

To: Business Managers
Date: June 23, 2020
Re: Reporting Dates for FY2020-2021

The following reports for the FY2020-2021 school year must be submitted to the MDE by the listed deadline:

- **Monthly Attendance Summary Report**
Report Due Date: 10th of each calendar month – except January due date being the 13th.
- **Budget Reports, Combined and Combining - Signed**
Report Due Dates: August 15, 2020 Original Budget FY2021
October 15, 2020 Amended Budget FY2020
- **Personnel Accreditation Data Report**
All personnel data should be entered in MSIS no later than October 1, 2020. All updates and corrections to personnel data should be entered no later than 4:00p.m., Friday, December 4, 2020.
- **FETS Data, Revenue Verification Form, Fund Balance, and Cash Flow Report**
Report Due Date: October 15, 2020
- **Student Discipline and Incidents Reports**
 - Incidents shown under Persistently Dangerous School Category
Report Due within 72 hours
(see the Incidents and Dispositions Reportable to MSIS Manual)
 - All other discipline and incident reports
Report Due Date: 10th of each calendar month-October through June

Pursuant to State Board Policy Part 3, Ch. 48, Rule 48.4, which states “The State Superintendent of Education may withhold payment of MAEP funds to a school district which fails to submit any reports containing student, fiscal and personnel data necessary to meet state and/or federal requirements on or before the required due dates of the report.”

In addition to the above listed reports, the State Superintendent of Education may designate other reports that are subject to withholding of MAEP funds if the reports are not submitted within the requested time frame. Notice of these reports being subject to withholding of MAEP funds must be given at the time of the request of the reports.