

July 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1 •Deadline for submitting certified 2011-2012 LEA eGrants in order to expend as of July 1 st	<input type="checkbox"/> 1 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services <input type="checkbox"/> 2 Update Ask TED System <input type="checkbox"/> 3 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
<div style="border: 2px solid blue; border-radius: 15px; padding: 5px; display: inline-block;"> 2011 TCASE Summer Leadership Conference </div>					
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

August 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
1	2	3	4	5	<input type="checkbox"/> 1 Train/Update Staff in Confidentiality <input type="checkbox"/> 2 Verify Distribution of Annual Notice of Confidentiality <input type="checkbox"/> 3 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 5 Ability to view roll forward amounts in Grant
8	9	10	11 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	12	
15 •Final Reports for the SSVI & Non-Ed Funds are due to ESC VI	16	17	18	19	
22	23	24	25	26 •PBMAS reports posted on TEASE accountability	
29	30	31 •Data Submission Closes for SPP 7,11,12,13,&14			
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

September 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1 •2011-12 State Funds Fiscal Year begins •Residential Placement Application due to ESC VI	2	<input type="checkbox"/> 1 Verify Current FIE/ARD/IEPs Prior to October 29 th Snapshot Date <input type="checkbox"/> 2 Provide Training for Surrogate Parents <input type="checkbox"/> 3 Child Find Activity: Distribute Posters/Brochures to Appropriate Locations <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
5 <i>Labor Day</i>	6	7	8	9 •Non-Ed Application due to ESC VI •Deadline to apply for 11-12 Special Education Consolidated eGrant	
12	13	14	15	16	
19	20	21	22 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX	23	
26	27	28	29	30 •DVM Leaver reports posted on TEASE accountability	
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

October 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
3	4	5 • Deadline for 2010-2011 final reports for projects ending August 31 st to TEA	6	7	<input type="checkbox"/> 1 Special Education Staff verify accuracy of PEIMS Snapshot Data prior to Snapshot date <input type="checkbox"/> 2 Verify current FIE/ARD/IEPs prior to the October PEIMS Snapshot Date <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
10	11	12	13	14	
17	18	19	20	21	
24	25	26 •ESC VI Fall Administrator's Conference Professional Development Center ESC Region VI	27	28 •PEIMS Snapshot date (Student Information used for State Funding)	
31					
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

November 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1 • Deadline for 2010-2011 final reports for projects ending September 30 th to TEA	2	3 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	4	<input type="checkbox"/> 1 Prepare Management Board December Agenda for District Seeking withdrawal from SSA <input type="checkbox"/> 2 Child Find Activity <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
7	8	9	10	11 •DVM Discipline reports posted on TEASE accountability	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
<i>ESC VI Thanksgiving Holiday</i>					
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

December 2011

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1	2	<input type="checkbox"/> 1 Child Find Activity <input type="checkbox"/> 2 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs <input type="checkbox"/> 3 Semi-Annual Written Certification of Federally funded personnel working under Single Grant program
5	6	7	8	9	
12 <small>•Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Board Room Bryan TX</small>	13	14	15 <small>•Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI</small>	16 <small>•DVM Student Assessment reports posted on TEASE accountability</small>	
19	20	21	22	23	
<i>ESC VI Christmas Holiday</i>					
26	27	28	29	30	
<i>ESC VI Christmas Holiday</i>					<p>Legend:</p> <ul style="list-style-type: none"> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

January 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2	3	4	5	6	<input type="checkbox"/> 1 Visit Residential Facility serving District Students <input type="checkbox"/> 2 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
9	10	11	12	13	
16 <i>Martin Luther King Jr. Holiday</i>	17	18	19	20	
2012 TCASE Mid-Winter Conference					
23	24	25	26	27	
30	31				Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

February 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
		1 •Deadline for submitting SSA changes to TEA	2	3	<input type="checkbox"/> 1 Child Find Activity: Distribute Brochures to Campus Staff for Pre-K Registration <input type="checkbox"/> 2 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
6	7	8	9 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29			
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

March 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
			1	2	<ul style="list-style-type: none"> <input type="checkbox"/> 1 Begin Budget Preparation <input type="checkbox"/> 2 Child Find Activity: Train District Secretaries in appropriate Child Find Procedures <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
5	6	7	8	9	
		TAKS ELA 10 TAKS-M ELA 10 & 11			
12	13	14	15	16	
			•Quarterly Reports for the SSVI and Non Ed Funds are due to ESC VI		
ESC VI Spring Break					
19	20	21	22	23	
26	27	28	29	30	
STAAR Eng. I Writing Eng. III Writing Math (eng/sp) 5 Math 8	STAAR Eng. I Reading Eng. III Reading Reading (eng/sp) 5 Reading 8	STAAR Eng. II Writing	STAAR Eng. II Reading		
	STAAR Writing (eng/sp) 4 & 7				
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

April 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2	3	4 •Special Education Directors meeting 9:00 a.m. – 12:30 Bryan Boardroom Bryan ISD	5	6 <i>Good Friday Holiday</i>	<input type="checkbox"/> 1 Document contact with Private Schools as required <input type="checkbox"/> 2 Child Find Activity <input type="checkbox"/> 3 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

- Legend:**
- Black-State Testing
 - Green-Monthly Reminders
 - Blue-Meetings
 - Red-Deadlines

May 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
	1	2	3	4	<ul style="list-style-type: none"> <input type="checkbox"/> 1 Child Find Activity: Compile record of referrals and follow-up of students identified, located and evaluated <input type="checkbox"/> 2 Monthly Time and Effort Log for Federally Funded personnel working under Multiple Grant programs <input type="checkbox"/> 3 Semi-Annual written certification of federally funded personnel working under Single Grant program
7	8	9	10	11	
14	15 •Special Education Directors meeting 9:00 a.m. – 12:30 ESC Region VI	16	17	18	
21	22	23	24	25	
28 <i>Memorial Day</i>	29	30	31		
					<p style="text-align: center;">Legend:</p> <ul style="list-style-type: none"> •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

June 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
				1 •Deadline for SSA contracts to TEA for configuration changes	<ul style="list-style-type: none"> <input type="checkbox"/> 1 Update Operating Guidelines in Policies and Procedures <input type="checkbox"/> 2 Prepare Destruction of Records Notice for newspaper <input type="checkbox"/> 3 Review/Update Special Education Forms <input type="checkbox"/> 4 Child Find Activity <input type="checkbox"/> 5 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
4	5	6	7	8	
11	12	13	14	15 •Quarterly Reports for the SSVI and NonEd Funds are due to ESC VI •2011-2012 Special Education Consolidated Grant Amendment due	
18	19	20	21	22	
25	26	27	28	29	
					Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines

July 2012

Monday	Tuesday	Wednesday	Thursday	Friday	To-do List Today
2 •2012-2013 Special Education Consolidated Grant Application due in order to expend by July 1 st	3	4 <i>Fourth of July</i>	5	6	<input type="checkbox"/> 1 Annual Letter of Notification to Private Schools and Residential Care Facilities regarding access to Special Education Services <input type="checkbox"/> 2 Update ask TED System <input type="checkbox"/> 3 Child Find Activity: Newspaper Public Awareness Article <input type="checkbox"/> 4 Monthly Time and Effort Log for Federally Funded Personnel working under Multiple Grant Programs
9	10	11	12	13	
16	17	18	19	20	
2012 TCASE Summer Leadership Conference					
23	24	25	26	27	
30	31				Legend: •Black-State Testing •Green-Monthly Reminders •Blue-Meetings •Red-Deadlines