

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## JULY 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Reports due on a Saturday or Sunday must be received by the following Monday.
July 01	---	Articulation Agreement Update (MCCS Tech Prep Coordinators)
July 01	EF-U-423	Application for Use of Even Start Carry Over Funds
July 01	EF-U-440	Budget Adjustment Form for Even Start
July 15	EF-M-39A	Report of Adult Education for Subsidy Purposes – (January thru June) <a href="http://www.maine.gov/education/forms/misteam/enrollment/efm39/efm39menu.htm">http://www.maine.gov/education/forms/misteam/enrollment/efm39/efm39menu.htm</a>
July 15	EF-U-415	Federal Programs Cash Management Report
July 20	---	Teacher of the Year Finalists Portfolios Due
July 31	EF-M-43	Transportation Data for Out-of-District Special Education Students, Homeless Students and Career & Technical Education Students Report <a href="http://www.maine.gov/education/forms/misteam/efm43/efm43menu.htm">http://www.maine.gov/education/forms/misteam/efm43/efm43menu.htm</a>
July 31	MEDMS/ Infinite Campus	2008-09 Year-End Process (normally collect by June 30 <sup>th</sup> )
	MEDMS/ Infinite Campus for District Edition Users	Staff Data
	Infinite Campus	Student Data
	Infinite Campus	Special Education Exit Data
	Infinite Campus Infinite Campus	Safe and Drug Free Behavior Data
	Infinite Campus	Truancy Data

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## AUGUST 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. School bus inspection DUE during this month per Title 29-A, section 2307.
		02. Submit drinking water samples if not on public water supply.
		03. Bus drivers must pass the annual physical examinations prior to operating a school bus (SB-2-76).
August 01 (or 30 days after end of project)	EF-U-433	NCLB Performance Report
August 01	EF-U-430	NCLB Consolidated Application
August 01	EF-X-176	AEFLA Financial Year End Report
August 01	EF-X-177	Adult Basic Education (Annual Performance Report)
August 09	EF-I-32b	Basic School Approval Annual Update -- Private (Include a copy of the school calendar)
August 01	EF-U-420	Annual Financial Report of Even Start Expenditures
August 01	EF-U-420	Annual Financial Report of EL/Civics Expenditures
August 15	---	Policy Statement--Free & Reduced Priced Meals
August 15	EF-S-10	Year-End Report of Special Purpose Private Schools (CARES)
August 15	On-line	Local Entitlement Application -- Special Education (EF-S-08) -- <a href="http://www.4pcamaine.org/login.phtml">http://www.4pcamaine.org/login.phtml</a>
August 15	On-line	Annual Financial Report of Federal Program Expenditures --IDEA - Local Entitlement (EF-S-09E) -- <a href="http://www.4pcamaine.org/login.phtml">http://www.4pcamaine.org/login.phtml</a>
August 20	On-line	Secondary Vocational Program Data Fact Sheet (EF-V-121) -- <a href="http://www.maine.gov/education/Workforce/VE121/loginpage.htm">http://www.maine.gov/education/Workforce/VE121/loginpage.htm</a>
August 31	---	Application for Approval of Nontraditional Limited Purpose School (Renewal)

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## SEPTEMBER 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Start budget preparations.
		02. Check teacher certifications including conditional certificates.
		03. Check school nurse license and certification.
		04. Check all Education Technician levels I / II / III and Substitute authorizations.
		05. Check all Approval Cards
September 15	EF-U-431A	Title VI Rural Low-Income (RLI) Performance Report
September 15	EF-B-56C	Application for Permanent Small Instructional Space
September 15	EF-B-56T	Application for Temporary Interim Instructional Space
September 15	EF-M-240	Year-End Report of Private Schools <a href="http://www.maine.gov/education/forms/misteam/efm240/efm240menu.htm">http://www.maine.gov/education/forms/misteam/efm240/efm240menu.htm</a>
September 15	EF-S-04A / EF-S-04B	Initial submission of State Agency Client Admission/Discharge Notice, Billing (Update Monthly--Due Friday of the following month.)
September 15	EF-X-132	Year-End Report: Request for Subsidy (Attach Adult Education Course Summary Report)
September 15	EF-X-174	Adult Education Course Summary Report
September 15	MEDMS (EF-S-07)	Annual Special Education Tuition and Board Report <a href="http://www.maine.gov/education/forms/specialservices/efs07/07menu.htm">http://www.maine.gov/education/forms/specialservices/efs07/07menu.htm</a>
September 18	MEDMS Financial (EF-M-46)	Annual Budget Reporting for School Administrative Units – Revenues and Expenditures <a href="http://www.maine.gov/education/forms/misteam/efm46/46menu.htm">http://www.maine.gov/education/forms/misteam/efm46/46menu.htm</a>
September 18	MEDMS Financial (EF-M-46V)	Annual Budget Reporting for Career & Technical Education Regions – Revenues and Expenditures <a href="http://www.maine.gov/education/forms/misteam/efm46/46vmenu.htm">http://www.maine.gov/education/forms/misteam/efm46/46vmenu.htm</a>
September 18	MEDMS Financial (EF-M-45)	Annual Year-End Reporting for School Administrative Units – Revenues Expenditures and Balance Sheet transactions <a href="http://www.maine.gov/education/forms/misteam/efm45/45menu.htm">http://www.maine.gov/education/forms/misteam/efm45/45menu.htm</a>
September 18	MEDMS Financial (EF-M-45V)	Annual Year-End Reporting for Career & Technical Education Regions – Revenues, Expenditures and Balance Sheet transactions <a href="http://www.maine.gov/education/forms/misteam/efm45/45vmenu.htm">http://www.maine.gov/education/forms/misteam/efm45/45vmenu.htm</a>
September 23	MEDMS	Annual School Approval Update -- Public [Include a copy of the school calendar] (EF-I-291) <a href="https://www.medms.maine.gov/medms">https://www.medms.maine.gov/medms</a>

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## SEPTEMBER 2009

September 30	EF-S-206	Application for Gifted & Talented Educational Program Approval and Approval of Program Cost for State Subsidy
September 30	MEDMS/ Infinite Campus for District Edition Users)	Staff Information System [(EF-M-15) MEDMS] -- <a href="http://www.maine.gov/education/medms/">http://www.maine.gov/education/medms/</a>

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## OCTOBER 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Send name of district Affirmative Action Officer to DOE Affirmative Action Office
October 01	MEDMS Financial	Quarter 1 (July 1 through September 30) Actual Revenue, Expenditure and Balance Sheet uploads
October 02	Infinite Campus	Data to ensure accurate NECAP student labels
October 03	---	Annual review of Center/Region's Cooperative Agreement--Include review and approval in Center/Region Advisory Group meeting minutes.
October 03	---	Annual review of Center/Region's Live Work Policy--Include review and approval in Center/Region Advisory Group meeting minutes.
October 03	---	Submittal of Center/Region Advisory Group meeting minutes. These minutes should reflect the review and approval of the CTE Center/Region Cooperative Agreement and the Live Work Policy.
October 10	On-line	Application for Child Nutrition Services
October 15	Infinite Campus	Completers and Dropouts Report
October 15	Infinite Campus	October 1st Resident Enrollment Report (Public) EPS Report Certification
		Note: If October 1 <sup>st</sup> falls on Saturday then the count will be taken on the prior Friday. If October 1 <sup>st</sup> falls on Sunday the count will be taken on the following Monday.
October 15	EF-M-13	October 1st Resident Enrollment Report (Private) <a href="http://www.maine.gov/education/forms/misteam/enrollment/october/octprv.htm">http://www.maine.gov/education/forms/misteam/enrollment/october/octprv.htm</a>
October 15	National Board Certification List	Superintendent's submission of list eligible staff that have been certified by the National Board for Professional Teaching Standards. List must include – name, MEDMS I.D. number, classroom field of teaching and copy of certificate. Certificate must include certification number, date of issue and expiration date.
October 15	EF-S-03	Request for Special Education Contract Approval (Last day for initial submission)
October 15	EF-U-415	Federal Programs Cash Management Report
October 15	EUT-41B	Unorganized Territory October 1st Enrollment Form
October 22	Infinite Campus	Data to ensure accurate ACCESS for ELLs® labels

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## NOVEMBER 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
November 01	Initial audit report	This report should include: (1) Written determination of whether or not proper budgetary controls are in place, (2) Written determination of whether or not the annual financial data submitted to the department is correct, including submission of an audited reconciliation of the annual financial report prepared and certified by the auditor, and (3) Written determination as to whether the school administrative unit has complied with applicable provisions of the Essential Programs & Services Funding Act. Any resulting corrections must be submitted to MEDMS Financial by November 31st.
November 01	EF-I-277	Per Pupil Professional Development Allocation Application
November 01	MEDMS/ Infinite Campus District Edition	Highly Qualified Teacher (HQT) Survey
November 15	EF-U-431	Title VI Rural Low-Income (RLI) Grant Application
November 20	EF-N-90	Verification Report (Child Nutrition Services)
November 25	EF-T-17	Request for Approval for School Bus Purchases or Lease Purchases is due in order to receive DOE approval by December 30.
November 30	MEDMS Minimum Teacher Salary Report	Certification that MEDMS Minimum Teacher Salary Report is correct. This report must be certified before an adjustment can be applied to State subsidy.
November 30	Subsidy Calculations	All data (student, staff and financial) required for subsidy calculations must have been submitted. For more information, please review "Reports that Impact the ED 279 Subsidy Printout or Other Portions of General Purpose Aid Funding: <a href="http://www.maine.gov/education/forms/forms.htm">http://www.maine.gov/education/forms/forms.htm</a>

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## DECEMBER 2009

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Joint School Committees and Boards of School Directors shall meet in December of the year preceding the expiration of the superintendent's contract and complete and return Form EF-A-605 (Certificate of Employment) including a copy of the contract and minutes of the meeting, to the Deputy Commissioner's office. All Superintendents are required to do this, regardless of multi-year contract. Upon approval by the Commissioner, the original will be retained within the Department of Education and copies returned to the superintendent's office. NOTE: A signed copy should be provided to each Town Treasurer in a school union. 02“
December 15	---	Assessment of Immunization Status of School Age Children report is due at the Dept. of Human Services.
December 31	Annual audit report	A school board shall provide for an annual audit of the school administrative unit in accordance with 20-A MRSA Chapter 221, subchapter II. By December 31 <sup>st</sup> , a copy of this audit must be submitted to the Department of Education.
December 31	On-line	Report of Services to Students with Disabilities Parts I (located in Infinite Campus) & II (located in MEDMS) (EF-S-05) -- <a href="http://www.maine.gov/education/speced/EFS05/login_page.htm">http://www.maine.gov/education/speced/EFS05/login_page.htm</a>

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## JANUARY 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Federal Impact Aid Form (ED4019) is Due at the USDOE office by January 31, or as otherwise specified by them and a copy should be sent to DOE, MIS Team.
January 04	MEDMS Financial	Quarter 2 (July 1 through December 31) Actual revenue, Expenditure and Balance Sheet uploads
January 15	EF-U-433	NCLB Carryover Report Due (if applicable)--part of the EF-U-433 package
January 15	---	Rural Education Information Form including ADA data from annual Administrative Letter
January 15	EF-U-415	Federal Programs Cash Management Report
January 15	On-line	Project Progress Report – Perkins July 1 - December 31 -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
January 15	EF-M-39B	Report of Adult Education for Subsidy Purposes - July thru December <a href="http://www.maine.gov/education/forms/misteam/enrollment/efm39/efm39menu.htm">http://www.maine.gov/education/forms/misteam/enrollment/efm39/efm39menu.htm</a>
January 31	EF-U-428	Request for Reallocated Title I Funds

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## FEBRUARY 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	School bus inspection Due during this month per Title 29-A, section 2307.
	02.	All budget meetings must be held on or before June 30 except when the level of state subsidy for the next school year is not finalized by the State Legislature before June 1 (20-A Sec 15617 s-sec 2C).
February 01	---	On-site Review of Nutrition Program (To be retained by the school administrative unit.)
February 17	---	Teacher of the Year Nominations Due

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## MARCH 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
March 30	On-line	Application for Summer Food Service Program Due

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## APRIL 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
April 01	MEDMS Financial	Quarter 3 (July 1 through March 31) Actual Revenue, Expenditure and Balance Sheet uploads
April 14	---	Talent Pool Submission Form
April 15	Infinite Campus	April 1st Resident Enrollment Report (Public) EPS Report Certification Note: If April 1 <sup>st</sup> falls on Saturday then the count will be taken on the prior Friday. If April 1 <sup>st</sup> falls on Sunday the count will be taken on the following Monday.
April 15	EF-M-14	April 1st Resident Enrollment Report (Private Schools) <a href="http://www.maine.gov/education/forms/misteam/enrollment/april/aprprv.htm">http://www.maine.gov/education/forms/misteam/enrollment/april/aprprv.htm</a>
April 15	EF-U-415	Federal Programs Cash Management Report
April 15	EF-S-214	EPS High Cost Out-of-District Placement Adjustment Form <a href="http://www.maine.gov/education/forms/specservices.htm">http://www.maine.gov/education/forms/specservices.htm</a>

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## MAY 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
May 10	BVE-507	01. Prepare to complete summary of approved budget and report of appropriations. (DUE July 1) Apportionment of the Approved Vocational Region Budget

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## JUNE 2010

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
June 15	---	File updated Affirmative Action Plan with DOE Affirmative Action Office.
June 15	EF-U-440	Budget Adjustment Form for EL/Civics
June 15	EF-V-128	AEFLA Budget Adjustment Form
June 25	On-line	Aggregate Daily Attendance Collection -- <a href="http://www.maine.gov/education/adaform/loginpage.html">http://www.maine.gov/education/adaform/loginpage.html</a>
June 30	---	College Transitions Application
June 30	---	Even Start Carryover Report
June 30	---	Maine School Vision, Hearing, Spinal & BMI Screening Report Form (Submit to State DOE)
June 30	On-line	Carl D. Perkins Title 1c Basic Grant Application -- <a href="http://www.4pca.maine.org/">http://www.4pca.maine.org/</a>
June 30	MEDMS/ Infinite Campus	2009-10 Year-End Process
	MEDMS/ Infinite Campus for District Edition Users	Staff Data
	Infinite Campus	Student Data
	Infinite Campus	Safe and Drug Free Behavior Data
	Infinite Campus	Truancy Data
	Infinite Campus	Special Education Exit Data
June 30	On-line	Carl D. Perkins Title 1c Basic Year-end Report <a href="http://www.4pca.maine.org">http://www.4pca.maine.org</a>

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## ADDITIONAL FORMS REQUIRED

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
08th of each Month	On-line	Claim for Reimbursement of Child Nutrition Services
15th of each Month	On-line	Food Distribution Offer Acceptance Form
18th of each Month	On-line	Food Distribution Extras Form
Annually	---	Audit reports of public school expenditures & revenues July 1 - June 30 fiscal year shall be filed with the Commissioner within 9 months after the end of the audit period.
Annually	EF-A-605	Certificate for the Employment of Superintendent
Annually Every 12 Months	---	School Bus Driver Physical Education Form
As Required	---	Notice for Letter of Intent—Compulsory Attendance Private
As Required	---	Family Literacy Reporting Form
As Required	---	Fast-Track Recommendation Form
As Required	---	After-School Care Snacks Application Agreement
As Required	EF-B-55A	Addendum to EF-B-55 – Final Financial Report – School Construction
As Required	EF-C-300-C	Application for Initial Certification Approval
As Required	EF-C-300-P	Application for Educational Technician Authorization
As Required	EF-C-300-PR	Application for Educational Technician Authorization Renewal
As Required	EF-C-302	Conditional Affidavit (Pink)
As Required	EF-C-310	Transitional Endorsement Affidavit (Green)
As Required	EF-C-315	Targeted Need Affidavit (Blue)
As Required	EF-I-233	Notice of Intent for Equivalent Instruction Program through Home Instruction
As Required	EF-M-210	Request for Approval for Placement and Room. & Board Costs for School Pupils from Remote Administrative Units <a href="http://www.maine.gov/education/forms/misteam/efm210/efm210.htm">http://www.maine.gov/education/forms/misteam/efm210/efm210.htm</a>
As Required	EF-S-01	Request for Tuition Placement of Students with Disabilities
As Required	EF-S-03	Report of Special Education Contract Approval
As Required	EF-S-04A	Amended State Agency Clients Admission/Discharge Notice (Update Monthly--Due Friday of the following month.)
Monthly	EF-S-04B	Monthly State Agency Clients Billing (due first Friday of following month)
As Required	EF-T-20	School Bus Purchase Report (for all purchases and lease purchases) due within 30 days of purchase or no later than June 30 of the fiscal year in which the purchase is made, whichever comes first.

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS 2009-2010

## ADDITIONAL FORMS REQUIRED

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
As Required	EF-V-105	Report of Secondary (Vocational) School Pupils (Indian Education)
As Required	EF-V-106	Report of Secondary (Vocational) School Pupils (Unorganized Territories)
Before change is made	On-line	Carl D. Perkins Project Adjustment Form -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
Before changed expenditure is made	On-line	Career and Technical Education Budget Adjustment Form--Carl Perkins Grant (EF-V-128) -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
Prior to Approval	---	Application for Approval of Nontraditional Limited Purpose Private Schools (Initial Approval)
Prior to Approval	---	Application Form for Basic School Approval (Special Purpose Private Schools)
Prior to Approval	EF-I-30b	Initial Application for Basic School Approval (Private Elementary)
Prior to Approval	EF-I-30c	Initial Application for Basic School Approval (Private Secondary)
Prior to Participation	EF-T-23	Letter of Intent to participate in the Maine School Bus Purchasing Program
Within six months of the initial occupancy of a completed building	EF-B-55	Final Financial Report - School Construction <a href="http://www.maine.gov/education/audit/auditfaq.htm#sca">http://www.maine.gov/education/audit/auditfaq.htm#sca</a>
Within six months from date of the interim audit	EF-B-55A	Addendum Report to Financial Report - School Construction <a href="http://www.maine.gov/education/audit/auditfaq.htm#sca">http://www.maine.gov/education/audit/auditfaq.htm#sca</a>

**ADMINISTRATIVE CALENDAR OF REPORTING FORMS  
2009-2010**

**CODING USED ON REPORTING FORMS**

All required forms have been assigned form numbers using the following format, which indicates team responsibility

EF - A	Leadership Team, Office of the Commissioner	207-624-6620
EF - B	Support Systems Team, Finance	207-624-6864
EF - C	Support Systems Team, Certification	207-624-6603
EF - I	Learning Systems Team, Learning Results	207-624-6600
EF - M	Management Information Systems Team (School Finance & Operations)	207-624-6790
EF - N or D & SNP	Support Systems Team, Child Nutrition Services	207-624-6843
EF - O	Education in Unorganized Territory	207-624-6892
EF - S	Learning Systems Team, Special Services	207-624-6650
EF - T	Support Systems Team, Transportation	207-624-6848
EF - U	Federal Programs	207-624-6600
EF - V & BE	Learning Systems Team, Career & Technical Educ,	207-624-6730
EF - X	Learning Systems Team, Adult Education	207-624-6752
ED4019	Federal Impact Aid Form - Washington D.C.	207-260-3858

*The Maine Department of Education insures equal educational opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, age or handicap.*