

July 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1 • Deadline for submitting certified 2010-2011 LEA eGrants in order to expend as of July 1 st	2	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services <input type="checkbox"/> 3 Update Ask TED System <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 6 Residential application disseminated and WEB access to forms available
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27 • Deadline for 2009-2010 Final Reports for RFA-Repair and Renovation, Activities under IDEA-B, Competitive Grant to TEA	28	29	30 • Deadline for SPE-106 Nonpublic Day School report FY 2009-2010	
<div style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block;">2010 TCASE Summer Leadership Conference</div>					
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

August 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2	3	4	5	6	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Train/Update Staff in Confidentiality <input type="checkbox"/> 3 Verify Distribution of Annual Notice of Confidentiality <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 6 Ability to view roll forward amounts in Grant
9	10	11	12 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	13 •Final Reports for the SSVI & Non-Ed Funds are due to ESC VI • Deadline to submit 2009-2010 Final reports for Projects ending June 30 th to TEA	
16	17	18	19	20	
23	24 •Current Year (2010-11) State Funds Encumbered	25	26	27	
30	31 •Data Submission Closes for SPP 7,11,12,13,&14				

September 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
		1 <small>•2010-11 State Funds Fiscal Year begins •Deadline to apply for 10-11 Special Education/Deaf Consolidated Grant •Residential Placement Application due to ESC VI</small>	2	3	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Verify Current FIE/ARD/IEPs Prior to October 29 th Snapshot Date <input type="checkbox"/> 3 Provide Training for Surrogate Parents <input type="checkbox"/> 4 Child Find Activity: Distribute Posters/Brochures to Appropriate Locations <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 6 Compile Child Find Data
6 <i>Labor Day</i>	7	8	9 <small>•Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX</small>	10 <small>•Non-Ed Application due to ESC VI •Deadline to apply for 10-11 IDEA B Formula Grant</small>	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30 <small>•Ending date of IDEA B Formula and Preschool funds (7/1/09-9/30/10)</small>		
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

October 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1 •Contracts due for any SSA configuration changes to TEA	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Special Education Staff verify accuracy of PEIMS Snapshot Data prior to Snapshot date <input type="checkbox"/> 3 Verify current FIE/ARD/IEPs prior to October 29 th PEIMS Snapshot Date <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
4	5	6 • Deadline for 2009-2010 final reports for projects ending August 31 st to TEA	7 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27 •ESC VI Fall Administrator's Conference Professional Development Center ESC Region VI	28	29 •PEIMS Snapshot date (Student Information used for State Funding)	

November 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
1 •Deadline for 2009-2010 final reports for projects ending September 30 th to TEA	2	3	4	5	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Review Promising Practices Application packet from TEA <input type="checkbox"/> 3 Prepare Management Board December Agenda for District Seeking withdrawal from SSA <input type="checkbox"/> 4 Child Find Activity <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
8	9	10	11 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	12	
15	16	17	18	19	
22	23	24	25	26	
<i>ESC VI Thanksgiving Holiday</i>					
29	30 •Deadline to submit Nov. 1 significant expansion child count for Charter Schools to TEA				<p style="text-align: center;">Legend:</p> <ul style="list-style-type: none"> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

December 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
		1	2	3	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Child Find Activity <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 4 Semi-Annual Written Certification of Federally funded personnel working under Single Grant program
6	7	8	9 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	10	
13	14	15 •Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI	16	17	
20	21	22	23	24	
<i>ESC VI Christmas Holiday</i>					
27	28	29	30	31	Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines
<i>ESC VI Christmas Holiday</i>					

January 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
3	4	5	6	7	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Visit Residential Facility serving District Students <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs <input type="checkbox"/> 4 Release of 2010-2011 maximum entitlements on Grant entitlements screen
10	11	12	13	14	
17 <i>Martin Luther King Jr. Holiday</i>	18	19	20	21	
2011 TCASE Mid-Winter Conference					
24	25	26	27	28	
31					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

February 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1	2	3	4	<ul style="list-style-type: none"> <input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Child Find Activity: Distribute Brochures to Campus Staff for Pre-K Registration <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
7 •Deadline for TEA receiving notification of any SSA changes for 2010-2011 (effective July 1, 2010)	8	9	10 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Boardroom Bryan ISD	11	
14	15	16	17	18	
21	22	23	24	25	
28					
					<p style="text-align: center;">Legend:</p> <ul style="list-style-type: none"> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

March 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today	
	1 TAKS/TAAS & TAKS-M: Reading 9 Writing 4 & 7 Sp Writing 4 ELA 10 & 11	2	3	4	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Begin Budget Preparation <input type="checkbox"/> 3 Child Find Activity: Train District Secretaries in appropriate Child Find Procedures <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs	
7	8	9	10	11		
14	15 •Quarterly Reports for the SSVI and Non Ed Funds are due to ESC VI	16	17	18		
ESC VI Spring Break						
21	22	23	24	25		
28	29	30	31		Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines	

April 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Document contact with Private Schools as required <input type="checkbox"/> 3 Child Find Activity <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
4	5	6	7	8	
TAKS & TAKS-M: Math 5 & 8 Sp Math 5	TAKS & TAKS-M: Reading 5 & 8 Sp Reading 5				
11	12	13	14	15	
			•Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI		
18	19	20	21	22	<i>Good Friday Holiday</i>
25	26	27	28	29	
LAT TAKS & LAT TAKS-M: Math 3-4, 6-7, 10	LAT TAKS & LAT TAKS-M: Reading 3-4, 6-7 ELA 10	TAKS & TAKS-M: Reading 3-4(Eng & Sp), 6-7 Math 11	TAKS & TAKS-M: Science 5(Eng & Sp), 8, 10, 11 Math 9	LAT TAKS & LAT TAKS-M: Science 5, 8, 10	TAKS & TAKS-M: Social Studies 8, 10, 11
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

May 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2	3	4	5 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	6	<input type="checkbox"/> 1 File Gant Expenditure Report? <input type="checkbox"/> 2 Child Find Activity: Compile record of referrals and follow-up of students identified, located and evaluated <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs <input type="checkbox"/> 4 Semi-Annual written certification of federally funded personnel working under Single Grant program <input type="checkbox"/> 5 Availability to complete and certify 2011-2012 Grant application
9	10	11 •Final Amendment Due to TEA	12	13	
16	17	18	19	20	
LAT TAKS & LAT TAKS-M: Math 5 & 8	LAT TAKS & LAT TAKS-M: Reading 5 & 8				
23	24	25	26	27	
30 <i>Memorial Day</i>	31				Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

June 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
		1	2	3	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Update Operating Guidelines in Policies and Procedures <input type="checkbox"/> 3 Prepare Destruction of Records Notice for newspaper <input type="checkbox"/> 4 Review/Update Special Education Forms <input type="checkbox"/> 5 Child Find Activity <input type="checkbox"/> 6 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 7 125% information disseminated to ESCs
6	7	8	9 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	10	
13	14	15 •Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI	16	17	
20	21	22	23	24	
27	28	29	30		
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

July 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1 • IDEA B Formula ARRA and IDEA B Preschool ARRA amendments due	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services
4 <i>Fourth of July</i>	5	6	7	8	<input type="checkbox"/> 3 Update ask TED System <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
11	12	13	14	15	<input type="checkbox"/> 6 Residential application disseminated and WEB access to forms available <input type="checkbox"/> 7 125% letters disseminated to LEAs
18	2011 TCASE Summer Leadership Conference			22	
25	26	27	28	29	
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines