

**Mississippi Department of Education  
Office of Special Education  
2020-2021  
MONTHLY PLANNING CALENDAR FOR SPED DIRECTORS**

**July 2020**

- Check on Maintenance of Effort with Business Manager (MDE Contact: Mary Knight, Office of Grants Management).
- Make IEP reviews.
- Complete board packets for Goods and Services Contracts (contracts should be reviewed by board attorney and in template format found on MDE, Special Education website).
- Check and complete Speech-Language Scholarship certification form sent from OSE to superintendents.
- Check Teacher Units and vacancy lists.
- Review FY21 Project Application in MCAPS and make sure it was submitted to MDE by June 30. Check for corrections and approval process.
- Review FY19 Revision in MCAPS and make sure it was submitted by July 12, 2020 and check for any needed corrections. If no revision was submitted, complete and submit revision for FY19. ALL FY19 funds must be obligated by September 30, 2021 and expended by December 8, 2021 (revisions do not require board approval unless it is a district policy).
- Review FY20 Revision in MCAPS and make sure it was submitted by July 12, 2020 and check for any needed corrections. If no revision was submitted, complete and submit Revision for FY20. ALL FY20 funds must be obligated by September 30, 2021 and expended by December 8, 2021 (revisions do not require board approval unless it is a district policy).
- Plan professional development training for beginning of school.
- Check district's Restart and Recovery Plan and make needed adjustments as necessary. Check with superintendent concerning the plan.

**August 2020**

- Check MCAPS for any corrections to FY19 and 20 Revisions. ALL FY19 and FY20 funds must be obligated by September 30, 2021 and expended by December 8, 2021 (revisions do not require board approval unless it is a district policy).
- Check MCAPS for any needed corrections for the FY20 Project Application.
- Request and check teacher and student schedules/enter into district student database system (i.e., SAMs).
- Schedule speech-language screenings for K and/or 1<sup>st</sup> grade; this will be depend on the district Restart and Recovery Plan.
- Complete Educable Child application (residential and day treatment Placements). Educable Child applications must be completed annually for every student who will be receiving services from a residential/day treatment program.
- Request ESY Expenditure Reports from business manager to prepare for ESY reimbursement request, which is due on September 30, 2020.

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- Complete public notice for Child Find and make sure the district has procedures in place which are in compliance with CDC guidelines and the district's plan to complete Child Find activities.
- Check for re-evals that are due and any new student transfers (in-state and out of state).
- Start Battelle Developmental Inventory Screener 2 (BDI2) entry test for all preschool students who are initially eligible. Make sure the district has procedures in place which are in compliance with CDC guidelines and the district's plan for all required assessments.
- Start BDI2 exit assessments for all preschool-eligible students prior to their sixth birthday (there must be at least six months between entry and exit assessments.). Make sure the district has procedures in place which are in compliance with CDC guidelines and the district's plan for all required assessments.
- Complete Brigance Screener for all public pre-K students who will be four years old by Sept. 1, 2020. Fall screeners must be completed by October. Make sure the district has procedures in place which are in compliance with CDC guidelines and the district's plan for all required assessments.
- Develop, review or revise as necessary; check out procedures for equipment to be used for virtual learning or other alternate services for students.

**September 2020**

- Check MCAPS for any needed corrections to FY19 and FY20 revisions and FY21 project applications.
- Complete Positive Behavior Specialist Request for Funds - due September \_\_, 2020.
- Complete Educational Interpreter Request for Funds - due September \_\_, 2020.
- Review/correct information included in MSIS personnel report (based on teacher and student schedules).
- Review/correct MSIS data for SCD population and correct teacher lists.
- Send students by teachers lists in MSIS to teachers for corrections and additions for December 1 Count.
- Complete ESY Request for Reimbursement – due September 30, 2020.
- Schedule and complete Headstart speech-language screenings.
- Complete the first pay period's Educable Child request form (August 1, 2020 and September 11, 2020) - **Due Date: September \_\_\_\_\_, 2020.**
- Enter post-secondary outcomes (Indicator 14) in MSIS prior to September deadline (usually mid-September).
- Check emails for opportunity to clarify SPP/APR data.

**October, 2020**

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- MSIS - Begin MSIS entries for December 1 Child Count using teacher corrections and additions sent in September.
- MSIS - Begin verification and correction of teacher/student schedule conflicts to submit by November 1 for Month 02 submission.
- Check and verify IEP progress reports and verify reports were sent home.
- Complete ESY training and remind teachers to collect ESY data for a least two different breaks of at least one week each.
- Check emails for opportunity to clarify SPP/APR data.

**November 2020**

- MSIS - complete MSIS entries for December 1 Child Count, check for missing information and make corrections.
- MSIS - continue verification/correction process of teacher/student schedule conflicts to submit by December 1 for Month 03 submission.
- November 30 (or last day for Dec. 1 submission) run teacher/student pre-cut off report prior to MSIS taking Dec. 1 snapshot.
- Complete second pay period's Ed Child request form (September 14, 2020 - November 13, 2020 payments) - **Due Date: November \_\_\_\_\_, 2020.**

**December 2020**

- Make final check for MSIS TU Edit report; no corrections after December 10, 2020.
- Submit verification form for December 1 Count and run post-cut off report for final Dec. 1 Count (OSE will send notification and form).
- Send semi-annual forms to schools for all 100% IDEA Federally-paid employees; need to be completed by the last day of the first school semester. The forms cannot be dated before the last day of the first semester, per EDGAR requirement (keep on file at the district office).
- Using BDI data manager, complete and enter all BDI entry assessments for initial preschool students who are eligible for services.
- Using BDI Data Manager, complete and enter all BDI exit assessments for preschool students who are exiting program due to age (exit assessments must be administered prior to the student's sixth birthday).
- Plan professional development training for the second semester (i.e., IEP training, discipline, co-teaching, UDL).

**January 2021**

- Conduct professional development training.
- Complete Internal Fixed Assets inventory check at all sites.
- Complete public notice for Child Find.
- Check for completion of IEP progress reports and verify reports were sent home.

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- Begin BDI Exit Assessments for all preschool students who will be exiting the preschool program (All eligible students who will be turning six years must have a BDI Exit Assessment and data entered in the BDI data manager systems).
- Request or copy approved Month 03 personnel report and match teacher salary prorations in MCAPS for FY20. Complete MCAPS FY20 revision if necessary to change salary prorations.
- Complete third pay period's Ed Child request form (November 16, 2021 - January 15, 2021 payments) - **Due Date: January \_\_\_\_\_, 2021.**

**February 2021**

- Work with teachers on completing IEPs, ESY and re-evals.
- Check expenditure reports for any needed revisions for FY19, FY20 and FY21.
- Remind teachers to have parents complete the parent survey for Indicator 8.

**March 2021**

- Complete fourth pay period's Ed Child request form (January 18, 2021 March 12, 2021 payments) - **Due Date: March \_\_\_\_\_, 2021.**
- Recruit teachers and other service providers (SLP, OT and PT) to work during ESY.
- Work with teachers on completing IEPs, ESY, re-evals and parent surveys.
- Check completion of IEP progress reports and verify reports were sent home.

**April 2021**

- All ESY decisions must be made by April 15, 2021.
- Schedule teachers to check in ESY paperwork (district may want to consider completing annual IEPs and re-evals by this deadline).
- Set deadline for completion of annual IEPs and re-evals.
- ESY applications are due April 30, 2021.
- Secure location, buses, employees and service providers for ESY.
- Develop, review, or revise end-of-the-year teacher check-out procedures.
- Complete Brigance Screener for all public pre-K students who will be four years old by Sept. 1, 2020. Spring screener must be completed by May. Make sure the district has procedures in place that are in compliance with CDC guidelines and the district's plan for all required assessments.

**May 2021**

- Send semi-annual forms to schools for all 100% IDEA Federally-paid employees. These need to be completed by the last day of the second semester and kept on file at the district office.
- Begin work on project application draft budget and schedule dates for private school consultations (if needed).
- Request FY22 Salary and Benefits Report for all IDEA and preschool personnel from the business department.

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- Check due date for the yearly projected budget with the business manager.
- Schedule and complete meeting for stakeholder input into Project Application (retain all documentation to submit with the FY22 Project Application).
- Complete all end-of-the-year teacher check-out procedures.
- Complete the end-of-the-year equipment check-out procedures for all equipment.
- Check annual IEPs.
- Check completion of IEP progress reports and verify reports were sent home.

**June 2021**

- Continue work on the FY21 Project Application.
- Complete fifth pay period's Ed Child request form (March 15, 2021 - May 24, 2021 payments) - **due May \_\_\_\_\_, 2021.**
- Enter ALL BDI2 preschool assessments in BDI data manager prior to June 30, 2020.
- Complete parent surveys prior to June 30, 2021
- Complete Child Find MSIS screen for all initials prior to June 30, 2021 (It is recommended that this data is entered for the Child Find Screen throughout school year as initial Child Find process is completed).
- Enter new annual IEP dates and any new re-evaluation dates in MSIS under student update screen prior to July 1, 2021.
- Request FY19 district expenditure report from the business manager and compare balance in MCAPS to balance in the district's accounting software and complete any needed revisions.
- Request FY20 district expenditure report from the business manager and compare balance in MCAPS to balance in the district's accounting software and complete any needed revisions.
- Request FY21 district expenditure report from the business manager and compare balance in MCAPS to balance in the district's accounting software and complete any needed revisions.
- Last opportunity to clear up indicator data prior to June 30, 2021. Use data check-ups sent from OSE.

**TBD**

- When the project application has final approval, work with the business manager to make sure district budget (in district's accounting software) for accounts 2610 (Part B) and 2620 (preschool) match to MCAPS.
- Due dates are subject to change; check website and emails for current due dates.