
State Charter School Board

First Year Guide

Purpose

State Charter School Board staff will meet with representatives from the school throughout the first year. In most cases, these meetings will occur in July (prior to opening), and again in the fall and spring of the first year. Additionally, operational updates will be periodically requested throughout the year. Additional reviews or follow-up may take place as needed on a case by case basis. The State Charter School Board is required by state and federal law, Utah Board of Education Administrative Rule, and the charter agreement to monitor school performance. The intent is to provide schools time to address any identified opportunities and establish contingency plans as needed before any significant issues arise.

This document is used by State Charter School Board staff to assist a school in its first operational year. The following items will be reviewed with the school's director at the July meeting. Specific items will be discussed to ensure understanding and facilitate completion prior to the due date as noted in the guide below. At the time of review, State Charter School Board staff and the school together will determine any mutually agreed upon follow-up if the status of a particular applicable item warrants additional time and/or training.

Directors Meetings

2nd Monday of each month

11:00 – 12:00 Intensive Trainings

12:00 – 3:00 Meeting

USBE office – Basement West in even months and online

Online only in odd months

<http://www.schools.utah.gov/charterschools/Training/Directors-Meetings.aspx>

Requirements/Reporting by USBE Office Section

This is NOT an all-inclusive list and is designed only as a guide. It is up to each school to be aware of State requirements, associated reporting, and potential changes.

**Applies to secondary schools only

Accreditation**

Under Utah State Board Rule [R277-410](#), a Utah public secondary school, defined as a public school that includes grades 9-12 and offers credits toward high school graduation, diplomas, or both in whatever kind of school the grade levels exist, shall be a member of AdvancED and be accredited by AdvancED. Accreditation is optional for Utah elementary and middle schools.

The ideal time to begin the accreditation process is before a school opens its doors. The AdvancED Standards and Indicators are aligned to current educational research and best practices, so implementing the AdvancED

<p>accreditation protocols can be helpful in guiding a school through the establishment of effective educational practices during the first year(s) of operation.</p> <ul style="list-style-type: none"> • Are you required/choosing accreditation? • Have you started the accreditation process by completing the application and paying the fees? <p>For more information see For more information see http://www.schools.utah.gov/curr/accred/</p>		
<p>Training Schedule</p>	<p>External Review</p> <p>16-17 SY: Sep 20 (St. George) Sep 27 Oct 4</p> <p>17-18 SY: Jan 11 (St. George) Jan 24 Feb 28</p>	<p>There are two rounds of trainings. The 2016 dates are for schools that are preparing for an external review during the 2016-2017 school year. The 2017 dates are for an external review during the 2017-2018 school year.</p> <p>You will need to choose ONE training date that meet your need and schedule (space is limited to 60 people per section).</p> <p>Cost is \$50/person or \$150 for a team of up to four.</p> <p>Email Bonnie Mortensen to register: bmortensen@advancc-ed.org 1-888-413-3669 ext. 5627</p>

Assessment and Accountability

<p>Each Local Education Agency (LEA) is responsible for designating an Assessment Director. This Assessment Director is responsible for insuring that all statewide assessment policies and procedures are adhered to and implemented. LEAs are responsible for determining school testing schedules, within the state windows.</p> <ul style="list-style-type: none"> • Is your school planning to opt out of accountability the first year (two years for secondary)? <ul style="list-style-type: none"> ○ http://schools.utah.gov/assessment/Accountability/GradingExemptionForm.aspx • Do you have an assessment director (AD) hired? Goal – August 1 • Is your AD receiving notifications of trainings? <ul style="list-style-type: none"> ○ Have person added to Assessment Director list by contacting Tori Jensen ○ August 18th (10 – 12) is the next AD meeting • Do you have a year-long assessment calendar planned? • Are your tech people aware of your testing dates? Shared calendar with all stakeholders? • Is your tech set up for assessment? • Is your SIS accurate to help facilitate ease of data transfer to the different testing systems? And identification of students? • Do you have a parental opt-out form? How are you managing opt-outs? <p>For more information see R277-404 and http://www.schools.utah.gov/assessment/default.aspx</p>		
<p>SAGE testing windows</p>	<p>Summer: Jul 1 - 29</p> <p>Interim Fall: Sep 9 – Dec 16</p> <p>Mid- Year: Sep 8 – Mar 3</p>	<p>SAGE assessments must be administered at the end of instruction and while a student is enrolled in the course.</p> <p>http://www.schools.utah.gov/assessment/SAGE.aspx</p>

	Interim Winter: Jan 3 – Mar 3 Spring: Mar 20 – Jun 16	
WIDA ACCESS 2.0 testing window	Jan 9 – Mar 10	<ul style="list-style-type: none"> • ACCESS 2.0 is Utah’s online summative assessment of English Language Learners (ELLs). It is developed and maintained by the WIDA consortium, of which Utah is a member state. You will need to have a WIDA account. • Identifying an EL student is the first step. For more information see: http://www.schools.utah.gov/fsp/ELLServices/Meetings/2013/0221Steps.aspx • Sample home language survey: http://www.schools.utah.gov/charterschools/School-Resources/Sample-Student-Records-And-Registration-Forms/HomeLanguageSurveyEnglish.aspx • The screener (W-APT) is administered when a student first enrolls in the school after filling out a home-language survey. The screener can be administered anytime during the year, there is no window. The materials for the screener can be downloaded here: https://www.wida.us/User/W-APT.aspx as well as the training for how to administer the screening. • Once a student has been identified as an EL student, not proficient in English, indicate in the school’s SIS system. This information is passed along to state through the UTREx system. <p>http://www.schools.utah.gov/assessment/ACCESS.aspx</p>
**ACT test administered	Feb 28	<p>For all 11th graders. Accommodations and Online testing is Feb 28 - March 14. Make-up tests: March 15 and April 19.</p> <p>http://www.schools.utah.gov/assessment/ACT.aspx</p>
**Civics Exam for Graduation	LEA determined	<p>Effective January 1, 2016, every public school student must pass a basic civics test as a condition for receiving a high school diploma in the state of Utah.</p> <p>This is a great resource with links to test questions, the legislation, sample exams, and study materials. https://utahcharters.org/new-civics-test-now-mandatory-for-graduation/</p>

Child Nutrition/School Lunch – if applicable

This section is only applicable if you are participating in the National School Lunch Program with reimbursement. Contact the Child Nutrition Programs Office if you chose to begin a program at a later date (Feb 1st application due date for upcoming school year).

Even if the school is not seeking reimbursement, all lunch programs must meet Utah Health Department requirements.

This link provides trainings for all aspects of the school lunch program.

<http://www.schools.utah.gov/cnp/CNP-U.aspx>

- Are you set up in the CNPweb? <https://cnpweb.schools.utah.gov/cnpweb/Login.asp>

For more information see: <http://www.schools.utah.gov/cnp/>

Child Nutrition Claims	6th of each month	Prior month claim due, pending approval, in CNPweb.
Verification sample size (if applicable)	Oct 1	Number of approved applications as of October 1 (Verification Summary), Submitted through CNPweb.
October Survey Data & October Paid Lunch Meals by Charge for PLE	Oct 31	October 31 data for the October Survey in CNPweb under the 'Claims' tab. Save October claim information and gather data for the annual Paid Lunch Equity Report (PLE). Need the number of paid meals served by the paid lunch categories. Ensure the current paid lunch price is reported in CNPweb on the Sponsor Info Sheet.
October Survey & Directly Certified Student Report	Nov 15	Free and Reduced Price Lunch Enrollment and number of directly certified students based on October 31 data. Survey submitted through CNPweb. Claims tab-select October Survey.
Racial/Ethnic Survey National School Lunch Program		Submitted through CNPweb. Claims tab-select October Survey.
Verification Results Report		Submitted through CNPweb. Claims tab-select Verification Results. Verification activities end on November 15.
Site Monitoring (National School Lunch)	Feb 1	Complete self-site monitoring sites if there are multiple sites. Completed forms are kept at the school food authority (SFA) level and made available upon Administrative Review.
Annual USDA Foods Request Survey	Mar 11	USDA Foods request for next school year through CNPweb.
Fresh Fruit and Vegetable Grant Applications	Mar 25	Grants available to PreK-6 grade elementary school students in schools operating the National School Lunch Program. Priority goes to those elementary schools with the highest percentage of students eligible for free and reduced-price meals (at least 50%).
Application for participation in Regular or Seamless Summer Food Program	Apr 15	Deadline for application entry and approval for participation in Regular Summer or Seamless Summer Food Program. Submitted though CNPweb.

Child Nutrition Program Sponsor and Site Information Sheets due for upcoming school year for schools and FDP modules		Complete in CNPweb.
Application for participation in School Meal Programs (FDP, NSLP, SBP, SMP, ASSP, FFVP)	May 15	Deadline for application entry and approval for participation in National School Lunch, Breakfast, Milk, Snack and Fresh Fruit and Vegetable Programs. Submitted through CNPweb.

CTE – College and Career Awareness – if applicable

<p>Although schools may offer several CTE classes/programs, this section mostly refers to schools with 7th graders. The College and Career Awareness class is a core class for 7th grade and must be taught as a full year class to every 7th grader. New schools must run the full program with licensed and properly endorsed teacher(s), http://schools.utah.gov/CTE/awareness/Licensing.aspx following the schedule and lesson plans provided. http://schools.utah.gov/CTE/awareness/Content.aspx for a year before receiving funding. Funding is allocated based on the previous year seventh grade enrollment in the program.</p> <ul style="list-style-type: none"> • Did/Will your teacher(s) attend the required summer trainings? • Do you have all 7th graders scheduled in the class? • Is the class scheduled as a 180-day class? • Have you submitted your program application? • Have you budgeted for the needed equipment for year one? • Have you had/scheduled your on-site visit? <p>For more information see: http://www.schools.utah.gov/CTE/awareness/default.aspx</p>		
Program Application	Before applying for funding	An application for the College and Career Awareness program is required. This application notifies the state Career and Technical Education department of the intent of the school to apply for funding June 1.
Funding Application and End of Year Summary	Jun 1	The Funding Application for FY18 (completed by CTE Directors) and the End of Year Summary 2017 (completed by teams and send to CTE Director for signature) forms are on the College & Career Awareness website under “Accountability Forms”: http://schools.utah.gov/CTE/awareness/Accountability.aspx

		<p>The Funding Application can be found also on the CTE Funding page under “State”. The Legislative Estimates for the proposed budgets are shown there under “Allocation Tables”; “State Allocation Tables”, “FY18, College and Career Awareness Allocation Table”:</p> <p>http://www.schools.utah.gov/CTE/funding/State.aspx</p> <p>Funding Applications are sent electronically to Sherry Marchant at sherry.marchant@schools.utah.gov</p>
Annual Comprehensive Program Report	Jun 15	Report collected via survey monkey. Additional information will be sent closer to date.
Assurances Document (formally the implementation plan)	Sep 15	<p>In order to receive state College and Career Awareness funding, CTE directors must annually submit the College and Career Awareness Assurances document due to the USBE. This document confirms the school commitment to adhere to all the components of the program in order to receive funding.</p> <p>http://schools.utah.gov/CTE/awareness/Accountability.aspx</p>

Data and Statistics

USBE has developed a data governance structure based on proven data governance practices and educational data needs. The USBE data governance structure centers on the idea that data is the responsibility of all USBE sections and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Accurate and timely data submissions assist the USBE, SCSB, and Legislature make better decisions that directly impact your school.

- Have/Will you and/or designated staff attend the Fall & Spring Data training?
- Have you verified the SIS system makes nightly submissions to UTREx?
- Does the office staff know how to submit to UTREx? Are they aware of the October, December*, and June submissions?
- Does the office staff understand entrance and exit codes & membership date requirements?
- Does the office staff understand record keeping requirements?
- Does the office staff know how to find and print reports?
- Are you collecting Declaration of Household Income statements?
- <http://schools.utah.gov/charterschools/School-Resources/Forms-and-Required-Reports/Declaration-of-Household-Income-FY17.aspx>
- Do you have a Data Gateway log in?

For training on Data Reporting see: <http://www.schools.utah.gov/charterschools/Training/Data-Training/Data-Reporting.aspx>

<p>For training on high school competition and exit codes for registrars see: http://schools.utah.gov/data/News.aspx For information on UTREx see: http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse.aspx For more information on Data & Statistics see: http://www.schools.utah.gov/data/ *see special education section</p>		
<p>Fall UTREx/Data Clearinghouse upload for Fall Enrollment</p>	<p>Seven (7) business days after Oct 1</p>	<p>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 Submissions can be revised through the 15th only if significant errors are found.</p>
<p>End of Year UTREx/Data Clearinghouse upload</p>	<p>Jul 7</p>	<p>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</p>
<p>YEWS Reports</p>	<p>Early Aug</p>	<p>“YEWS” Year End Web Surveys technically no longer exists as of this year. Starting in June, reports formally collected via YEWS will be collected via MySurveys – a new component of the Data Gateway. Includes:</p> <ul style="list-style-type: none"> • Classified Staff FTE • Homeschooled • School Fee Waivers • Teacher Benefits <p style="text-align: right;">See miscellaneous section</p>

Early Childhood – if applicable

<p>For grades 1-3. For more information see: http://schools.utah.gov/assessment/DIBELS.aspx and http://www.schools.utah.gov/CURR/langartelem/Reading-Improvement.aspx</p> <p>The State of Utah selected DIBELS as the statewide assessment for assessing reading competency in grades 1-3. DIBELS is administered three times a year: at the beginning, in the middle, and at the end of the year. As you schedule the assessments, ensure the same number of instructional days occur between administration. The assessment provides educators, students, and families with information about a student’s reading proficiency. Parents and guardians are notified of their student’s performance after each administration period. This may occur through phone calls, parent conferences, or letters home.</p> <ul style="list-style-type: none"> • Have you already conducted begin-year assessments? • Is your school considering an extended optional kindergarten program? Are you aware of the grants available? <p>By November 1 of each year, every Local Education Agency (LEA) shall submit their reading achievement plan through the Utah Consolidated Application (UCA) under the Early Childhood Programs: Reading Achievement Plan.</p>
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DIBELS testing window	Fall: Beginning of school - Sep 30 Mid: Dec 1 - Jan 31 End: Apr 15 – Jun 15	For grades 1, 2, and 3 indicate if the student is reading on grade level. Use “Read Grade Level - Fall” for the begin-year designation, “Read Grade Level” for mid-year, and use “Read Grade Level – Spring” for the end-year designation. Reading Intervention: Indicates whether the student was given a reading intervention in the LEA at any time during the school year. All LEAs must report Read Grade Level (begin-year, mid-year, and end-year) and Reading Intervention by April 15 or the first school day thereafter.
Read Grade Level Reporting	Fall: by Oct 31 Mid: by Feb 28 End: by end of school year	

Finance

Finances play an integral role in support of public education in Utah. Each charter school accounting system must comply with generally accepted accounting principles (GAAP), established by the Governmental Accounting Standards Board (GASB). The accounting methods must be capable of producing financial reports that conform with GAAP and the legal requirements of Utah. The Minimum School Program (MSP) is the primary funding source for school districts and charter schools in Utah. MSP funds are distributed according to formulas provided by State law, and State Board rules.

- Did your board finance officer and business manager attend the Fall & Spring finance trainings?
- Do you have a Utah.gov account?
- Do you have access to UPEFS?
 - Have you mapped your chart of accounts to the master?
[https://upefs.schools.utah.gov/\(X\(1\)S\(amu4szphw1lzlk0wd5qiw1sa\)\)/Account/Login?ReturnUrl=%2fReports](https://upefs.schools.utah.gov/(X(1)S(amu4szphw1lzlk0wd5qiw1sa))/Account/Login?ReturnUrl=%2fReports)
- Do you have access to the UCA?
 - Online application available at <https://www.uca.schools.utah.gov>
 - SY 17 - Call Sarah Moore for username / password and technical assistance.
 - Online Application and LEA Planning Tool must be complete by November 2nd
- Do you have access to the State Auditor’s reporting site?
- Do you know how to retrieve and read your monthly allotment memo?
<http://www.schools.utah.gov/finance/Minimum-School-Program.aspx>
- Have you contracted with an independent auditor yet?
 - Agreed-Upon Procedures report is due to USBE November 30 & Auditor December 31

The most common missing reports are the wage negotiations, quarterly expense and revenue, and deposit and investment.

This is a video demonstrating how to sign up at reporting.auditor.utah.gov-

<http://auditor.utah.gov/local-government-2/reporting-requirements/school-district-and-charter-school-reporting/>

This is a helpful table showing the reporting requirements and deadlines-

<http://auditor.utah.gov/wp-content/uploads/sites/6/2015/10/School-Rptng-Req-2015-11-13-15.pdf>

For more information see <http://www.schools.utah.gov/finance/> and <http://www.auditor.utah.gov>

The dates below are specific to first year schools. At the end of this first operational year, there are additional reports. Heading into the second year, the school will file several reports based upon data from the first year.

Copy of AFR or Online Financial Survey	Oct 1	<p>Submit to USBE via UPEFS. Upload the AFR to State Auditors website no later than 180 days after year end. http://www.reporting.auditor.utah.gov</p> <p><i>Note: The State Auditor will withhold all state funding sources if the charter schools become delinquent in their reporting.</i></p> <p>Charter schools in their first year still need to file an AFR even when they did not have students in the prior year. There are alternative reports to replace your statutorily required audit reports based upon the level of expenditures but your AFR and APR still need to be submitted. The financial survey serves as the required financial report of the entity when an Agreed-Upon Procedures Engagement is performed.</p>
Wage Negotiations Report	Nov 1	<p>Even charter schools which do not negotiate with employees, need to submit a negotiations report. There is information concerning benefits included in the report which still need to be reported. Around Aug. 1st an individualized report is sent to the school via email.</p>
Utah Public Finance Transparency Website Submission	Within 30 days after fiscal quarter ends (Oct, Jan, Apr, Jun)	<p>For schools with annual revenues or expenses greater than \$500,000. Quarter Revenue & Expenses must be uploaded within 30 days, except at year end.</p> <p><i>Note: The State Auditor will withhold all State funding sources if the charter school becomes delinquent in their reporting. The auditor decided this includes being delinquent in reporting to Transparency.</i></p> <p>http://finance.utah.gov/reporting/documents/01-01-02.pdf</p> <p>*map same as UPEFS</p>
Deposits and Investments Report to the State Money Management Council	Jan 31 & Jul 31	<p>Data as of December 30 & June 30 respectively. Request for report sent from treasurer's office. Attach form and email to the Utah Money Management Council at mmcouncil@utah.gov</p>
Fall Enrollment & Transfer Student Documentation Audit Report	Nov 2	<p>To be conducted by an independent auditor and submitted by your auditor to the attention of USBE Finance. The auditor must follow the procedures listed in the State of Utah Legal Compliance Guide (App C-5):</p> <p>http://auditor.utah.gov/wp-content/uploads/sites/6/2014/06/2015-Guide-for-AUP-for-LEAs-PDF-Version.pdf</p>

Class Size Reduction Budget and FTEs Plan and Report (for HB318)	Nov 2	The purposes of HB318 of the 2013 General Session are to collect how the Class Size Reduction (CSR), K-3 Reading, and Title I (K-8) funds are utilized for salaries and benefits by grade/subject, and to estimate the affect the funds have on Average Class Size by grade/subject, by LEA. <i>**If you are a charter school and your school receives no FY14 CSR funds (a school that serves only grades 9-12) no plan or report for these programs needs to be submitted.</i>
File DWS wage report for prior quarter	Last day of required month	Forms and information can be found at: https://jobs.utah.gov/ui/employer/employerhome.aspx#
Assurances in the UCA	Jul 1	Signed by the Director and submitted in the Utah Consolidated Application (UCA); must be done before current year funds are expended. https://uca.schools.utah.gov/default.aspx?ccipSessionKey=635975277599138506
File final budget for last year and original budget for current year to the Utah State Auditor and USBE	Jul 15	Submit to USBE via Utah Public Education Finance System (UPEFS). Upload to State Auditors website no later than 30 days after adoption. <i>Note: the State Auditor will withhold all state funding sources if the charter school becomes delinquent in reporting.</i>

Miscellaneous

**Drivers Education Bi-annual report	Aug 15 & Dec 15	Forms and information found at: http://www.schools.utah.gov/curr/drivered/
School Fee Certification of Compliance with current Board-approved School Fee Policy and School Fee Schedule	Oct 31	Forms and information found at: http://www.schools.utah.gov/law/Forms.aspx
Annual Title I Desktop monitoring instrument (DMI) (for all LEAs who accept Title I, Title III)	Dec 1	For information about Title I see: http://www.schools.utah.gov/fsp/College-Career/Monitoring.aspx ; Title III see: http://www.schools.utah.gov/fsp/ELL-Services.aspx To login to the DMI: https://dmi.schools.utah.gov/Tracker/Security/Login.aspx

Emergency Preparedness and Response Plan	Jul 1 (part of UCA assurances)	http://www.rules.utah.gov/publicat/code/r277/r277-400.htm http://schools.utah.gov/finance/Facilities/School-Facility-Safety.aspx http://www.utah.gov/beready/school/documents/SCHOOLEmergencyChecklist.pdf http://www.health.utah.gov/licensing/forms/All/Fire&DisasterDrillLog.pdf
Library Media Funding	Jul 1	Done via Survey Monkey
**Teacher Salary Supplement Program	Various Due Dates throughout the year	See: http://www.le.utah.gov/lfa/reports/cobi2015/Appr_PQS.htm#overviewTab and https://tssp.schools.utah.gov/handler
504 compliance	Ongoing	Do you have a 504 coordinator selected? http://schools.utah.gov/equity/Section504.aspx

School LAND Trust

New Charter Schools may receive funding in the first year they are open. The school must follow the steps for existing schools, but on an abbreviated timeline, beginning with the start of the school year and completed no later than November 1. A charter school may use its charter board for the Charter Trust Lands Council. Charter Schools may use the charter as the basis for their School LAND Trust Plan rather than the School Improvement Plan that all non-charter schools review and approve annually. For specifics and more information see <http://www.schoollandtrust.org/>

Special Education

Your Special Education Department (SPED) should provide leadership and support for fellow educators, your parents, and the students with disabilities receiving special education and related services, in an effort to improve educational outcomes. Your school must have a **Child Find** process in place, should use a multi-tiered system of support, and actively be working to meet the needs of all learners. Providing special education services is not an option.

2016 Utah Institute on Special Education Law – August 3-4

- Do you have a properly licensed SPED director hired?
- Do you have your Policy and Procedure Manuals for Special Education?
-Have you emailed it to USBE?
- What is the school's Child Find process?
- Is your SPED director aware of the CSPED group?

For more information see: <http://schools.utah.gov/sars/default.aspx> or <http://www.schools.utah.gov/sars/Programs-Areas/Charter.aspx>

Extended Year for Special Educator	Sep 30	For days worked during the 2 weeks before the 2016-2017 school year begins. Submitted within UPIPS.
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(EYSE) Stipends Report		
Polices & Procedures Manual	Nov 1	Each new charter school must submit a completed manual to USBE prior to November 1 of the year in which the school opens. Manuals must be submitted via e-mail. SY 17, contact Leah Voorhies at (801) 538-7898 for additional questions.
Application for IDEA Funds	Nov 2	The IDEA sections of the UCA must be complete. This includes MOE assurance, Excess Costs, USIMAC, and CEIS plans.
UPIPS Off-site data (Year 1 schools only)	Nov 30	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 Program Specialist (801) 538-7936 or Emily.Bytheway@schools.utah.gov for information
UTREx/Data Clearinghouse File Upload for December 1 Child Count enrollment report (SCRAM)	Seven (7) business days after Dec 1	Upload, then inspect file. Instructions: http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse.aspx Submission: https://datagateway.schools.utah.gov/Login Submissions can be revised through the 15th only if significant errors are found.
Special Education Annual Performance Report	Mar 15	The LEA will receive the draft tiered monitoring and APR determination from prior year. Any appeals must be submitted by April 15.
UPIPS Improvement Plan	Apr 15	The LEA can submit an improvement plan into the UPIPS system, based on both compliance and outcomes data, and receive feedback from USBE, if necessary, to strengthen their PIP.
	May 30	Complete plan is due. The LEA must submit a complete improvement plan into the UPIPS system, based on both compliance and outcomes data.
Special Education Personnel Report	Jun 30	Each LEA must submit a report within UPIPS of the number and qualification of special education and related services staff.
Extended Year for Special Educator (EYSE) Stipends report due		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
Special Education Intensive Services (High Cost Risk Pool) report due		This report is only required for LEAs who have students with intensive services required by their IEP. The cost to provide services for each eligible student must be over \$20,016 (or \$15,012 for preschoolers). To submit, SY 17 email the relevant completed form to Patsy Mulligan by June 30. If you have no eligible students, you do not need to submit anything.

UPIPS Corrective Action Plan (CAP) and Program Improvement Plan (PIP) progress report		Submit electronically either via the UPIPS website https://upips.schools.utah.gov
UPIPS Self-assessment report (Year 1 schools only)		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. SY 17 contact Emily Bytheway Program Specialist (801) 538-7936 or Emily.Bytheway@schools.utah.gov
Special Education Assessment Windows – coordinate with Assessment Director		
DLM Educator Portal opens for Teacher account clean-up	Aug 15	District Coordinators should update teacher accounts for accuracy before they get uploaded to the Moodle training site on August 22, 2016 . Teachers can access the DLM Moodle training site to complete required yearly training. This must be done first to gain access to the Educator Portal KITE account to view student accounts.
DLM Embedded Assessment Window	Sep 21 – Feb 28	Students who are eligible for the alternate assessment must have 1% marked within their special education record (SCRAM), and be enrolled in an appropriate course
DLM (ELA and Math) and UAA (Science) Summative Assessment Window	Mar 15 – Jun 9	Students who are eligible for the alternate assessment must have 1% marked within their special education record (SCRAM), and be enrolled in an appropriate course.

State Charter School Board

<p>As public schools Utah Charter Schools must comply with all federal and state legislation and federal regulations. Charter Schools are also responsible to comply with all State Board rules except those specifically waived in their charter. As your authorizer, the SCSB has the legal requirement to ensure compliance with all legislation, regulation, and rule.</p> <ul style="list-style-type: none"> Do you have a board approved growth plan? <p>For more information see http://schools.utah.gov/charterschools/</p>		
Monthly Financial & Enrollment Report for preceding month; plus minutes	20 th of each month	Monthly reports required for planning year and schools in their first operational year: http://www.schools.utah.gov/charterschools/School-Resources/Forms-and-Required-Reports.aspx
Monthly report to school districts (required of new and expanding schools)	As accepted	Reports submitted to effected school districts. Reports must contain the aggregate numbers of new students, sorted by their resident school and grade level, who have accepted enrollment.

Teaching & Learning and Licensing

Licensing: All teachers in the public school system must be licensed and endorsed as required for their assignment. Most teachers will be either a Level I or Level II. Level I is “good” for three years; Level II for five years. It is up to the Level I teacher and the school to ensure progress is made towards Entry Years Enhancement (EYE) requirements: <http://www.schools.utah.gov/CURR/educatoreffectiveness/EYE.aspx>. Level I and Level II teachers should be tracking relicensure points and preparing for renewal.

Your school may have hired ARL candidates, based on the hiring letter. The ARL license is a temporary license, good for up to three years, while the applicant is working toward full Level I licensure. There are annual requirements for the teacher and the school leadership to keep the applicant ARL qualified.

If for some reason after school starts, a teacher is not appropriately licensed or endorsed, an authorization may be requested. An educator may only have three authorizations over their career. All assignments should be entered into CACTUS and the information should be verified twice a year, at minimum. For more information see: <http://schools.utah.gov/cert/default.aspx>

- Are all classified faculty licensed and endorsed as required for the assignment?
- Do you have your CACTUS login?
 - After July 1, contact the Director of Licensing for up to (2) accounts.
- Are all paraprofessionals appropriately qualified (requirements if SPED, are leading instruction, and/or Title Funds are received)?

- <http://www.rules.utah.gov/publicat/code/r277/r277-524.htm>

Although the following form is no longer submitted to USBE for entrance into CACTUS, it is a helpful form for in-school tracking of qualified status and is best practice.

- <http://www.slcschools.org/departments/human-resources/documents/Highly-Qualified-Paraprofessional-Form.pdf>

Teaching & Learning: You may choose to designate a Curriculum Director. This person is responsible for standards and curriculum decisions. They can assist in ensuring core standards are taught in all classrooms, ensure literacy and numeracy programs align with standards, support high quality instruction, and assist in effective assessment including using the assessment data to inform high quality instruction and accountability. For more information see: <http://www.schools.utah.gov/curr/directors/>

Some secondary schools chose to offer Early College options such as Concurrent Enrollment, IB, and AP classes. For more information see: <http://www.schools.utah.gov/CURR/earlycollege/default.aspx>

Alternative Routes to Licensure <http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure.aspx>

Progress and Observation forms for all ARL teachers	Feb 12	Principals will need to have conducted classroom observations and evaluations for all ARL teachers with enough time for receipt at USBE by the 12th. The ARL teacher is required to submit the Progress form, after they have obtained the principal’s signature. The principal is required to submit the signed Observation form. ARL mails the forms to principal & teacher beforehand.
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Applications for Alternative Routes to Licensure (ARL) program	Mar 1 – Jul 31	Applications for new ARL candidates for the upcoming school year are accepted March 1 - July 31. Application found at http://www.schools.utah.gov/cert/DOCS/APT/altapplication.aspx
CACTUS Comprehensive Administration of Credentials for Teachers in Utah Schools https://www.uen.org/cactus/logon.do		
Update due	Oct 1	<p>All new teacher information should be entered, existing information should be verified as correct and complete in CACTUS, and teachers not returning should be removed.</p> <p>Note: On November 15th reports that provide the basis for school allocations of funding to be used toward educator salary adjustments, professional staff cost, and classroom supplies and materials are pulled via the information in CACTUS. Schools need to ensure their teacher data (including FTEs, assignments, experience, and degrees) is correct before this date.</p>
Year-end update due	Jun 20, before noon	Year-end update of teacher information into the CACTUS database. Extracted data used to fund the Professional Staff Cost formula, and to publish the average salaries, FTE counts, and staffing ratios. All information should be correct and complete in CACTUS, including removal of teachers not returning for the next school year.
Letter of Authorizations for Teachers without a license		
Letter of Authorizations	Oct 15	<p>Written letter and fees must be received in Teaching & Learning Section and educator entered in CACTUS. Forms available at: http://www.schools.utah.gov/cert/Forms.aspx</p>
Letter of Authorizations (for any teacher that started at the beginning of the school year)	Nov 15	<p>Fee schedule can be found at: http://www.schools.utah.gov/cert/Licensing-Fees.aspx</p> <p>For employees hired after November 15, schools have 30 days from hire to submit a Letter of Authorization.</p>
Final deadline to submit Letter of Authorizations	Apr 15	
**Concurrent Enrollment http://www.schools.utah.gov/curr/earlycollege/Concurrent-Enrollment.aspx		
Assurance and Expenditure forms due	Sep 15	<p>Assurance form available at: http://www.schools.utah.gov/curr/Early_College/public_schools.htm http://www.schools.utah.gov/curr/earlycollege/Concurrent-Enrollment.aspx</p>
New course submissions due	Nov 24 before noon	SY 17 submit to Cyd Grua at the Utah State Board of Regents cgrua@utahsbr.gov

Vision Screening and Immunizations

<p>See UCA 53A-11-S203 effective 5/12/15 for Vision Screening requirements.</p> <p>Vision Screening Training is held annually, the first week in August from 9:00am - 11:30am at the Division of Services for the Blind and Visually Impaired. The address is: 250 N 1950 W Suite B, Salt Lake City, Utah 84116-7902</p> <ul style="list-style-type: none"> • Does your school have a trained vision screener? <p>Immunizations are managed through the Utah Department of Health. For more information see http://www.immunize-utah.org/school%20and%20childcare%20requirements/school_and_childcare_reporting_system.html</p> <ul style="list-style-type: none"> • Does your school have all required log-ins? • Do you have PINK cards for every student? 		
Vision Screening	End of Sep – End of Oct	Vision Screening should be conducted at the end of September to the end of October, though the earlier in the school year the better.
Vision Reports	Jun 15	Due on the 15th or before the school ends for the school year. Add reports through olderblind.com. Contact the Division at 801-323-4343 to access the training and to receive a username and passcode.
Immunization Status Report	Nov 30	Report submitted online. To submit report: http://www.immunize-utah.org/school%20and%20childcare%20requirements/school_and_childcare_reporting_system.html For more information see: http://www.immunize-utah.org/pdf/Immunization_Guidebook.pdf Note: Schools need to submit a report in June for “Conditional Admission” students or if they were “Out of Compliance”.
Immunization Status Final Report	Jun 15	Report submitted online: http://www.immunize-utah.org/school%20and%20childcare%20requirements/school_and_childcare_reporting_system.html or http://www.immunize-utah.org/pdf/Immunization_Guidebook.pdf Report ONLY if your November 30 report included students who were “Conditional Admission” or “Out of Compliance”.