Date	Report	Contact	Notes
APRIL			
	CRT testing occurs 6 weeks prior to the last Monday of the school year (6 week period)	Sharon Marsh USOE Computer Services (801) 538-7915	
1st	Deadline for submitting amendment requests for satellite schools and expansions	Marlies Burns USOE Charter Schools (801) 538-7817	Amendment request forms available at http://www.schools.utah.gov/charterschools/application.htm
15th	Final deadline to submit Letter of Authorizations (for employees hired after November 15)	Stephanie Ferris USOE Teaching & Learning (801) 538-7752	Written letter and fees must be received in Teaching & Learning Section and educator entered in CACTUS.
20th	Charter School Monthly / Quarterly Financial & Enrollment Report for preceding month / quarter	Cory Kanth USOE Charter Schools (801) 538-7703	Monthly reports required for schools in 1st year of operation, quarterly thereafter. http://www.schools.utah.gov/charterschools/resources/MonthlyFinancialReport.xls
	File DWS wage report for prior quarter		Utah Department of Workforces Services
30th	Monthly report to school districts (required of new and expanding schools)	Marlies Burns USOE Charter Schools (801) 538-7817	Reports must contain the aggregate numbers of new students, sorted by their resident school and grade level, who have accepted enrollment
	Partner Contract / Signed MOU Due (for schools offering Concurrent Enrollment)	College/University Contact & Cyd Grua Utah System of Higher Education 801-321-7152	Send contract to partner college and Utah Systems of Higher Education.