

## 2011-12 Planning Calendar for Illinois Special Education Directors

### FINAL FACTS Transmission

**6/30/11 – Receipt of the FINAL FACTS Approval Transmission with all corrections (electronically transmitted via iePoint>2011 or NetCheck) initiates ISBE’s review of data submitted by districts through FACTS in relation to the General Supervision requirements of IDEA.**

- Annual December 1<sup>st</sup> Child Count used for Indicators 4, 5, 6, 8, 9, 10, 13, 20 based on Final 6/30/11 FACTS Transmission; Final 6/30/11 FACTS Transmission is also used for Indicator 11.
  - July -- Student Approval and IDEA Child Count Errors/Duplicates resolved between districts and ISBE upon receipt of Final FACTS Transmission.
  - August -- ISBE has a verified December 1<sup>st</sup> Child Count Data for decision making.
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### July 2011

#### Special Education Approval & Reimbursement; FACTS/iePoint; Harrisburg Project

- 7/15/11 – Orphanage Regular Term Claims due – electronically transmitted via iePoint>2011 or NetCheck**
- Ensure approval for “Special Education Authorization (Harrisburg Project)” in IWAS.
- Student Approval and IDEA Child Count Errors/Duplicates resolved with ISBE
- Special Education Orphanage & Student Eligibility Verification Final Errors resolved with ISBE

#### ISBE Student Information System (SIS)

- 7/20/11 -- Final ISAT & IAA Scores Posted (Indicator 3)
- 7/31/11 -- Last day to Exit Enrollments for 2010-11 school year** (Indicators 1, 2)
- 7/31/11 -- 2010-11 Student Discipline Data due** (Indicator 4)
- 7/31/11 -- 2010-11 Early Childhood Outcomes Entry & Exit Ratings due** (Indicator 7)
- 7/31/11 -- 2010-11 Early Childhood Transition data due** (Indicator 12)

#### IDEA Part B Grants

- 7/01/11 – Grant applications must be submitted for a July 1 start date.**
- 7/20/11 -- File IDEA Completion/Final Expenditure Report**

#### Other Typical Special Education Director Activities<sup>1</sup>

- Prepare and submit the transportation list for the regular school term
- Schedule reoccurring meetings for the school year
- Create related service caseloads for regular school term-check Medicaid eligibility
- Compute Program Cost Sheets
- ISBE Director’s Conference
- Prepare financial documentation for IDEA Expenditure Report
- Plan for professional development (including mandatory-ADHD, Suicide, etc)
- 7/15/11 -- Medicaid Administrative Claim-Financial Information due to Fairbanks

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<sup>1</sup> Thanks to Dr. Gineen O’Neil, Southwest Cook County Association for Special Education, for sharing her annual “To Do” list.

\*Last Revised 6/30/2011. This document does not replace any official notifications of deadlines/requirements; instead it is intended to be used as an additional resource to assist district and Special Education cooperative administrators. For the official information regarding deadlines/requirements for data submissions, please refer to the web-based resources listed on the last page of this document.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## August 2011

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 8/15/11 -- 2010-11 Special Education Transportation Reimbursement claims due**
- 8/15/11 -- 2010-11 Private Facility, Excess Cost claims (Fund Codes B, X, and J) due – electronically transmitted via iePoint>2011 or NetCheck**
- 8/15/11 – Final Special Education Personnel Approval and Special Education Personnel Reimbursement claim due – electronically transmitted via iePoint>2011 or NetCheck**
- Run "Start New Year" in iePoint> (Make sure all students who graduated or left in the previous school year have end dates and exit codes prior to performing Start New Year.)
- 8/30/11 -- 2010-11 Final payment for Orphanage vouchered

### ISBE Student Information System (SIS)

- TBD – Final PSAE Scores Posted
- Remind staff that Early Childhood Outcome Entry/Exit Ratings are to be completed for all children ages 3-5 with IEPs. The ratings must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. Resources & trainings available at: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm) (Indicator 7)
- Remind staff that Student Discipline data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Student Discipline” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 4)
- Remind staff that Early Childhood Special Education Transition data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. Please also note that for students that are enrolled as of the last school day in September both the SIS “Early Childhood” and “Demographics/Enrollment” files must be submitted by 10/15/2011. For more information regarding these reporting requirements, please review the SIS “Early Childhood” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 12)

# 2011-12 Planning Calendar for Illinois Special Education Directors

## August 2011 (Con't)

### Other Typical Special Education Director Activities

- Ensure staff review Early Intervention to Early Childhood Special Education Transition “27 Month” list (Indicator 12)
  - Print legal notice in the newspaper for the IDEA grant approval (July or August)
  - Send letters/forms to hospital programs (home/hospital instruction)
  - Schedule articulation meetings with Elementary feeder districts (High School)
  - Identify staff that need to be evaluated and prepare notices
  - Create tentative teacher evaluation schedule
  - Schedule Medicaid claims training
  - Collect ESY attendance for claim in November
  - Create Tentative Annual Review Meeting Schedule
  - Send ISBE class size deviation forms, if appropriate
  - Complete Private Placement contracts
  - Review IDEA grant expenditures. Submit timely amendments, as needed.
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### ISBE Special Education Data Analysis to Guide Monitoring

- ISBE has a verified December 1<sup>st</sup> Child Count Data for decision making
- ISBE conducts Indicator 13 desk audit with a sample of districts reporting 100% compliance.

## 2011-12 Planning Calendar for Illinois Special Education Directors

### September 2011

#### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 9/30/11 – 2010-11 Personnel Reimbursement claims first quarter reimbursement payment vouchered.
- 9/30/11 -- 2010-11 Excess Cost reimbursement payment vouchered.
- 9/30/11 -- 2010-11 First Quarter reimbursement payment for Private Facility and Funding for Children requiring Sp Ed Svcs vouchered.
- 9/30/11 -- Special Education Transportation Reimbursement 2010-11 First Quarter reimbursement payment vouchered.
- 9/30/11 – First Quarter estimate payment for Orphanage vouchered
- 9/30/11 -- Indicator 14 Post-School Outcomes survey due from High School Districts via Harrisburg Project web application. For more information and to view the schedule of district participation, review the information at <http://www.isbe.net/spec-ed/html/indicator14.htm>**
- Ensure that iePoint>2012 is installed on all computers
- Identify potential "excess cost" students and change them to fund code "X" in iePoint>
- Make sure all new students are entered into iePoint>

#### ISBE Student Information System (SIS)

- Ensure students are being enrolled timely and accurately.

#### Other Typical Special Education Director Activities

- Hold "Timely and Meaningful Consultation" meeting with parochial schools/home schoolers
- Hold articulation meeting with feeder districts (get updated list of incoming freshman for next school year)
- Send a list of students who are projected to graduate who are privately placed to Principals (High School)
- Set up meetings with Counselors to review credits for students projected to graduate (High School)
- Identify students taking ISAT/PSAE/IAA-provide appropriate information to Testing Coordinator
- Complete and send testing accommodation forms
- IAASE Fall Conference
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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#### ISBE Special Education Data Analysis to Guide Monitoring

- ISBE notifies districts selected for Focused Monitoring.
- ISBE notifies districts identified as having disproportionate representation (Indicators 9, 10)
- ISBE notifies districts with findings of noncompliance for Indicators 11 & 13.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## October 2011

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 10/14/11 -- FACTS Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 10/14/11 -- Personnel Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**

### ISBE Student Information System (SIS)

- 10/15/11 – SIS Enrollment Deadline. Fall Enrollment Counts are based on individual students' enrollments. These counts will reflect students enrolled as of the last school day in September. (Used in Indicators 3, 4, 7, 9, 10, 20)**

### Timely & Meaningful Consultation

- 10/15/11 -- Timely and Meaningful Consultation must be completed by 10/15 annually.**

### IDEA Part B Grants

- 10/20/11 – IDEA Expenditure Report due through IWAS**

### Other Typical Special Education Director Activities

- Ensure staff review Early Intervention to Early Childhood Special Education Transition “27 Month” list (Indicator 12)
- Complete Fee for Service calculations
- Prepare financial documentation for IDEA Expenditure Report
- 10/15/11 -- Medicaid Administrative Claim-Financial Information due to Fairbanks
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE follows up with districts re: EC Transition data (Indicator 12) as necessary.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## November 2011

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 11/1/11 – 2010-11 Sp. Ed. Summer School Claim due via IWAS**
- 11/1/11-- Summer 2011 Orphanage Claim due to ISBE – electronically transmitted via iePoint>2011 or NetCheck**
- 11/7/11 -- 2010-11 Sp. Ed. Transportation Reimbursement FINAL errors transmitted via PTCRS**
- 11/10/11 -- Personnel Reimbursement Claims error transmission via Data Correction Service (DCS – web-application provided by Harrisburg Project) due to ISBE**
- 11/10/11 -- Private Facility error transmission via Data Correction Service (DCS – web-application provided by Harrisburg Project) for due to ISBE**
- Preprinted 2011-12 Sp. Ed. Orphanage/Student Eligibility Verification forms sent for correction.
- Make sure all students are entered into iePoint>2012 in preparation for the Dec. 1 Child Count

### Student Assessment

- TBD – Opening date for ordering accommodated ISAT materials through the Assessment Network. Additional information will be posted at <http://www.isbe.net/assessment/isat.htm>.

### ISBE Student Information System (SIS)

- Remind staff that Early Childhood Outcome Entry/Exit Ratings are to be completed for all children ages 3-5 with IEPs. The ratings must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. Resources & trainings available at: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm) (Indicator 7)
- Remind staff that Student Discipline data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Student Discipline” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 4)
- Remind staff that Early Childhood Special Education Transition data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Early Childhood” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 12)

### Timely & Meaningful Consultation

- 11/1/11 – Documentation of Timely and Meaningful Consultation must be sent to ISBE by 11/1 annually.**

# 2011-12 Planning Calendar for Illinois Special Education Directors

## November 2011 (Con't)

### Other Typical Special Education Director Activities

- Begin holding ISP meetings
  - Check [Harrisburg Project](#) for Upcoming Trainings and Harrisburg User Group Sessions
  - Review IDEA grant expenditures. Submit timely amendments, as needed.
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### ISBE Special Education Data Analysis for Monitoring

- ISBE follows up with districts re: EC Transition data (Indicator 12) as necessary.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## December 2011

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 12/1/11 -- Federal Child Count Date
  - o Annual December 1<sup>st</sup> Child Count used for Indicators 4, 5, 6, 9, 10, 13, 20 based on 6/30/11 FACTS Transmission.
- 12/1/11 -- **Personnel Reimbursement Claims FINAL error corrections due to ISBE via mail or fax**
- 12/1/11 – **2009-10 Private Facility Claims FINAL error corrections due to ISBE via mail or fax**
- 12/9/11 -- **FACTS Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 12/9/11 -- **Special Education Orphanage/Student Eligibility Verification forms due to ISBE**
- 12/9/11 -- **Personnel Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 12/15/11 -- 2011 Sp. Ed. Summer School State Aid Claims reimbursement payment vouchered.
- 12/15/11 -- Summer 2011 reimbursement payment for Orphanage vouchered
- 12/30/11 – 2010-11 Personnel Reimbursement Claims Second Quarter reimbursement payment vouchered
- 12/30/11 – 2010-11 Special Education Transportation Reimbursement Second Quarter payment vouchered.
- 12/30/11 -- 2010-11 Second Quarter reimbursement payment for Private Facility and Funding for children requiring Sp Ed Svcs vouchered
- 12/30/11 -- 2011-12 Second Quarter estimated payment for Orphanage vouchered.

### Student Assessment

- TBD– Deadline for ordering accommodated ISAT materials through the Assessment Network. Additional information will be posted at <http://www.isbe.net/assessment/isat.htm>.**

### Other Typical Special Education Director Activities

- Check [Harrisburg Project](#) for Upcoming Trainings and Harrisburg User Group Sessions
- Ensure staff review Early Intervention to Early Childhood Special Education Transition “27 Month” list (Indicator 12)
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE follows up with districts re: EC Transition data (Indicator 12) as necessary.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## January 2012

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 01/27/12 -- FACTS Approval Transmission (optional) – electronically transmitted via iePoint>2012 or NetCheck
- 01/27/12 -- Personnel Approval Transmission (optional) – electronically transmitted via iePoint>2012 or NetCheck
- Preprinted 2011-12 Sp. Ed. Orphanage/Student Eligibility Verification forms sent for correction.
- Personnel Reimbursement Computation Sheets transmitted to Directors of Sp Ed and Site Administrators.
- Student Reimbursement Computation Sheets transmitted to Directors of Sp Ed and Site Administrators.

### ISBE Student Information System (SIS)

- TBD – ISBE sends ISAT & IAA Pre-ID file to assessment vendor (Indicator 3). Utilize SIS view only reports to ensure accuracy of Testing School prior to this date.**

### Student Assessment

- TBD – PSAE Day 1 ACT-Approved requests must be received at ACT. Please work with your school-based PSAE Test Accommodations Coordinators.

### IDEA Part B Grants

- 1/20/12 – IDEA Expenditure Report due through IWAS**

### Other Typical Special Education Director Activities

- Review IDEA accounts vs. revenue received and determine if grant needs to be amended
- Review IDEA grants salaries vs. district accounts to ensure accuracy
- IAASE Winter Conference (IDEA info. for next year always presented)
- Conduct "Needs Assessment" (IDEA grant)
- Meet with Counselors again to review credits for students projected for graduation (High School)
- Send letters to private schools indicating the date by which we need grades for students who are graduating
- Prepare financial documentation for IDEA Expenditure Report
- 1/15/12 -- Medicaid Administrative Claim-Financial Information due to Fairbanks
- Check [Harrisburg Project](#) website for Upcoming Trainings and Harrisburg User Group Sessions
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE follows up with districts re: EC Transition data (Indicator 12) as necessary.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## February 2012

### ISBE Student Information System (SIS)

- 2/24/12 – ISBE sends PSAE Pre-ID file to assessment vendor (Indicator 3). Utilize SIS view only reports to ensure accuracy of Testing School prior to this date. For PSAE, the Testing School listed is used only to determine where Pre-ID labels are shipped. The Testing School must be an established PSAE test site in order to receive Pre-ID labels. Establishment letters are sent to eligible schools each fall.**
- Remind staff that Early Childhood Outcome Entry/Exit Ratings are to be completed for all children ages 3-5 with IEPs. Resources & trainings available at: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm) (Indicator 7)

### Student Assessment

- TBD – PSAE Day 2 accommodations and standard material orders must be placed online. This is separate from PSAE Day 1 orders. Please work with your school-based PSAE Test Accommodations Coordinators and Principals.

### Other Typical Special Education Director Activities

- Ensure staff review Early Intervention to Early Childhood Special Education Transition “27 Month” list (Indicator 12)
- Meet with district administration to review the "Needs Assessment", create a Personnel Development Plan, and determine the focus of the IDEA grant expenditures for next FY
- Determine ESY staffing needs
- Prepare memo to request ESY postings
- Ensure that textbook adoption process is complete
- Check [Harrisburg Project](#) for Upcoming Trainings and Harrisburg User Group Sessions
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE submits the Annual Performance Report (APR) to the US Department of Education, Office of Special Education Programs (OSEP).

# 2011-12 Planning Calendar for Illinois Special Education Directors

## March 2012

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 3/9/12 -- FACTS Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 3/9/12 -- Personnel Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 3/9/12 -- Special Education Orphanage/Student Eligibility Verification forms due to ISBE**
- 3/30/12 – 2010-11 Third Quarter Personnel reimbursement payment vouchered
- 3/30/12 -- 2010-11 Third Quarter reimbursement payment for Private Facility and Funding for children requiring sp ed svcs vouchered.
- 3/30/12 – 2011-12 Third Quarter estimated payment for Orphanage vouchered.
- 3/30/12 -- 2010-11 Third Quarter reimbursement payment for Special Education Transportation vouchered.

### Student Assessment

- TBD – PSAE Day 1 State-Allowed applications must be received at ACT. Please work with your school-based PSAE Test Accommodations Coordinators.

### IDEA Part B Grants

- Projected allocations released (March/April)

### Other Typical Special Education Director Activities

- Begin working on budget for next FY
- Send letters to parents and private schools regarding the arrangements that have been made for PSAE/ISAT
- Arrange transportation for students returning to the district to take PSAE/ISAT
- Post ESY positions
- Teachers start writing Summary of Performance (SOP)-High School
- Check [Harrisburg Project](#) for Upcoming Trainings and Harrisburg User Group Sessions
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE mails a survey to a sample of parents statewide per SPP Indicator 8.
- ISBE notifies districts having significantly discrepant rates of suspensions/expulsions for students with disabilities (Indicator 4; March/April/May)
- ISBE notifies conducts data verification reviews with a sample of districts reporting no disciplinary incidents for students with IEPs in SIS. (Indicator 4; March/April/May)
- ISBE releases District Special Education Profiles (March/April).

# 2011-12 Planning Calendar for Illinois Special Education Directors

## April 2012

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- Preprinted 2011-12 Sp. Ed. Orphanage/Student Eligibility Verification forms sent for correction.
- ISBE notifies Small Unit Districts required to complete the Indicator 14 Post-School Outcomes survey. For more information and to view the schedule of district participation, review the information at <http://www.isbe.net/spec-ed/html/indicator14.htm>

### IDEA Part B Grants

- 4/20/11 – IDEA Expenditure Report due through IWAS**
- Projected allocations released (March/April)
- Grant applications available (April/May)

### Other Typical Special Education Director Activities

- Ensure staff review Early Intervention to Early Childhood Special Education Transition “27 Month” list (Indicator 12)
- Hire ESY staff
- Make arrangements for students to participate in graduation ceremony (private school graduates and Certificate of Attendance)
- Prepare financial documentation for IDEA Expenditure Report
- Send notice to all students who have attended HS for four years regarding the Certificate of Attendance and walking in the graduation ceremony
- 4/15/12 -- Medicaid Administrative Claim-Financial Information due to Fairbanks
- Check [Harrisburg Project](#) for Upcoming Trainings and Harrisburg User Group Sessions
- Review IDEA grant expenditures. Submit timely amendments, as needed.

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### ISBE Special Education Data Analysis for Monitoring

- ISBE issues annual LEA Determinations.
- ISBE notifies districts having significantly discrepant rates of suspensions/expulsions for students with disabilities (Indicator 4; March/April/May)
- ISBE notifies conducts data verification reviews with a sample of districts reporting no disciplinary incidents for students with IEPs in SIS. (Indicator 4; March/April/May)
- ISBE releases District Special Education Profiles (March/April).

# 2011-12 Planning Calendar for Illinois Special Education Directors

## May 2012

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- 5/11/12 -- FACTS Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 5/11/12 -- Personnel Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 5/11/12 -- Special Education Orphanage/Student Eligibility Verification forms due to ISBE.
- Make sure all students attending "ESY" are marked "B" in the "term" field so they can be counted in the summer claim
- Make sure FACTS information for all new summer school placements are entered so they can be entered for summer claim.
- Ensure districts have correctly submitted the Final Public School Calendar via IWAS reflecting any Emergency Days or other changes to the previously approved calendar as this could affect Indicator 11 calculations in the final 6/29 FACTS Transmission.

### ISBE Student Information System (SIS)

- Remind staff that Early Childhood Outcome Entry/Exit Ratings are to be completed for all children ages 3-5 with IEPs. The ratings must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. Resources & trainings available at: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm) (Indicator 7)
- Remind staff that Student Discipline data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Student Discipline” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 4)
- Remind staff that Early Childhood Special Education Transition data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Early Childhood” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 12)

### IDEA Part B Grants

- Grant applications available (April/May)
- Submit IDEA Grant
- Grant amendments must be submitted 30 days before the end of the grant period (typically May 31).

## 2011-12 Planning Calendar for Illinois Special Education Directors

### May 2012 (Con't)

#### Other Typical Special Education Director Activities

- Collect student attendance data for program cost sheets
- Review data and determine if district should file the 1% waiver for IAA
- Register for ISBE Director's Conference
- Make sure all SOP's are completed and mailed home
- Prepare for records destruction-print public notice
- Review IDEA grant expenditures. Submit timely amendments, as needed.

#### ISBE Special Education Data Analysis for Monitoring

- ISBE notifies districts having significantly discrepant rates of suspensions/expulsions for students with disabilities (Indicator 4; March/April/May)
- ISBE notifies conducts data verification reviews with a sample of districts reporting no disciplinary incidents for students with IEPs in SIS. (Indicator 4; March/April/May)

# 2011-12 Planning Calendar for Illinois Special Education Directors

## June 2012

### Special Education Approval & Reimbursement; FACTS/iePoint>; Harrisburg Project

- Ensure districts have correctly submitted the Final Public School Calendar via IWAS reflecting any Emergency Days or other changes to the previously approved calendar as this could affect Indicator 11 calculations in the final 6/29 FACTS Transmission.
- Preprinted 2011-12 Sp. Ed. Orphanage/Student Eligibility Verification forms sent for correction
- Final transmission of all regular term student approvals or students who entered ESY prior to 6/29
- New/Changes to Residential (34-37) placements need updated FACTS files by 6/29
- 6/20/12 -- Special Education Transportation Reimbursement 2010-11 final payment vouchered.
- 6/20/12 -- 2010-11 Personnel Reimbursement Claims fourth quarter payment vouchered.
- 6/20/12 -- 2010-11 Final reimbursement payment for Private Facility and Funding for Children requiring Sp Ed Svcs vouchered.
- 6/29/12 – FINAL FACTS Approval Transmission with all corrections due to ISBE (Required) – electronically transmitted via iePoint>2012 or NetCheck**
  - Annual December 1<sup>st</sup> Child Count used for Indicators 4, 5, 6, 8, 9, 10, 13, 20 based on Final 6/29/12 FACTS Transmission; Final 6/29/12 FACTS Transmission is also used for Indicator 11
- 6/29/12 -- Personnel Approval Transmission (Required) – electronically transmitted via iePoint>2012 or NetCheck**
- 6/29/12 -- Special Education Orphanage/Student Eligibility Verification forms due to ISBE.**

### ISBE Student Information System (SIS)

- Remind staff that Early Childhood Outcome Entry/Exit Ratings are to be completed for all children ages 3-5 with IEPs. The ratings must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. Resources & trainings available at: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm) (Indicator 7)
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- Remind staff that Early Childhood Special Education Transition data must be reported to SIS by each district. Districts are encouraged to keep up on these reporting requirements to ensure timely, accurate & reliable reporting by the 7/31/12 SIS due date. For more information regarding these reporting requirements, please review the SIS “Early Childhood” Data Elements at [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm). (Indicator 12)

# 2011-12 Planning Calendar for Illinois Special Education Directors

## June 2012 (Con't)

### Other Typical Special Education Director Activities

- Ensure staff review Early Intervention to Early Childhood Special Education Transition "27 Month" list (Indicator 12)
- Collect ESY attendance for claim in November
- Collect data and start to prepare for the special education claims-Orphanage
- Give Business Office a spreadsheet including all the staff paid with grant funds for upcoming year (amount/acct. number)
- Compute private placement ADA after all "regular terms" have ended

### ISBE Special Education Data Analysis for Monitoring

- **6/29/12 – Receipt of the FINAL FACTS Approval Transmission with all corrections (electronically transmitted via iePoint>2012 or NetCheck) initiates ISBE's review of data submitted by districts through FACTS in relation to the General Supervision requirements of IDEA.**
  - Annual December 1<sup>st</sup> Child Count used for Indicators 4, 5, 6, 8, 9, 10, 13, 20 based on Final 6/29/12 FACTS Transmission; Final 6/29/12 FACTS Transmission is also used for Indicator 11.
  - July -- Student Approval and IDEA Child Count Errors/Duplicates resolved between districts and ISBE upon receipt of Final FACTS Transmission.
  - August -- ISBE has a verified December 1<sup>st</sup> Child Count Data for decision making.

# 2011-12 Planning Calendar for Illinois Special Education Directors

## July 2012

### Special Education Approval & Reimbursement; FACTS/iePoint; Harrisburg Project

- 7/16/12 – Orphanage Regular Term Claims due – electronically transmitted via iePoint>2012 or NetCheck**
- Ensure approval for “Special Education Authorization (Harrisburg Project)” in IWAS.
- Student Approval and IDEA Child Count Errors/Duplicates resolved with ISBE
- Special Education Orphanage & Student Eligibility Verification Final Errors resolved with ISBE

### ISBE Student Information System (SIS)

- TBD -- Final ISAT & IAA Scores Posted (Indicator 3)
- 7/31/12 -- Last day to Exit Enrollments for 2011-12 school year** (Indicators 1, 2)
- 7/31/12 -- 2011-12 Student Discipline Data due** (Indicator 4)
- 7/31/12 -- 2011-12 Early Childhood Outcomes Entry & Exit Ratings due** (Indicator 7)
- 7/31/12 -- 2011-12 Early Childhood Transition data due** (Indicator 12)

### IDEA Part B Grants

- 7/01/12 – Grant applications must be submitted for a July 1 start date.**
- 7/20/12 -- File IDEA Completion/Final Expenditure Report**

### Other Typical Special Education Director Activities

- Prepare and submit the transportation list for the regular school term
- Schedule reoccurring meetings for the school year
- Create related service caseloads for regular school term-check Medicaid eligibility
- Compute Program Cost Sheets
- ISBE Directors Conference
- Prepare financial documentation for IDEA Expenditure Report
- Plan for professional development (including mandatory-ADHD, Suicide, etc)
- 7/15/12 -- Medicaid Administrative Claim-Financial Information due to Fairbanks

# 2011-12 Planning Calendar for Illinois Special Education Directors

## Helpful Links

### Special Education Approval & Reimbursement; FACTS/iePoint; Harrisburg Project

- Funding & Disbursements – Special Education Approval & Reimbursement Due Dates: [http://www.isbe.net/funding/pdf/sped\\_due\\_date\\_11-12.pdf](http://www.isbe.net/funding/pdf/sped_due_date_11-12.pdf)
- Funding & Disbursements – Special Education Approval & Reimbursement: <http://isbe.net/funding/html/specialed.htm>
- Funding & Child Tracking System Approval Procedures Instructions: [http://isbe.net/funding/pdf/34-30\\_sped\\_facts.pdf](http://isbe.net/funding/pdf/34-30_sped_facts.pdf)
- Guidance and Documentation for Proportionate Share –
  - [http://www.isbe.net/spec-ed/pdfs/Memo\\_08-2\\_Clarification.pdf](http://www.isbe.net/spec-ed/pdfs/Memo_08-2_Clarification.pdf)
  - [http://www.isbe.net/spec-ed/pdfs/guidance\\_06-2.pdf](http://www.isbe.net/spec-ed/pdfs/guidance_06-2.pdf)
  - <http://www.isbe.net/spec-ed/pdfs/pvtschAppA.pdf>
- New Early Childhood Educational Environment Codes: [http://www.isbe.net/earlychi/html/ec\\_speced\\_lre.htm](http://www.isbe.net/earlychi/html/ec_speced_lre.htm)
- Illinois Purchase Care Review Board: <http://www.isbe.net/funding/html/ipcrb.htm>
- Indicator 13: <http://www.isbe.net/spec-ed/html/indicator13.htm>
- Harrisburg Project: <http://www.hbug.k12.il.us>

### ISBE Student Information System (SIS)

- SIS Key Dates: [http://www.isbe.net/sis/html/key\\_dates11.htm](http://www.isbe.net/sis/html/key_dates11.htm)
- SIS Data Elements: [http://www.isbe.net/sis/html/data\\_elements.htm](http://www.isbe.net/sis/html/data_elements.htm)
- Early Childhood Outcomes System: [http://www.isbe.net/earlychi/html/ec\\_speced\\_outcomes.htm](http://www.isbe.net/earlychi/html/ec_speced_outcomes.htm)
- Early Intervention to Early Childhood Transition: [http://www.isbe.net/earlychi/html/ec\\_speced\\_intervention.htm](http://www.isbe.net/earlychi/html/ec_speced_intervention.htm)

### IDEA Part B Grants

- IDEA Part B Grants and Guidance - [http://www.isbe.net/spec-ed/html/idea\\_part-b.htm](http://www.isbe.net/spec-ed/html/idea_part-b.htm)

### Other Resources

- ISAT -- <http://www.isbe.net/assessment/isat.htm>
- PSAE -- <http://www.isbe.net/assessment/psae.htm>
- IAA - <http://www.isbe.net/assessment/iaa.htm>
- Forms for Special Education - [http://www.isbe.net/spec-ed/html/idea\\_part-b.htm](http://www.isbe.net/spec-ed/html/idea_part-b.htm)
- Indicator 14 - <http://www.isbe.net/spec-ed/html/indicator14.htm>
- Notice and Consent Forms - <http://www.isbe.net/spec-ed/html/consent.htm>
- Procedural Safeguards - [http://www.isbe.net/spec-ed/pdfs/nc\\_proc\\_sfgrds\\_34-57j.pdf](http://www.isbe.net/spec-ed/pdfs/nc_proc_sfgrds_34-57j.pdf)
- Parents' Rights - [http://www.isbe.net/spec-ed/html/parent\\_rights.htm](http://www.isbe.net/spec-ed/html/parent_rights.htm)
- LEA Determinations -- [http://www.isbe.net/spec-ed/html/lea\\_determinations.htm](http://www.isbe.net/spec-ed/html/lea_determinations.htm)