Date	Report	Contact	Notes
FEBRUARY			
	DWA testing occurs 14 weeks prior to last Monday of school year (3 week period).		2010-2011 testing calendar available at http://schools.utah.gov/assessment/documents/DA _Test_Administration_Calendar_10-11.pdf
1st	Special Education Policies and Procedures Manual	Leah Voorhies USOE Special Education (801) 538-7898	A sample manual can be found online at http://www.schools.utah.gov/sars/inforesource/char terschools.htm
15th	Progress and Observation forms for Year 2 & 3 ARL teachers	Robyn Roberts USOE Teaching & Learning (801) 538-7602 or 7834	Principal must complete and mail 2 forms to USOE. (ARL mails the forms to principal & teacher beforehand.)
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/resour ces/MonthlyFinancialReport.xls
3rd Week	Third Week Registration Report (for schools offering Concurrent Enrollment)	College/University Contact	