.k12.wa.us/iGrants Required.</p>	Form Pkg. 442 (IDEA Compliance Package)	Determinations; Data Performance Profile; State Annual Performance Report
Aug. 31	<p>Budget Revisions – This is the last day for budget revisions of the SY 11-12 Federal Funds for Special Education IDEA-B and Section 619 grants (iGrants Form Package 267). iGrants can be found at https://eds.ospi.k12.wa.us/iGrants Required.</p>	Form Pkg. 267 (IDEA Regular Grants)	Funding