

## Special Education Annual Reporting and Activity Calendar

June 1, 2019–June 30, 2020

Reports and Data Due Before June 30, 2019

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| Due/Activity Date | Report/Activity  | Description   | Submission Method/Site  | Contact  |
|-------------------|--|---|---|--|
| 6/3/2019          | Post High Surveys Begin                                    | Students who graduated/completed high school in 2018 are surveyed to see what activities they are participating in  | <a href="#">Utah Post School Outcomes Website</a>                   | <a href="#">Lavinia Gripentrog</a>   |
| 6/7/2019          | DLM Summative Assessment Window Closes                     | Students who are eligible for the alternate assessment must have 1% marked within their SCRAM record  | LEA Student Information System (SIS)                                | <a href="#">Tracy Gooley</a>   |
| 6/15/2019         | Program Improvement Plan (PIP)                             | LEAs must submit a complete improvement plan, based both on compliance and outcome data   | Submit in UPIPS   | <a href="#">Lindsey Cunningham</a><br><a href="#">LauraLee Gillespie</a><br><a href="#">Jennifer Slade</a> |
| 6/30/2019         | Intensive Services Funds Request                           | Required from LEAs requesting support for students whose special education services cost more than 3x the state average (about \$20,000)<br>LEAs MUST email Tami Gear stating their intensive services report is in UPIPS | Upload Spreadsheet From Email to UPIPS Document Storage             | <a href="#">Tami Gear</a>  |
| 6/30/2019         | Personnel Report   | Each LEA must submit a report with the number and qualification of special education and related service staff  | <a href="#">Personnel Report Qualtrics Survey</a>                   | <a href="#">Tami Gear</a>  |
| 6/30/2019         | EYSE Stipends Report                                       | Each LEA must submit a report of the days worked during the two weeks AFTER the final 2018–2019 contract day<br><b>TOTAL days allowed for 2018–2019 = 5</b>   | Qualtrics Survey Individual Link                                    | <a href="#">Tami Gear</a>  |
| 6/11–12/2019      | <a href="#">Student Support Services Summer Conference</a> | From Surviving to Thriving<br>A Journey to Positive Well-Being<br>Keynote Speakers: Mark Perna, Joyce Sunada, Josh Shipp  | Wasatch High School<br>930 S 500 E,<br>Heber City                   | <a href="#">Kim Herrera</a><br><a href="#">Tina Morandy</a>  |
| 6/17–19/2019      | <a href="#">Utah Systems Conference</a>                    | Breakout sessions will align with areas of concentration targeted toward specific audiences<br>June 19 <sup>th</sup> is a post-conference day on Transition   | Utah Valley Convention Center<br>220 W Center St, Provo             | <a href="#">Kim Fratto</a><br><a href="#">Casey Dupart</a><br><a href="#">Teresa Davenport</a>             |
| 6/24–28/2019      | Running Start South  | Designed to prepare new (within first three years of teaching) special education teachers in an alternative route to licensure (ARL) or alternative teacher preparation (ATP) program for the school year                 | Washington County School District<br>121 W Tabernacle,<br>St George | <a href="#">Becky Unker</a><br><a href="#">Lindsey Cunningham</a>  |
| 7/1/2019          | Assurances of Compliance                                   | Signed by the Superintendent or Charter Director  | Submit to School Finance section                                    | <a href="#">Tami Gear</a>  |

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| 7/15–<br>19/2019           | SLT Institute  | This event is for persons who hold a bachelor’s degree in communicative disorders and are employed as a Speech Language Technician (SLT) in a Utah public school<br>Satisfactory completion of the Institute is required for SLTs employed in Utah LEAs  | JATC – South<br>12723 S Park Ave,<br>Riverton                                | <a href="#">Carol Anderson</a>                                    |
| 7/15–<br>19/2019           | Running Start<br>North                                 | Designed to prepare new (within first three years of teaching) special education teachers in an alternative route to licensure (ARL) or alternative teacher preparation (ATP) program for the school year  | Granite Education Center<br>Auditorium<br>2500 S State St,<br>Salt Lake City | <a href="#">Becky Unker</a><br><a href="#">Lindsey Cunningham</a> |
| 7/29–<br>31/2019           | <a href="#">Special Education<br/>Law Conference</a>   | There will be a pre-conference session on July 29 <sup>th</sup> for LEA and building administrators<br><br>The morning session will focus on the role of the LEA representative in special education processes, including Child Find, evaluation, and the IEP<br><br>The afternoon session will focus on IDEA discipline | Utah Valley Convention<br>Center<br>220 W Center St,<br>Provo                | <a href="#">Leah Voorhies</a><br><a href="#">Kim Fratto</a>       |
| 8/1/2019                   | Title I and Related<br>State Initiatives<br>Conference | For LEA and school administrators, classroom teachers,<br>instructional coaches, and specialists   | Utah Valley Convention<br>Center<br>220 W Center St,<br>Provo                | <a href="#">Leah Voorhies</a>                                     |
| 8/1–2/2019                 | <a href="#">Utah ABA<br/>Conference</a>                | Workshops on autism and related disorders, supervision of ABA practice in schools, and culturally responsive practices   | Salt Lake City   | <a href="#">Casey Dupart</a>                                      |
| Beginning of<br>Year (BOY) | Acadience Reading<br>BOY Window<br>Opens               | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload  | LEA Student Information<br>System (SIS)                                      | <a href="#">Tracy Gooley</a>                                      |
| 8/14–<br>15/2019           | Strong Start   | PD for new (within first three years) special education directors  | TBD  | <a href="#">Kelsey Gressmen</a>                                   |
| September<br>2019          | Review Dropout<br>Data                                 | Indicator 2 Dropout data is available in the Data Gateway  | <a href="#">Data Gateway</a>   | <a href="#">Lavinia Gripentrog</a>                                |
| 9/18/2019                  | RDA TA   | TA for directors who received a 4 or 5 RDA risk score for 2017–2018  | USB North & South<br>Board Rooms   | <a href="#">Lindsey Cunningham</a>                                |

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| 9/19–<br>21/2019  | Teach to Lead<br>Teacher Leadership<br>Summit            | This topical summit will bring teacher leaders and other stakeholders together to address the needs of the Whole Child and Whole Teacher in an effort to transition from a focus on narrowly defined academic achievement to one that promotes the long-term development and success of all children, as well as the well-being of all teachers | Salt Lake City  | <a href="#">Leah Voorhies</a><br><a href="#">Kim Fratto</a>                                  |
| 9/30/2019         | Acadience Reading<br>BOY Window<br>Closes                | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload   | LEA Student Information<br>System (SIS)               | <a href="#">Tracy Gooley</a>   |
| 9/30/2019         | Post High Survey<br>Closes                               | Final day for LEAs to complete their post high surveys  | <a href="#">Utah Post School<br/>Outcomes Website</a> | <a href="#">Lavinia Gripentrog</a>   |
| 9/30/2019         | EYSE Stipends<br>Report                                  | Each LEA must submit a report of the days worked during the two weeks BEFORE the first 2019–2020 contract day<br>TOTAL days allowed for 2019–2020 = 4   | Qualtrics Survey                                      | <a href="#">Tami Gear</a>  |
| 9/30/2019         | CEIS Report  | Required for any LEA that used funds for CEIS during 2018–2019 or 2017–2018   | Qualtrics Survey                                      | <a href="#">Tami Gear</a><br><a href="#">Cole Shakespear</a><br><a href="#">Neil Stevens</a> |
| 9/30/2019         | Last Day to<br>Obligate IDEA<br>Funds from FY18          | Final day LEAs may spend IDEA funds that were available beginning July 1, 2017  | <a href="#">Utah Grants<br/>Management</a>            | <a href="#">Tami Gear</a><br><a href="#">Neil Stevens</a>                                    |
| 9/30/2019         | Dispute Resolution<br>Report                             | Verify the report received from the USBE Special Education section of the number of dispute resolutions in 2018–2019  | TBD   | <a href="#">Laurieann Thorpe</a>   |
| 10/1/2019         | IDEA Graduations &<br>Dropout Status                     | Verify 2017–2018 exit codes for students in grades 7–12 to confirm graduation, dropout, or continuing enrollment  | <a href="#">Data Gateway</a>                          | <a href="#">Lavinia Gripentrog</a>   |
| 10/1/2019         | RISE Mid-Year<br>Summative<br>Assessment<br>Window Opens | Grade Level: 3–8<br><i>(if course instruction is complete prior to March 6, 2020)</i><br>Content Area: English Language Arts, Writing (grades 5 & 8),<br>Mathematics, Science (grades 4–8)<br>Student Data: UTREx – nightly upload  | LEA Student Information<br>System (SIS)               | <a href="#">Tracy Gooley</a>   |

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| 10/4/2019                     | Utah CCBD Conference                                 | Tougher Than Ever! The Tough Kids Come Home!<br>Keynote presenters: Bill Jenson and Natalie Williams   | Rice-Eccles Stadium<br>Tower<br>451 S 1400 E,<br>Salt Lake City | <a href="#">Carol Anderson</a>                               |
| October 2019                  | 1% Alternate Assessment Justification Notification   | LEAs who assessed over 1% of their students using Utah’s alternate assessments (DLM/UAA) in the previous school year will receive notification for the need to submit a justification letter | TBD   | <a href="#">Tracy Gooley</a>                                 |
| 10/8/2019                     | Strong Start   | PD for new (within first three years) special education directors  | USBE North & South Board Rooms                                  | <a href="#">Kelsey Gressmen</a>                              |
| 10/16–18/2019                 | NCTM Regional Conference                             | Discover the tools that will help you promote the mathematical habits of mind that will lead your students to college and career success   | Salt Palace<br>100 S West Temple,<br>Salt Lake City             | <a href="#">Becky Unker</a>                                  |
| 10/28–29/2019                 | Wasatch Reading Summit                               | Demonstrations, workshops, and breakout sessions presented by national and local experts in literacy   | SLCC Miller Campus<br>9750 S 300 W, Sandy                       | <a href="#">Ellen Bailey</a>                                 |
| 10/31/2019                    | Last Day to Request Reimbursement on FY18 IDEA Funds | Final day LEAs may request reimbursement for IDEA funds that were available beginning July 1, 2017   | TBD   | <a href="#">Tami Gear</a><br><a href="#">Neil Stevens</a>    |
| 11/1/2019                     | Application for FY19 IDEA Funds                      | The IDEA sections of the application must be complete (Excess Costs, Private School Proportionate Share, and CEIS plans)   | TBD   | <a href="#">Tami Gear</a><br><a href="#">Neil Stevens</a>    |
| 11/13/2019                    | RDA TA   | TA for directors who received a 4 or 5 RDA risk score for 2017–2018  | USBE North & South Board Rooms                                  | <a href="#">Lindsey Cunningham</a>                           |
| December 2019                 | 1% Alternate Assessment Justification Letter         | LEAs who assessed over 1% of their students using Utah’s alternate assessments (DLM/UAA) in the previous school year   | TBD   | <a href="#">Tracy Gooley</a>                                 |
| 12/1/2019<br>(Middle of Year) | Acadience Reading MOY Window Opens                   | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload  | LEA Student Information System (SIS)                            | <a href="#">Tracy Gooley</a>                                 |
| 12/10/2019                    | Child Count  | The SCRAM record must be complete and accurate for all students with disabilities  | Submit via UTREx upload   | <a href="#">Tami Gear</a><br><a href="#">Malia McIlvenna</a> |

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| 1/6/2020          | ACCESS for ELs 2.0 (WIDA) Window Opens  | Grade Level: K–12<br>Content Area: English language proficiency<br>Student Data: UTREx – one statewide extract in December              | LEA Student Information System (SIS)                       | <a href="#">Tracy Gooley</a>  |
| 1/16/2020         | RDA TA                                  | TA for directors who received a 4 or 5 RDA risk score for 2017–2018   | USBE North & South Board Rooms                             | <a href="#">Lindsey Cunningham</a>                                    |
| 1/31/2020         | Acadience Reading MOY Window Closes     | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload                   | LEA Student Information System (SIS)                       | <a href="#">Tracy Gooley</a>  |
| February 2020     | Transition Institute                    | Two-day Transition Conference for LEA transition teams with content sessions and facilitated planning time                              | Utah Valley Convention Center<br>220 W Center St,<br>Provo | <a href="#">Lavinia Gripentrog</a>                                    |
| 2/5/2020          | Strong Start                            | PD for new (within first three years) special education directors   | USBE Basement West   | <a href="#">Kelsey Gressmen</a>                                       |
| 2/12/2020         | RDA TA                                  | TA for directors who received a 4 or 5 RDA risk score for 2017–2018   | USBE North and South Board Rooms                           | <a href="#">Lindsey Cunningham</a>                                    |
| 2/14/2020         | Results Driven Accountability           | LEAs will receive draft tiered monitoring determinations and RDA risk scores for the 2018–2019 school year                              | Submit appeals within 30 days after release                | <a href="#">Lindsey Cunningham</a>                                    |
| 2/24–28/2020      | Data Drill Downs                        | PD for all special education directors regarding data related to RDA and APR scores   | TBD  | <a href="#">Jennifer Slade</a><br><a href="#">Tami Gear</a>           |
| 3/1/2020          | Indicator 14 Exiter Lists Available     | Review this list and update contact phone numbers   | TBD  | <a href="#">Lavinia Gripentrog</a>                                    |
| 3/3/2020          | ACT Testing Window Option 1 Opens       | Grade Level: 11<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – one statewide extract December 1       | LEA Student Information System (SIS)                       | <a href="#">Tracy Gooley</a>  |
| 3/5/2020          | RDA TA / Strong Start                   | TA for directors who received a 4 or 5 RDA risk score for 2017–2018 / PD for new (within first three years) special education directors | JATC – South<br>12723 S Park Ave,<br>Riverton              | <a href="#">Lindsey Cunningham</a><br><a href="#">Kelsey Gressmen</a> |
| 3/6/2020          | ACCESS for ELs 2.0 (WIDA) Window Closes | Grade Level: K–12<br>Content Area: English language proficiency<br>Student Data: UTREx – one statewide extract in December              | LEA Student Information System (SIS)                       | <a href="#">Tracy Gooley</a>  |

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| 3/6/2020          | RISE Mid-Year Summative Assessment Window Closes | Grade Level: 3–8<br><i>(if course instruction is complete prior to March 6, 2020)</i><br>Content Area: English Language Arts, Writing (grades 5 & 8),<br>Mathematics, Science (grades 4–8)<br>Student Data: UTREx – nightly upload | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/9/2020          | DLM & UAA Summative Assessment Windows Open      | Grade Level: DLM—3–11, UAA—4–11<br>Content Area: DLM—ELA, Mathematics, UAA—Science<br>Student Data: DLM—UTREx – nightly upload, UAA—<br>Spreadsheet to LEAs based on March UTREx data  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/13/2020         | ACT Testing Window Option 1 Closes               | Grade Level: 11<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – one statewide extract December 1  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/17/2020         | RISE Spring Summative Assessment Window Opens    | Grade Level: 3–8<br>Content Area: English Language Arts, Writing (grades 5 & 8),<br>Mathematics, Science (grades 4–8)<br>Student Data: UTREx – nightly upload  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/23/2020         | Utah Aspire Plus Testing Window Opens            | Grade Level: 9–10<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – nightly upload  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/24/2020         | ACT Testing Window Option 2 Opens                | Grade Level: 11<br>Content Area: English Language Arts, Mathematics<br>Student Data: UTREx – one statewide extract December 1  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 3/31/2020         | Indicator 14 Exiter Lists                        | Final day to complete Indicator 14 exiter lists  | TBD                                  | <a href="#">Lavinia Gripentrog</a> |
| 4/3/2020          | ACT Testing Window Option 2 Closes               | Grade Level: 11<br>Content Area: English Language Arts, Mathematics<br>Student Data: UTREx – one statewide extract December 1  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |
| 4/7/2020          | ACT Testing Window Option 3 Opens                | Grade Level: 11<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – one statewide extract December 1  | LEA Student Information System (SIS) | <a href="#">Tracy Gooley</a>       |

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| 4/7/2020                         | Strong Start                                   | PD for new (within first three years) special education directors   | USBE Basement West                                | <a href="#">Kelsey Gressmen</a>   |
| Middle of April<br>(End of Year) | Acadience Reading EOY Window Opens             | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload   | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| 4/17/2020                        | ACT Testing Window Option 3 Closes             | Grade Level: 11<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – one statewide extract December 1   | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| 4/30/2020                        | Program Improvement Plan (PIP)                 | LEAs can submit a draft of their improvement plan (based on both compliance and outcomes data) to receive feedback from the USBE before the final due date                        | TBD   | <a href="#">Lindsey Cunningham</a><br><a href="#">LauraLee Gillespie</a><br><a href="#">Kelsey Gressmen</a><br><a href="#">Jennifer Slade</a> |
| 5/15/2020                        | Utah Aspire Plus Testing Window Closes         | Grade Level: 9–10<br>Content Area: English, Reading, Mathematics, Science<br>Student Data: UTREx – nightly upload   | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| June 2020                        | Post High Surveys Begin                        | Students who graduated/completed high school in 2018 are surveyed to see what activities they are participating in  | <a href="#">Utah Post School Outcomes Website</a> | <a href="#">Lavinia Gripentrog</a>  |
| 6/5/2020                         | DLM & UAA Summative Assessment Windows Close   | Grade Level: DLM—3–11, UAA—4–11<br>Content Area: DLM—ELA, Mathematics, UAA—Science<br>Student Data: DLM—UTREx – nightly upload, UAA—Spreadsheet to LEAs based on March UTREx data | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| 6/15/2020                        | Acadience Reading EOY Window Closes            | Grade Level: K–3 ( <i>Kindergarten is OPTIONAL</i> )<br>Content Area: Reading<br>Student Data: UTREx – nightly upload   | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| 6/19/2020                        | RISE Spring Summative Assessment Window Closes | Grade Level: 3–8<br>Content Area: English Language Arts, Writing (grades 5 & 8), Mathematics, Science (grades 4–8)<br>Student Data: UTREx – nightly upload                        | LEA Student Information System (SIS)              | <a href="#">Tracy Gooley</a>  |
| 6/30/2020                        | Intensive Services Funds Request               | Required from LEAs requesting support for students whose special education services cost more than 3x the state average (about \$20,000)  | TBD   | <a href="#">Tami Gear</a><br><a href="#">Neil Stevens</a>   |

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|--------------------------|--------------------------------|--|-------------------------------|---|
| 6/30/2020                | Personnel Report               | Each LEA must submit a report of the number and qualification of special education and related services staff  | Qualtrics Survey              | <a href="#">Tami Gear</a>   |
| 6/30/2020                | EYSE Stipends Report           | Each LEA must submit a report of the days worked during the two weeks AFTER the final 2019–2020 contract day<br>TOTAL days allowed for 2019–2020 school year = 4 | Qualtrics Survey              | <a href="#">Tami Gear</a>   |
| 6/30/2020                | Program Improvement Plan (PIP) | LEAs must submit a complete improvement plan, based on both compliance and outcomes data   | TBD                           | <a href="#">Lindsey Cunningham</a><br><a href="#">LauraLee Gillespie</a><br><a href="#">Kelsey Gressmen</a><br><a href="#">Jennifer Slade</a> |