July 2023						
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Due Dates

Public Schools

2023-2024 School Year

August 2023						
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This list of annual due dates was compiled by the North Dakota Department of Public Instruction (NDDPI). **This list is not all-inclusive** but serves as a comprehensive list with *most* of the critical dates for reporting to NDDPI.

For the most accurate and up-to-date information regarding due dates, technical assistance, and other DPI offerings, schools and districts are encouraged to subscribe to our Weekly BLAST, located at the bottom of the NDDPI website.

Subscribe to News and Alerts

Due Date	Report Name	Contact Agency	Report Submission Platform
1-Jul	67-15-02-07. Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Extension	School Approval & Opportunity -Kelsie Howes	Email Kelsie Howes
1-Jul	67-19-02-07. Waiver of High School Unit Instructional Time (SFN 58169) – Extension	School Approval & Opportunity -Kelsie Howes	Email Kelsie Howes
Early July	Federal Title Programs District Year-End Processes	DPI: Title Services	WebGrants
31-Jul	Seal of Biliteracy Application	EL Program Office	NDDPI Online Form
01-10 Aug	Monthly USDA Foods Survey (Food Order for October)	Child Nutrition and Food Distribution	NDFOODS
Mid Aug to Mid Sep	**Choice Ready Report –Accountability (State and ESSA)-Review data**	**Management Information Systems: Ross Roemmich**	**SLDS / ND Insights**
Last Friday of Aug	Consolidated Application Budget for Federal Title Funds	DPI: Title Services	WebGrants
30-Aug	ESSA Confirmation of Tribal Consultation Form (only affected districts that meet criteria)	Indian and Multicultural Education	Email Lucy Fredericks
School Start +30	Screen/Identify English Learners and send out parent notification of eligibility (*must be done within 30 days of the first day of school*)	EL Program Office	District Maintained
School Start +30	Student Immunizations Records (*must be up-to-date within 30 days of school start*)	NDDoH	NDIIS

September 2023						
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Due Dates

Public Schools

2023-2024 School Year

October 2023						
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Due Date	Report Name	Contact Agency	Report Submission Platform
1-Sep	Summer School Enrollment Report (if the district provided Summer School)	School Approval & Opportunity -Steve Snow	STARS
1-Sep	School Nutrition Program Annual Program Renewal	Child Nutrition and Food Distribution)	NDFOODS
7-Sep	MIS01 - LEA Directory / MIS02 School Directory	Jill Frohlich	STARS
10-Sep	Monthly Claim for School Nutrition Program Reimbursement (August)	Child Nutrition and Food Distribution	NDFOODS
10-Sep	15.1-27-02. Per Student Payments - Employee Compensation	Adam Tescher	STARS
11-Sep	15.1-02-13. School District Employee Compensation Report	Adam Tescher	STARS
15-Sep	**Fall STARS Enrollment Report**	**School Approval & Opportunity -Steve Snow**	**STARS**
15-Sep	**School District Financial Report**	**Adam Tescher**	**STARS**
15-Sep	MIS01 - LEA Fall Report / MIS02 – School Fall Report	Jill Frohlich	STARS
15-Sep	Fall Calendar	School Approval & Opportunity -Angie Thomas	STARS
15-Sep	English Learners – Submit Verification of Test Administrator, Assessment Training and EL Coordinator Role Acceptance	EL Program Office	WIDA AMS
01-10 Sep	Monthly USDA Foods Survey (*Food Order for November*)	Child Nutrition and Food Distribution	NDFOODS
30-Sep	MIS03 - Regular School Year Licensed Personnel Record	School Approval & Opportunity -Angie Thomas	STARS
30-Sep	PER02 – Non-Licensed Personnel Report	Jill Frohlich	STARS
Sept – Oct	Targeted and Comprehensive Support for Improvement (TSI/CSI) Funding Application	Educational Improvement and Support	WebGrants
30-Sep	English Learners – Create/Update Annual Individualized Language Plans (ILP) for ELs	District	District Maintained
30-Sep	Update Bully Policy	Educational Improvement and Support-Robin Lang	Email Robin Lang
1-Oct	**15.1-06-06. School Annual Compliance Report**	**School Approval & Opportunity -Angie Thomas**	**STARS**
1-Oct	**LEA Annual Compliance Report**	**School Approval & Opportunity -Angie Thomas**	**STARS**
1-Oct	The Reading Curriculum & Professional Development Report	Academic Support	STARS
10-Oct	Monthly Claim for School Nutrition Program Reimbursement (*September*)	Child Nutrition and Food Distribution	NDFOODS
01-10 Oct	Monthly USDA Foods Survey (*Food Order for December*)	Child Nutrition and Food Distribution	NDFOODS
Oct – Nov	TSI/CSI Status Reports 1 window	Educational Improvement and Support	WebGrants

		November 2023				
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Due Dates

Public Schools

2023-2024 School Year

		December 2023				
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Due Date	Report Name	Contact Agency	Report Submission Platform
Ongoing	STARS data cleanliness (review validation report, staging area report, PowerSchool waiting for State ID)	School Approval & Opportunity -Steve Snow	STARS
1-Nov	School Immunization Report Due via North Dakota Immunization Information System (NDIIS) Website	ND Department of Health	NDIIS
10-Nov	Monthly Claim for School Nutrition Program Reimbursement (*October*)	Child Nutrition and Food Distribution	NDFOODS
15-Nov	School Nutrition Program Verification of 3% Free and Reduced	Child Nutrition and Food Distribution	NDFOODS
01-10 Nov	Monthly USDA Foods Survey (*Food Order for January*)	Child Nutrition and Food Distribution	NDFOODS
30-Nov	Title I Comparability Report (for large districts with over 1,000 students)	Educational Improvement and Support- Stefanie Two Crow	Email Steph Two Crow
30-Nov	English Learners - Ensure all ELs are entered and identified in STARS for ACCESS Test file; review STARS Enrollment validation errors	Assessment Office	STARS
1-Dec	**Special Education Child Count**	**Specially Designed Services**	**STARS**
10-Dec	Monthly Claim for School Nutrition Program Reimbursement (*November*)	Child Nutrition and Food Distribution	NDFOODS
15-Dec	Set up EL test sessions, review/modify accommodations, and add ALT status in WIDA AMS	EL Program Office	WIDA AMS
15-Dec	15.1-27-02. Taxable Valuation and Mill Levy Certifications: Counties certify these reports; districts are responsible to assure they are filed	Adam Tescher	STARS
15-Dec	School Nutrition Program Verification Summary Report	Child Nutrition and Food Distribution	NDFOODS
15-Dec	15.1-15-01. Performance reviews - Written reports	School Approval and Opportunity	District Maintained
Mid-Dec	Annual Count for Neglected & Delinquent Programs	Educational Improvement and Support- Jennifer Withers	Email Jen Withers
01-10 Dec	Monthly USDA Foods Survey (*Food Order for February*)	Child Nutrition and Food Distribution	NDFOODS
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation)	DPI: Title Services	STARS

January 2024						
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Due Dates

Public Schools

2023-2024 School Year

February 2024						
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Due Date	Report Name	Contact Agency	Report Submission Platform
Ongoing	STARS data cleanliness (review validation report, staging area report, PowerSchool waiting for State ID)	School Approval & Opportunity -Steve Snow	STARS
10-Jan	Monthly Claim for School Nutrition Program Reimbursement (*December*)	Child Nutrition and Food Distribution	NDFOODS
01-10 Jan	Monthly USDA Foods Survey (*Food Order for March*)	Child Nutrition and Food Distribution	NDFOODS
13-Jan	Submit requests for ACT-authorized accommodations and/or supports for ACT State Testing	Assessment Office	ACT Platform
Jan 18 – May 4	STARS feeds enrollment data to TIDE establish a NDSA testing rosters TieNet feeds accommodation data to TIDE	Assessment Office	STARS / TieNet / TIDE
Jan 15 – Feb 16	Student Engagement Survey	School Approval & Opportunity -Steve Snow	COGNIA
Mid Jan –	English Learner – Annual ACCESS Assessment Test Window	Assessment Office	WIDA AMS
1-Feb	School Nutrition Program on-site review completed of multiple site programs	Child Nutrition and Food Distribution	NDFOODS
10-Feb	Monthly Claim for School Nutrition Program Reimbursement (*January*)	Child Nutrition and Food Distribution	NDFOODS
01-10 Feb	Monthly USDA Foods Survey (*Food Order for April*)	Child Nutrition and Food Distribution	NDFOODS
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: Title Services	STARS

March 2024						
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Due Dates

Public Schools

2023-2024 School Year

April 2024						
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Due Date	Report Name	Contact Agency	Report Submission Platform
Ongoing	STARS data cleanliness (review validation report, staging area report, PowerSchool waiting for State ID)	School Approval & Opportunity -Steve Snow	STARS
1-Mar	67-15-02-07 Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Initial	School Approval & Opportunity -Kelsie Howes	Email Kelsie Howes
1-Mar	67-19-02-07 Waiver of High School Unit Instructional Time (SFN 58169) – Initial	School Approval & Opportunity -Kelsie Howes	Email Kelsie Howes
10-Mar	Monthly Claim for School Nutrition Program Reimbursement (*February*)	Child Nutrition and Food Distribution	NDFOODS
01-10 Mar	Annual USDA Foods Survey	Child Nutrition and Food Distribution	NDFOODS
Mar – Apr	ACT State Test Window	Assessment Office	ACT Platform
Mar– May	NDSA Test Window – March 13 to May 5	Assessment Office	TIDE
Mar	TSI/CSI Status Reports 2 window	Educational Improvement and Support	WebGrants
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: Title Services	STARS
10-Apr	Monthly Claim for School Nutrition Program Reimbursement (*March*)	Child Nutrition and Food Distribution	NDFOODS
01-10 Apr	Fresh Fruit and Vegetable Grant Due	Child Nutrition and Food Distribution	NDFOODS
Mid Apr	Monthly USDA Foods Survey (*Food Order for August*)	Child Nutrition and Food Distribution	NDFOODS
15-Apr	15.1-15-02. Probationary teachers - Review of evaluations - Renewal and nonrenewal of contracts. (No Earlier than April 1)	District	District Maintained
15-Apr	15.1-14. All Administrator Contracts	Districts and REAs	District Maintained
15-Apr	Seal of Biliteracy Application (*to receive awards and seals prior to graduation*)	EL Program Office	NDDPI Online Form
15-Apr	15.1-15-01. Performance reviews - Written reports. (tenure teacher evals)	District	District Maintained
Late Apr – Mid May	Non-Participation Report for academic assessments – ACT Accountability Non-Participation Report in STARS; Enter NDSA Non-Participation Codes in TIDE	Assessment Office	STARS/TIDE
20 Apr to 20 May	Intent to Apply for Federal Title Funds	DPI: Title Services	WebGrants
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: Title Services	STARS

May 2024						
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June 2024						
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Due Date	Report Name	Contact Agency	Report Submission Platform
1-May	15.1-27-23. Request for Emergency Declaration (Storm Day Forgiveness) (SFN 51826)	School Approval and Opportunity	Email SFN to SAO office
1-May	15.1-15-02. Probatory teachers - Review of evaluations - Renewal and nonrenewal of contracts	District	District Maintained
Start of Summer School -15	MIS03 - Summer School Licensed Personnel Record (*must be done at least 15 days prior to starting Summer School*)	School Approval & Opportunity - Angie Thomas	STARS
10-May	Monthly Claim for School Nutrition Program Reimbursement (*April*)	Child Nutrition and Food Distribution	NDFOODS
01-10 May	Monthly USDA Foods Survey (*Food Order for September*)	Child Nutrition and Food Distribution	NDFOODS
15-May	Advanced Placement Summer Institute Training Application (SFN 61056)	Academic Support	Email Academic Support Office
May – July	Title I Rank and Serve (Process for districts with over 1,000 students)	Educational Improvement and Support	Spreadsheet: Email
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: Title Services	STARS
1-Jun	Cognia Continuous Improvement Plans / Strategy Maps – Accountability (ESSA)	School Approval & Opportunity - Arlene Wolf	Strategies - COGNIA
May - Jun	TSI/CSI Status Reports 3 window	Educational Improvement and Support	WebGrants
1-15 Jun	Title I Schoolwide Report in Cognia (ESSA)	Educational Improvement and Support	Diagnostics - COGNIA
1-Jun	Annual Summer Food Service Program Applications Due	Child Nutrition and Food Distribution	NDFOODS
1-Jun	Creation of New Schools (State deadline) Grade Reconfiguration (State deadline) District/School Closures (State deadline) Combining / Consolidation of Schools (state deadline)	School Approval and Opportunity	Email Joe Kolosky
1-Jun	Spring Calendar – (State deadline)	School Approval & Opportunity - Angie Thomas	STARS
10-Jun	Monthly Claim for School Nutrition Program Reimbursement (*May*)	Child Nutrition and Food Distribution	NDFOODS
15-Jun	15.1-07-34 Behavioral Health Professional Development	District	District Maintained
15-Jun	Suspension, Expulsion, & Truancy Report (ESSA)	Educational Improvement and Support	STARS
15-Jun	Ensure transcripts are certified in eTranscripts (State Scholarship)	School Approval & Opportunity - Jim Upgren	SLDS/e-Transcripts
15-Jun	Advanced Placement Exam Fee Submission Worksheet (SFN 61062)	Academic Support	Academic Support
Mid-June	Neglected and Delinquent, Title I, Part D, Subpart 2 Funding Application	Educational Improvement and Support	WebGrants
Mid-June	McKinney-Vento (Homeless) Funding Application	Educational Improvement and Support	WebGrants
30-Jun	Teacher Effectiveness Report (State and ESSA)	School Approval & Opportunity - Joe Kolosky	STARS
30-Jun	Spring STARS Enrollment Report (15.1-27-02. Per Student Payments)	School Approval & Opportunity - Steve Snow	STARS
30-Jun	Transportation* - (State Deadline – Reimbursement)	School Approval & Opportunity - Steve Snow	STARS
30-Jun	15.1-09-35. Reports by school boards on conditions of schools.	District	Submit to County Sup
30-Jun	15.1.07-26. School District demographics – Long- Term Planning (Every Even Year)	District	Must notify newspaper/public that report is available upon request
30-Jun	15.1-09-50. Board of education of city of Fargo - Powers.	Fargo District	Report to Mayor & City Council
May – July	Title I Rank and Serve (Process for districts with over 1,000 students)	Educational Improvement and Support	Email Spreadsheet to EIS
30-Jun	Consolidated Application for Federal Title Funds	DPI: Title Services	WebGrants