Date	Report	Contact	Notes
JUNE			
1st	Letter of Intent to participate in K-3 Reading Funding (tentative deadline)	Reed Spencer USOE Curriculum (801) 538-7893	This is for all K-3 schools. Letter template available at: http://www.schools.utah.gov/curr/lang_art/elem/oek.htm and contains both forms in one
	CTE Introduction funding application (2011-2012)	Sherry Marchant USOE Career Technology Education (801) 538-7594	Application available online at http://www.schools.utah.gov/cte/funding_state.html . This funding is applied for annually, but schools do not have to request funds.
15th	Final Budget (2011-2012)	Cory Kanth USOE Charter Schools (801) 538-7703	Submit final budget to governing board for review
	Immunization Status Final Report	Nasrin Zandkarimi Utah Department of Health (801) 538-6570	Report submitted online: http://www.immunize- utah.org/provider/school/default.htm
		Linda Abel Utah Department of Health (801) 538-6905	Report ONLY if your November 30 report included students who were "Conditional Admission" or "Out of Compliance"
	CTE Introduction funding end of year summary (for ending school year) and finalized budget (for next school year)	Sherry Marchant USOE Career Technology Education (801) 538-7594	These forms are included at the end of the Implementation Plan from the beginning of the current school year.
	Safe & Drug Free Schools Incident Report	Verne Larsen USOE Career & Technical Education (801) 538-7713	Additional information will be sent by Verne closer to date
20th	Charter School Monthly Financial & Enrollment Report	Cory Kanth USOE Charter Schools (801) 538-7703	Monthly reports required for schools in 1st year of operation. Report form found at http://www.schools.utah.gov/charterschools/resources/MonthlyFinancialReport.xls
29th	CACTUS Educator data update	Emily Tew USOE Data & Accountability (801) 538-7947	Year-end update of teacher assignments, demographics, educational attainment, professional experience, and salaries into the CACTUS database. Extracted data used to fund
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
	Complete CACTUS update	Diane DeMan USOE Educator Licensing (801) 538-7741	All information should be correct and complete in CACTUS, including removal of teachers not returning for the next school year.