

# July 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
		1 •Deadline for submitting certified 2009-2010 LEA eGrants in order to expend as of July 1 <sup>st</sup>	2	3	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services <input type="checkbox"/> 3 Update ask TED System <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 6 Residential application disseminated and WEB access to forms available
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28 •Deadline for 2008-2009 Final Reports for RFA-Repair and Renovation, Activities under IDEA-B, Competitive Grant to TEA	29	30	31	
<div style="border: 2px solid blue; padding: 5px; display: inline-block;">2009 TCASE Summer Leadership Conference</div>					<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# August 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
3	4	5	6 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	7	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Train/Update Staff in Confidentiality  <input type="checkbox"/> 3 Verify Distribution of Annual Notice of Confidentiality  <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article  <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs  <input type="checkbox"/> 6 Ability to view roll forward amounts in Grant
10	11	12	13	14 •Final Reports for the SSVI & Non-Ed Funds are due to ESC VI • <b>Deadline</b> to submit 2008-2009 Final reports for Projects ending June 30 <sup>th</sup> to TEA	
17	18	19	20	21	
24	25 •Current Year (2009-10) State Funds Encumbered	26	27	28	
31					
					<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# September 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1 •2009-10 State Funds Fiscal Year begins • <b>Deadline</b> to file AARA application • <b>Deadline</b> to apply for 09-10 SpEd/ Services for the Deaf Consolidated Grant • <b>Residential Placement</b> Application due to ESC VI	2	3	4	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Verify Current FIE/ARD/IEPs Prior to October 30 <sup>th</sup> Snapshot Date  <input type="checkbox"/> 3 Provide Training for Surrogate Parents
7  <i>Labor Day</i>	8	9	10 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	11 • <b>Non-Ed</b> Application due to ESC VI	<input type="checkbox"/> 4 Child Find Activity: Distribute Posters/Brochures to Appropriate Locations  <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs  <input type="checkbox"/> 6 Compile Child Find Data
14 • <b>Deadline</b> to submit 2008-2009 Final reports for Projects ending June 30 <sup>th</sup> to TEA	15	16	17	18	
21	22	23	24	25 •2008-09 State Encumbrances Paid in Full	
28	29	30			
<b>TAKS M Field Tests - Testing Window</b> Grades 3-11 All Subjects					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# October 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today	
			1  •Contracts due for any SSA configuration changes to TEA	2	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Special Education Staff verify accuracy of PEIMS Snapshot Data prior to Snapshot date  <input type="checkbox"/> 3 Verify current FIE/ARD/IEPs prior to October 30 <sup>th</sup> PEIMS Snapshot Date  <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs	
<b>TAKS M Field Tests - Testing Window</b> Grades 3-11 All Subjects						
5	6	7  •Deadline for 2008-2009 final reports for projects ending August 31 <sup>st</sup> to TEA	8  •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	9		
<b>TAKS M Field Tests - Testing Window</b> Grades 3-11 All Subjects						
12	13	14	15	16		
<b>TAKS M Field Tests - Testing Window</b> Grades 3-11 All Subjects						
19	20	21	22	23		
26	27	28  •ESC VI Fall Administrator's Conference Professional Development Center ESC Region VI	29	30  •PEIMS Snapshot date (Student Information used for State Funding)		
						<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# November 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2	3	4	5	6	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Review Promising Practices Application packet from TEA  <input type="checkbox"/> 3 Prepare Management Board December Agenda for District Seeking withdrawal from SSA  <input type="checkbox"/> 4 Child Find Activity  <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
9	10	11	12	13	
			•Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	• <b>Deadline</b> for 2008-2009 <u>revised</u> final reports ending August 31 <sup>st</sup> to TEA  • <b>Deadline</b> for 2008-2009 final reports for projects ending September 30 <sup>th</sup> to TEA	
16	17	18	19	20	
		•Six-Case Legal Conference ESC Region VI Huntsville TX			
23	24	25	26	27	
		<i>ESC VI Thanksgiving Holiday</i>			
30					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines
• <b>Deadline</b> to submit Nov. 1 significant expansion child count for Charter Schools to TEA					

# December 2009

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1  •Deafblind Census Data Collection •SSP 7 application will close for Entry & Exit Data submission.	2	3	4	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Child Find Activity  <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
7  •Deadline for 2008-2009 revised final reports ending September 30 <sup>th</sup> to TEA	8	9	10  •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	11	<input type="checkbox"/> 4 Semi-Annual Written Certification of Federally funded personnel working under Single Grant program  <input type="checkbox"/> 5 125% information disseminated to ESCs
14	15  •Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI	16	17	18	
21	22	23	24	25	
<i>ESC VI Christmas Holiday</i>					
28	29	30	31		
<i>ESC VI Christmas Holiday</i>					<p>Legend:</p> <ul style="list-style-type: none"> <li>•Black-State Testing</li> <li>•Green-Monthly Reminders</li> <li>•Blue-Meetings</li> <li>•Red-Deadlines</li> </ul>

# January 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1 <i>ESC VI Christmas Holiday</i>	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Meet with Special Education support staff to develop Spring ARD/ITP Master Calendar/Procedures <input type="checkbox"/> 3 Visit Residential Facility serving District Students
4	5	6	7	8	<input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs <input type="checkbox"/> 5 125% letters disseminated to LEAs
11	12	13	14	15	<input type="checkbox"/> 6 Release of 2009-2010 maximum entitlements on Grant entitlements screen
<b>2010 TCASE Mid-Winter Conference</b>					
18 <i>Martin Luther King Jr. Holiday</i>	19	20	21	22	
25	26 •VI Registration to Texas School for the Blind and Visually Impaired	27	28	29	
					<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# February 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
1	2	3	4	5	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Analyze District Data Analysis System (DAS) Risk Levels for each Data Element <input type="checkbox"/> 3 Child Find Activity: Distribute Brochures to Campus Staff for Pre-K Registration <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
8 •Deadline for TEA receiving notification of any SSA changes for 2009-20010 (effective July 1, 2009)	9	10	11 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Boardroom Bryan ISD	12	
15	16	17	18	19	
22	23	24	25	26	
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# March 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today	
1	2	3 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;"> <b>TAKS/TAAS &amp; TAKS-M:</b>                      Reading 3,5,8                      Sp Reading 3,5;                      Writing 4,7,9 Sp                      Writing 4; ELA                      10,11                 </div>	4	5	<input type="checkbox"/> 1 File Grant Expenditure Report?  <input type="checkbox"/> 2 Send Letter/List of Notification to Local Adult Service Agencies Regarding Students with ITPs  <input type="checkbox"/> 3 Begin Budget Preparation  <input type="checkbox"/> 4 Child Find Activity: Train District Secretaries in appropriate Child Find Procedures  <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs	
8	9	10	11	12		
15 <small>•Quarterly Reports for the SSVI and Non Ed Funds are due to ESC VI</small>	16	17	18	19		
<b>ESC VI Spring Break</b>						
22	23	24	25	26		
29	30	31			<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines	

# April 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1	2 <i>Good Friday Holiday</i>	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Document contact with Private Schools as required <input type="checkbox"/> 3 Child Find Activity <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
5	6 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> <b>TAKS &amp; TAKS-M:</b>            Math Gr 5,8            Sp Math Gr 5         </div>	7	8 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	9	
12	13	14	15	16	
19	20	21	22	23	
26	27 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> <b>TAKS &amp; TAKS-M:</b>            Math Gr 3,4, 6,7, 10            Sp Math Gr 3,4,6         </div>	28 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> <b>TAKS &amp; TAKS-M:</b>            Reading Gr 4, 6,7            Sp Reading Gr 4,6            Math Gr 11         </div>	29 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> <b>TAKS &amp; TAKS-M:</b>            Science Gr 5,8,10            Sp Science Gr 5            Math 9         </div>	30 <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> <b>TAKS &amp; TAKS-M:</b>            Social Studies Gr 8,10,11         </div>	
					<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# May 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
3	4	5	6 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	7	<input type="checkbox"/> 1 File Gant Expenditure Report? <input type="checkbox"/> 2 Child Find Activity: Compile record of referrals and follow-up of students identified, located and evaluated <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs <input type="checkbox"/> 4 Semi-Annual written certification of federally funded personnel working under Single Grant program <input type="checkbox"/> 5 Availability to complete and certify 2010-2011 Grant application
10	11	12 •Final Amendment Due to TEA	13	14	
17	18	19	20	21	
24	25	26	27	28	
31 <i>Memorial Day</i>					
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

# June 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1	2	3	4	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Update Operating Guidelines in Policies and Procedures <input type="checkbox"/> 3 Prepare Destruction of Records Notice for newspaper <input type="checkbox"/> 4 Review/Update Special Education Forms <input type="checkbox"/> 5 Child Find Activity <input type="checkbox"/> 6 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
7	8	9	10 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	11	
14	15 •Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI	16	17	18	
21	22	23	24	25	
28	29	30			

# July 2010

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1	2	<input type="checkbox"/> 1 File Grant Expenditure Report? <input type="checkbox"/> 2 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services <input type="checkbox"/> 3 Update ask TED System <input type="checkbox"/> 4 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 6 Residential application disseminated and WEB access to forms available
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
<div style="border: 2px solid blue; border-radius: 10px; padding: 5px; display: inline-block;"> <b>2010 TCASE Summer Leadership Conference</b> </div>					<b>Legend:</b> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines