Special Education Reporting Timelines
Fiscal, Data, and Compliance Monitoring

Month	Date	Action	USOE contact
September	30	Final date for all **expenditures** against the allocation of two years prior. Funds are available for 27 months. For example, the allocation from the 2010-11 school year (available July 1, 2010) must be spent before September 30, 2012.	Jennifer Howell
October	1	Submit **Fall enrollment** report to the Data Clearinghouse (UTREx) for all students enrolled as of October 1.	Paul Ashby
October	31	Submit the **Extended School Year (ESY)** report through UPIPS for any LEA providing ESY services in 2011-12. Submit request for reimbursement of **Extended Year for Special Educator (EYSE) stipends** through UPIPS, for any days worked during the 2 week window before the opening of the school year.	Jennifer Howell Jennifer Howell
November	1	**UCA application** must be completed and approved by the Superintendent or Charter Director. The UCA includes multiple reporting requirements: • Review and update Fiscal Compliance and Accountability Monitoring (FiCAM) checklists. • Submit Excess Costs Calculation. • Submit a budget for IDEA expenditures. • Submit a plan and budget for Coordinated Early Intervening Services (CEIS), if the LEA intends to use up to 15% of IDEA funds for CEIS. • Districts submit a summary of Private School Proportionate Share consultation meetings. Submit the **CEIS** report through UPIPS for any LEA providing CEIS services in 2009-10, 2010-11, or 2011-12. New charters submit the **Charter School Special Education Policy and Procedures Manual** to Tiffanie Owens.	Jennifer Howell Jennifer Howell Tiffanie Owens

December	1	Submit the **December 1 Child Count** enrollment report to the Data Clearinghouse (UTREx) from data recorded in the Self Contained and Resource Attendance Management (SCRAM). Submit **parentally placed private school** eligible child count and children served count to Paul Ashby. Submit **Off-site data** for LEAs in Year 1 of the UPIPS five-year cycle. Off-site data requirements include: • Forms • Child Find • Identification and Evaluation • Personnel • Private Schools • Information Submitted to the State	Paul Ashby Paul Ashby Tiffanie Owens
June	30	Submit **Self-Assessment, Comprehensive Program Improvement Plan and annual UPIPS updates** to USOE Special Education Monitoring Specialist through UPIPS. Submit **High Cost Risk Pool** report for any LEA providing services to students whose educational program is extremely costly (over $17,000). Submit request for reimbursement of **Extended Year for Special Educator (EYSE) stipends** through UPIPS, for any days worked during the 2 week window after the close of the school year.	Tiffanie Owens Jennifer Howell Jennifer Howell
July	7	Submit **end of year enrollment** report to the Data Clearinghouse (UTREx) for all students enrolled in LEA throughout the school year.	Paul Ashby