Date	Report	Contact	Notes	Rule/Law
September 30	Special Education Disupte Resolution Report	Paul Ashby USOE Special Education (801) 538-7694	Confirm USOE data on special education complaints, dispute resolution, and due process activities. Collected via UPIPS website at https://upips.schools.utah.gov	34 CFR §300.500
September 30	IDEA Fiscal Year 2012 funds expire	Jennifer Howell USOE Special Education (801) 538-7724	This is the last day to spend funds from IDEA FY12. Requests for reimbursement must be submitted in the UCA no later than November 15, 2013.	34 CFR §§76.703, 76.707-76.711
September 30	Extended Year for Special Educator (EYSE) Stipends report due	Jennifer Howell USOE Special Education (801) 538-7724	For days worked in addition to the contract year during the 2 week window prior to the first day of school. Collected via UPIPS website at https://upips.schools.utah.gov	UCA 53A-17a-158; R277-525
September 30	Extended School Year (ESY) for Severely Disabled Report (if applicable)	Jennifer Howell USOE Special Education (801) 538-7724	Report of Extended School Year (ESY) services provided to eligible students with disabilities for the 2012-2013 school year (and summer). Collected via UPIPS website at https://upips.schools.utah.gov	34 CFR §300.106; R277-750
November 4	Application for IDEA funding due	Jennifer Howell USOE Special Education (801) 538-7724	Submitted through the Utah Consolidated Application (UCA)	
November 4	Choose UAA tasks	Paul Ashby USOE Special Education (801) 538-7694	This only applies to students with significant cognitive disabilities who take Utah's Alternate Assessment (UAA).	UAA Administration Manual
November 4	Coordinated Early Intervening Services (CEIS) Plan for 2013-2014 services	Jennifer Howell USOE Special Education (801) 538-7724	Required for all LEAs using IDEA funds to provide Coordinated Early Intervening Services (CEIS) during the 2013-2014 school year. Submitted as part of the Utah Consolidated Application (UCA)	34 CFR §300.226
November 4	Coordinated Early Intervening Services (CEIS) report	Jennifer Howell USOE Special Education (801) 538-7724	Required for all LEAs using IDEA funds to provide Coordinated Early Intervening Services (CEIS) during the 2010-2011, 2011-2012, or 2012-2013 school year. Collected via UPIPS website at https://upips.schools.utah.gov	34 CFR §§300.601, 300.226(d); 300.646(b)(2); R277-750
November 4	Calculation of Excess Costs of special education and related services	Jennifer Howell USOE Special Education (801) 538-7724	Calculation of Excess Costs amount for 2013-2014 and evidence that the requirement was met in 2012-2013. Submitted as part of the Utah Consolidated Application (UCA)	34 CFR §300.202; OMB Circular A-133; R277-750
November 4	Special Education Policies and Procedures Manual	Tiffanie Owens USOE Special Education (801) 538-7898	A sample manual can be found online at http://www.schools.utah.gov/sars/Resources/Instructional-Services.aspx. Collected via UPIPS website at https://upips.schools.utah.gov	34 CFR §300.201; R277-750
November 15	Last day to request IDEA reimbursement for FY12 expenditures	Jennifer Howell USOE Special Education (801) 538-7724	All funds not requested by this day are no longer available to the LEA.	34 CFR §§76.703, 76.707-76.711
November 29	UPIPS Off-site data (Year 1 schools only)	Tiffanie Owens USOE Special Education (801) 538-7806	This is only required for schools who are in UPIPS Year 1. Information on details of this report will be provided to schools during UPIPS training. Contact Emily Bytheway for info.	34 CFR §300.149; R277-750

December 13	December 1 Child Count enrollment report (SCRAM)	Paul Ashby USOE Special Education (801) 538-7694	Upload then inspect file. Instructions: http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse.aspx, Submission: https://utrex.schools.utah.gov/ portal/web/Pages/Directory/Authentication/ Login.aspx	34 CFR §300.640; R277-750
June 30	UPIPS Self-assessment report (Year 1 schools only)	Tiffanie Owens USOE Special Education (801) 538-7806	This is only required for schools who are in UPIPS Year 1. Information on details of this report will be provided to schools during UPIPS training. Contact Emily Bytheway for info.	34 CFR §300.149; R277-750
June 30	Special Education Personnel Report	Paul Ashby USOE Special Education (801) 538-7694	Report of the qualification status of special edcuation personnel. Collected via UPIPS website at https://upips.schools.utah.gov	34 CFR §300.601
June 30	UPIPS Corrective Action Plan (CAP) and Program Improvement Plan (PIP) progress report	Tiffanie Owens USOE Special Education (801) 538-7806	Submit electronically either via the UPIPS website https://upips.schools.utah.gov or to Tiffanie Owens at tiffanie.owens@schools.utah.gov	34 CFR §300.149; R277-750
June 30	Extended Year for Special Educator (EYSE) Stipends report due	Jennifer Howell USOE Special Education (801) 538-7724	For days worked in addition to the contract year during the 2 week window following the last day of school. Collected via UPIPS website at https://upips.schools.utah.gov	UCA 53A-17a-158; R277-525
June 30	Special Education High Cost Risk Pool report due	Jennifer Howell USOE Special Education (801) 538-7724	Submit expenditures for students whose educational program is more than 3x the Average Per Pupil Expendiure (APPE) for Utah. In 2012-2013, the threshold for participation was $19,152. This report is submitted as an excel file to Jennifer Howell at jennifer.howell@schools.utah.gov. Forms and instructions available online at http://www.schools.utah.gov/sars/Finance/Fiscal-Monitoring.aspx	34 CFR §300.704; ; R277-750