



## 2016-17 OPSB Reporting Calendar for Schools in OPSB LEA

Last Update: September 2, 2016

Due Date	Document	OPSB Contact	Department	Document Required?	Template?	Non LEA Required?	Required deliverables
8/5/2016	2016-17 School Contacts	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	Yes	All Schools	Current contact information is required for school leadership - updates to school location and contacts made throughout the year should be shared with Ms. Zinda Ovide, as necessary.
8/15/2016	2016-17 School Calendar	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	Yes	All Schools	Calendar must include at minimum first and last day of school, start and end times, instructional days and holidays, make-up days for inclement weather, staggered start dates, if applicable. If different campuses have different calendar days, please make note on the calendar, or submit separate calendars for each campus.
8/15/2016	Board Governance Information Form	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	Yes	All Schools	In addition to providing current information regarding board meeting locations and times, each charter school governing board will provide current contact information and confirmation they have submitted financial disclosure information required by the State.
8/15/2016	Program Orientation for parents/families LA4	<a href="#">Mary Garton</a>	Early Childhood	Yes	No	LEA	Agenda and sign-in sheets from Program Orientation for parents/families
8/15/2016	LA4 Program Orientation for Staff	<a href="#">Mary Garton</a>	Early Childhood	Yes	No	LEA	Agenda and sign-in sheets from Program Orientation for staff
8/15/2016	LA4 Student Eligibility Free/Reduced Meals	<a href="#">Mary Garton</a>	Early Childhood	Yes	No	LEA	Class Roster of Students indicating Free and reduce lunch status; along with Early Childhood Programs Eligibility Survey Forms
8/19/2016	Data Certification for ACT, H. S. Progress Pts. & DCAI	<a href="#">Bridget Brown</a>	Assessment/ Accountability	No	No	LEA	
8/26/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	All summer evaluations and IEPs are due to ECS by August 26, 2016.
9/1/2016	Drop Out Data	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool		LEA	Accurate drop out data in Powerschool
9/2/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	September 1, 2016 through October 3, 2016 IEPs are due to ECS by September 2, 2016.
9/1/2016	2015-2016 Crisis Plans	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	Yes	All Schools	
9/1/2016	LA4 Staffing Information Report	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	Update as new teachers are added
9/1/2016	LA4 Monthly Enrollment Report (August)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
9/2/2016	FERPA Forms	<a href="#">Thomas Lambert</a>	Student Information	Yes	Yes	LEA	FERPA Confirmation Form
9/2/2016	Parental Consent for HS Transcript Sharing	<a href="#">Thomas Lambert</a>	Student Information	Yes	Yes	LEA	Parental Consent Confirmation Form
9/2/2016	Home Language Surveys	<a href="#">Thomas Lambert</a>	Student Information	Yes	Yes	LEA	Home Language Survey Confirmation Form
9/2/2016	Summer graduate codes and transcript errors	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	Accurate graduate codes and transcripts in Powerschool



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9/9/2016	Data Certification for Assessment	<a href="#">Bridget Brown</a>	Assessment/Accountability	No	No	LEA	
9/12/2016	LA Residency Questionnaire	<a href="#">Ayesha Buckner</a>	Federal Programs (Homelessness)	Yes	Yes	LEA	All schools are required to submit the LA Residency forms completed by families to identify students who are members of families that fit the definition McKinney Vinto definition of Homeless. Title X Referral Forms are submitted to Federal Programs as needed.
9/12/2016	Parents Rights to Know	<a href="#">Cathy Chase</a>	Federal Programs (Parents)	Yes	Yes	LEA	
9/14/2016	CIS: Update Employee Roster	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
8/17/2016 - 9/14/2016	SLTs: Assessment of Student Readiness	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
9/16/2016	School-Wide Plans Due	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	School-Wide Plan Template must include the required components as dictated by USDOE and LDOE.
9/16/2016	Teacher Student Data Link	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	
9/26/2016	AFR	<a href="#">Katherine Phelan</a>	Finance	Yes	Yes-state's website	All Schools	Annual Financial Report (AFR) in state template due to state 09/30/16. We request charters AFRs be sent by 09/26/16 to consolidate with OPSB's AFR for it's submission to the state.
9/26/2016	1st Quarter Request for Funds	<a href="#">Lindsay Carter</a>	Finance	Yes	Yes	All Schools	Budget Form A is needed to submit the Comprehensive Budget to the State of LA along with the Adopted FY16 Budget
9/30/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	October 4, 2016 - October 31, 2016 IEPs are due to ECS by September 30, 2016.
9/30/2016	CAFR	<a href="#">Katherine Phelan</a>	Finance	Yes	Not applicable	All Schools	Comprehensive Annual Financial Report (CAFR) from each charter prepared by their auditor.
9/30/2016	AUP-Dedicated Millage	<a href="#">Katherine Phelan</a>	Comptroller	Yes	Not applicable	All Schools	Agreed Upon Procedures for Dedicated Millages from each charter prepared by their auditor.
9/30/2016	Single Audit Report (A-133)	<a href="#">Katherine Phelan</a>	Comptroller	Yes	Yes-state's website	All Schools	Single Audit Report (A-133) from each charter, if expenses exceed state threshold, prepared by their auditor.
9/30/2016	Quarterly Financial Statements-09/30/16	<a href="#">Katherine Phelan</a>	Finance	Yes	No	All Schools	Quarterly Financial Statements for the quarter ended 09/30/16.
Due 1st 90 calendar days of school	Vision and Hearing Screening LA4 Schools	<a href="#">Mary Garton</a>	Portfolio Office	Yes	See OPSB Contact	LEA	Dental, Vision and Hearing Screening form
Late Fall	Data Certification for Elem. Progress Points & PARCC (Achievement Level Information)	<a href="#">Bridget Brown</a>	Assessment/Accountability	No	No	LEA	
Oct-Dec 2016	Career and Technical Education (C.A.T.E) Data System Reporting	<a href="#">TBD</a>	Career and Technical Education	Update in C.A.T.E.	No	LEA	



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10/1/2016	LA4 Monthly Enrollment Report (September)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	



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10/1/2016	IDEA Child Count	<a href="#">Shayla Guidry Hilaire</a>	Exceptional Childrens Services	Yes	Yes	All Schools	All SER data, including evaluations, IEPs, and special education rosters must be accurate for the IDEA Child Count.
10/3/2016	TS Gold Finalized Checkpoints	<a href="#">Debra Dean</a>	Federal Programs (Early Childhood)	Yes	Contact OPSB for assistance	LEA	Printout of most current TS Gold Snapshot to show evidence of student progress. Fall reporting usually due at the end of October.
10/5/2016	SLTs & PGPs: Development and Approval	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	Upon approval, teachers are to input into CIS
10/10/2016	Oct 1 MFP data for state reporting	<a href="#">Thomas Lambert</a>	Student Information	Yes		LEA	Accurate enrollment counts, attendance, and discipline data and confirmation form
10/14/2016	CIS: Accept SLTs and Acknowledge PGPs	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
10/14/2016	Benchmarks of Quality	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	SCT partner schools are required to complete BoQ by October 14, 2016 for Year 1.
10/14/2016	NCLB Attestation	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	Form verifying numbers of certified teachers and paraeducators.
10/28/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	November IEPs are due to ECS by October 28, 2016.
10/31/2016	Fixed Asset Inventory	<a href="#">Katherine Phelan</a>	Finance	Yes	See OPSB Contact	All Schools	
11/1/2016	LA4 Monthly Enrollment Report (October)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
11/1/2016	PEP Data Submissions	<a href="#">Thomas Lambert</a>	Human Resources	Update in PEP	No	LEA	
10/19/16-	Quarterly School Wide Plan Review Form	<a href="#">Ivy Williams</a>	Federal Programs (Title I)	Yes	Yes	LEA	Quarterly School Wide Plan Review for the 1st quarter ending October 19, 2016.
10/19/16-11/3/16	1st Quarter Request for Funds Review Meetings	<a href="#">Ivy Williams</a>	Federal Programs	Yes	No, Specific to each School	LEA	Title I & Title II Request for Funds for the 1st quarter ending October 19, 2016. RFF due to Federal Programs via Dropbox on or before the scheduled
10/21/2016 - 11/4/2016	Quarterly Compass Review	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
September - 11/17/2016	First Observation Window	<a href="#">Dominique Wilson</a>	Human Resources	Yes	No	LEA	
11/30/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	December IEPs are due to ECS by November 30, 2016.
12/1/2016	LA4 Monthly Enrollment Report (November)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
12/1/2016	Oct 1 CLASS data for state reporting	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	Accurate student and teacher schedules in Powerschool
12/2/2015	CIS: Submission of first observation	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
12/14/2016	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	IEPs due between January 1, 2017 and February 29, 2017 are due to ECS by December 14, 2016.
12/31/2016	Quarterly Financial Statements-12/31/16	<a href="#">Katherine Phelan</a>	Finance	Yes	No	All Schools	Quarterly Financial Statements for the quarter ended 12/31/16.



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Jan 2017	LA4 Student Services Reports	<a href="#">Debra Dean</a>	Early Childhood	Yes	No	LEA	Vision/hearing screening and referrals; parental involvement activities; linkages to services such as G.E.D., adult literary, and referrals for medical, housing/utilities assistance, etc.
1/1/2017	LA4 Monthly Enrollment Report (December)	<a href="#">Debra Dean</a>	Early Childhood	Yes	yes	LEA	
1/13/2017	STS Transcript Data for State Reporting	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	Accurate student transcripts in Powerschool
1/13/2017	Admissions Lottery Schedule	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	See OPSB Contact	All non One App Schools	Schools should share date, time, and location of school's admissions lottery, school's enrollment and registration plan, and any updates made throughout the year.
1/11/17 - 1/24/17	Quarterly School Wide Plan Review	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	Quarterly School Wide Plan Review for the 1st quarter ending December 18, 2016 Report due to Federal Programs on or before the scheduled Quarterly Review Meeting.
1/11/17 - 1/24/17	2nd Quarter Request for Funds Review Meetings	<a href="#">Ivy Williams</a>	Federal Programs	Yes	No, Specific to each School	LEA	Title I & Title II Request for Funds for the 1st quarter ending December 18, 2016. RFF due to Federal Programs via Dropbox on or before the scheduled Quarterly Review Meeting. Other Grants must be submitted at least quarterly but are schools are encouraged more frequently.
1/17/2017 - 1/31/2017	Quarterly Compass Review	<a href="#">Dominique Wilson</a>	Human Resources	No	No	LEA	
1/10/2017 - 1/31/2017	Mid-Year Evaluation Conferences	<a href="#">Dominique Wilson</a>	Human Resources	No	No	LEA	If needed, adjust learning target(s)
2/1/2017	LA4 Monthly Enrollment Report (January)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
2/1/2017	TS Gold Finalized Checkpoints	<a href="#">Debra Dean</a>	Federal Programs	Yes	Contact OPSB for assistance	LEA	Printout of most current TS Gold Snapshot to show evidence of student progress. Winter reporting usually due at the end of February
2/10/2017	Feb 1 MFP data for state reporting	<a href="#">Thomas Lambert</a>	Student Information	Yes	No	LEA	Accurate enrollment counts, attendance, and discipline data and confirmation form
2/15/2017	Teacher Student Data Link	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	
2/28/2017	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	March IEPs are due to ECS by February 28, 2017.
3/1/2017	LA4 Monthly Enrollment Report (February)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
3/13/2017 - 3/24/2017	Quarterly Compass Review	<a href="#">Dominique Wilson</a>	Human Resources	No	No	LEA	
3/20/17 - 3/31/17	Quarterly School Wide Plan Review	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	Quarterly School Wide Plan Review for the 1st quarter ending March 14, 2017. Report due to Federal Programs on or before the scheduled Quarterly Review Meeting.



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3/20/17 - 3/31/17	3rd Quarter Request for Funds Review Meetings	<a href="#">Ivy Williams</a>	Federal Programs	Yes	No, Specific to each School	LEA	Title I & Title II Request for Funds for the 1st quarter ending March 14, 2017. RFF due to Federal Programs via Dropbox on or before the scheduled Quarterly Review Meeting. Other Grants must be submitted at least quarterly but are schools are encouraged more frequently.
3/31/2017	ECS - IEPs	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	April IEPs are due to ECS by March 31, 2017.
3/31/2017	Quarterly Financial Statements-03/31/17	<a href="#">Katherine Phelan</a>	Finance	Yes	No	All Schools	Quarterly Financial Statements for the quarter ended 03/31/17.
4/1/2017	LA4 Monthly Enrollment Report (March)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
4/3/2017	Admissions Lottery Results	<a href="#">Zinda Ovide</a>	Portfolio Office	Yes	See OPSB Contact	All non One App Schools	Complete register of results of school's admissions lottery and copies of all waitlists generated as a result of lottery
January - 4/7/2016	Second Observation Window	<a href="#">Dominique Wilson</a>	Human Resources	Yes	No	LEA	
4/28/2017	CIS: Submission of second observation	<a href="#">Dominique Wilson</a>	Human Resources	Yes	No	LEA	
4/28/2017	Annual IEP Update	<a href="#">Dedra Shelmire-Bright</a>	Exceptional Childrens Services	Yes	Yes	LEA	IEPs due between May 1, 2017 and August 30, 2017 are due to ECS by April 28, 2017.
4/28/2017	TS Gold Finalized Checkpoints	<a href="#">Debra Dean</a>	Federal Programs	Yes	See OPSB Contact	LEA	Printout of most current TS Gold Snapshot to show evidence of student progress. Spring reporting usually due at the end of May.
TBD	CVR: Validate Student Roster	<a href="#">Dominique Wilson</a>	Human Resources	Update in CVR	No	LEA	
May - July 2017	Career and Technical Education (C.A.T.E) Data System Reporting	<a href="#">TBD</a>	Career and Technical Education	Update in C.A.T.E.	No	LEA	
5/1/2017	LA4 Monthly Enrollment Report (April)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
5/1/2017	Federal Programs Consolidated Preliminary Budget	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	Preliminary Consolidated Budget Template needed to complete the consolidated grant and other grants for the subsequent year.
5/1/2017	SLTs: Assessment of Student Readiness	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
5/5/2017	ECS - Senior Exit Documents	<a href="#">Laverne Fleming</a>	Exceptional Childrens Services	Yes	Yes	LEA	Special Education Senior Exit Documents are due to ECS by May 5, 2017.
4/27/2016 - 5/12/2016	Final Evaluation Conferences	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
5/17/17 - 5/30/17	Quarterly School Wide Plan Review	<a href="#">Ivy Williams</a>	Federal Programs	Yes	Yes	LEA	Quarterly School Wide Plan Review for the 1st quarter ending May 18, 2017. Report due to Federal Programs on or before the scheduled Quarterly Review Meeting.
5/17/17 - 5/30/17	4th Quarter Request for Funds Review Meetings	<a href="#">Ivy Williams</a>	Federal Programs	Yes	No, Specific to each School	LEA	Title I & Title II Request for Funds for the 1st quarter ending May 18, 2017 RFF due to Federal Programs via Dropbox on or before the scheduled Quarterly Review Meeting. Other Grants must be submitted at least quarterly but are schools are encouraged more frequently.



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5/19/2017	Spring graduate coding	<a href="#">Thomas Lambert</a>	Student Information	Update in Powerschool	No	LEA	Accurate Spring Graduate rosters
June 2017	LA4 Student Services Reports	<a href="#">Debra Dean</a>	Early Childhood	Yes	No	LEA	Vision/hearing screening and referrals; parental involvement activities; linkages to services such as G.E.D., adult literary, and referrals for medical, housing/utilities assistance, etc.
6/1/2017	LA4 Monthly Enrollment Report (May, June)	<a href="#">Debra Dean</a>	Early Childhood	Yes	Yes	LEA	
6/3/2017	End of Year Data Collection for State Reporting	<a href="#">Thomas Lambert</a>	Student Information	Yes	No	LEA	Accurate enrollment counts, attendance, and discipline data and confirmation form
6/16/2017	Submission of Final Evaluation	<a href="#">Dominique Wilson</a>	Human Resources	Update in CIS	No	LEA	
6/7/2017 - 6/21/2017	Quarterly Compass Review	<a href="#">Dominique Wilson</a>	Human Resources	No	No	LEA	
7/1/2017	FY17 Budget	<a href="#">Lindsay Carter</a>	Finance	Yes	No, Template emailed each Spring	All Schools	Each Schools Budget is required to prepare the Comprehensive Budget for Orleans Parish to submit to OPSB for Board approval before September 15 of each year