

## Special Education Reporting Calendar 2017–2018

DUE DATE	REPORT	DESCRIPTION	CONTACT
7/1/2017	Assurances	Signed by the Superintendent or Charter Director, submitted to School Finance section	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
9/30/2017	Extended Year for Special Educators (EYSE) Stipend Report	For days worked during the two weeks before the 2017–2018 school year begins. Submitted through UPIPS. Up to 4.5 days allowed for 2017–2018.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
9/30/2017	CEIS Report	Required for any LEAs that used funds for CEIS during 2016–2017, 2015–2016, or 2016–2017. Submitted within UPIPS.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
9/30/2017	Last day to obligate IDEA funds from FFY16	This is the last day the LEA may spend IDEA funds that were available beginning July 1, 2015.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
9/30/2017	Dispute Resolution Report	Verify the report received from the USBE Special Education section (in UPIPS) of the number of dispute resolutions in 2016–2017.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
10/1/2017	IDEA Graduation & Dropout Status	Verify 2016–2017 exit codes for students in grades 7–12 to confirm graduation, dropout, or continuing enrollment.	<a href="mailto:lavinia.gripentrog@schools.utah.gov">lavinia.gripentrog@schools.utah.gov</a>
10/31/2017	Last day to request reimbursement on FFY16 IDEA funds	This is the last day the LEA may request reimbursement in the UCA for IDEA funds that were available beginning July 1, 2015.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
11/1/2017	Application for FY18 IDEA Funds	The IDEA sections of the UCA must be complete. This includes, Excess Costs, USIMAC, Private School Proportionate Share and CEIS plans.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
12/10/2017	Child Count	The SCRAM record must be complete and accurate for all students with disabilities. Submit via UTREx upload.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a> <a href="mailto:sarah.wald@schools.utah.gov">sarah.wald@schools.utah.gov</a> <a href="mailto:malia.mcilvenna@schools.utah.gov">malia.mcilvenna@schools.utah.gov</a>
Mid–February	Results Driven Accountability letters	The LEA will receive the draft tiered monitoring and RDA determination from 2016–2017. Any appeals must be submitted 30 days after release.	<a href="mailto:lindsey.adams@schools.utah.gov">lindsey.adams@schools.utah.gov</a>
3/15/2018	DLM Summative Assessment Window Opens	Students who are eligible for the alternate assessment must have 1% marked within their special education record (SCRAM).	<a href="mailto:tracy.gooley@schools.utah.gov">tracy.gooley@schools.utah.gov</a>

<b>DUE DATE</b>	<b>REPORT</b>	<b>DESCRIPTION</b>	<b>CONTACT</b>
4/30/2018	UPIPS Improvement Plan	The LEA can submit a draft of their improvement plan into the UPIPS system in order to receive feedback from the USBE before the final due date, based on both compliance and outcomes data.	<a href="mailto:lindsey.adams@schools.utah.gov">lindsey.adams@schools.utah.gov</a>
6/9/2018	DLM Summative Assessment Window Closes	Students who are eligible for the alternate assessment must have 1% marked within their special education record (SCRAM).	<a href="mailto:tracy.gooley@schools.utah.gov">tracy.gooley@schools.utah.gov</a>
6/30/2018	Intensive Services Fund	Required from LEAs requesting support for students whose special education services cost more than 3x the state average (about \$20,000). Submitted in UPIPS. You <b>MUST</b> email the SpEd Finance Specialist stating your Intensive Services report is in UPIPS.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
6/30/2018	Personnel Report	Each LEA must submit a report within UPIPS of the number and qualification of special education and related services staff.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
6/30/2018	EYSE Stipend Report	For days worked during the two weeks after the 2017–2018 school year ends. Submitted within UPIPS. Up to 4.5 days allowed for 2017–2018 school year.	<a href="mailto:emily.bytheway@schools.utah.gov">emily.bytheway@schools.utah.gov</a>
6/30/2018	UPIPS Improvement Plan	The LEA must submit a complete improvement plan into the UPIPS system, based on both compliance and outcomes data.	<a href="mailto:lindsey.adams@schools.utah.gov">lindsey.adams@schools.utah.gov</a>