

This list of annual due dates was compiled by the North Dakota Department of Public Instruction (NDDPI), not as an all-inclusive list, but a comprehensive list with most of the dates for reporting to NDDPI, North Dakota Department of Career & Technology Education (CTE), and Cognia (AdvancED and Measured Progress are now Cognia). Schools/districts are encouraged to use this list and add other due dates as necessary (i.e., migrant school funding, early childhood programs, English Learner reports).

For any suggested additions or corrections, please contact the NDDPI at (701) 328-4571.

*These are reports that must have board approval. Some may need approval and are not marked.

NP yes: Non-public schools must complete this report

NP if applicable: Non-public schools may need to complete this report (i.e., if they participate in program.)

Due to COVID-19, some report submission dates have been amended to allow schools additional time for completion. These revised dates are listed below in red. As always, all reports can be submitted at any time prior to the due date.

Last updated August 26, 2020.

Due Date	Report Name	Contact Agency (Key on last page.)
August		
Jul-Aug	Federal Title Final Financial Report (due upon payment of all expenditures)	DPI: EES - Title I; AS - Title II; EL - Title III; EES - Title IV
Mid Aug – Mid April	Monthly USDA Foods Survey (Food Order for October) – NP if applicable	DPI: CNFD
Aug 30 Oct 2	ESSA Confirmation of Tribal Consultation Form (for only affected LEA's that meet criteria)	DPI: IME
Aug-Sep	Screen and identify English learners within 30 days of the first day of school (federal law)	DPI: IME
30 days following 1st day of school	Student Immunizations Records: Must be up-to-date in districts files – NP yes	NDDoH
30 days following 1st day of school	EL Identification – after the first 30 days of school, potential ELs must be screened and parents notified of eligibility within 2 weeks of enrollment (Federal law)	DPI: IME
September		
Oct 01	Summer School Enrollment Report– NP	DPI: SAO Steve Snow
Sept 01	School Nutrition Program Annual Program Renewal – NP if	DPI: CNFD
Sept 15 Oct 15	MIS01 - LEA Directory – NP yes	DPI: MIS
Sept 15 Oct 15	MIS02 - School Directory – NP yes	DPI: MIS
Sept 10	15.1-27-02 Per Student Payments - Employee Compensation 15.1-02-13 November 1 foundation aid cannot be processed until this report is submitted.	DPI: SFO Adam Tescher

Due Date	Report Name	Agency
Sept 15	*Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care October 1 Payment cannot be processed until the fall enrollment is submitted. NDCC 15.1-27-02.	DPI
Sept 15	EL District Test Coordinator Verification Forms Due (Required by peer review monitoring and tied to ELP screening which is required in the first 30 days of school)	DPI: AO
Sept 15 Oct 15	School District Financial Report November 1 foundation aid cannot be processed until this report is submitted.	DPI: SFO Adam Tescher
Sept 15 Oct 15	MIS01 - LEA Fall Report – NP yes	DPI: MIS
Sept 15 Oct 15	MIS02 - School Fall Report – NP yes	DPI: MIS
Sept 15 Oct 15	Fall Calendar – NP yes	DPI: SAO
Sept 15 Oct 15	State Funded Revised Budget and School Master Teaching Schedule	CTE
Mid Sept	Monthly USDA Foods Survey (Food Order for November) – NP if applicable	DPI: CNFD
Sept 19 Oct 19	MIS03 - Regular School Year Licensed Personnel Record – NP yes November 1 foundation aid cannot be processed until this report is submitted.	DPI: SAO
Sept 15 Oct 15	PER02 – Non-licensed Personnel Report November 1 foundation aid cannot be processed until this report is submitted.	DPI: SAO Steve Snow MIS Jill Frohlich
Sept	Update Bully Policy – NP yes	DPI: AS
October		
Oct 01	*15.1-06-06 School Annual Compliance Report – NP yes	
Oct 15	All districts may apply for a two-week extension that extends the due date to Oct 15. If a public school does not meet the approval requirements, Foundation Aid will be reduced by a prorated amount for each day the school is unapproved. NDCC 15.1-06-06 (5)	DPI: SAO
Oct 01	*LEA Annual Compliance Report – NP yes	DPI: SAO
Sept 15 Oct 1	EL Coordinator/Teacher/Test Administrator Acceptance Form	DPI: IME
Aug 28 Sept 18 Oct 2	*Consolidated Application	DPI: EES - Title I; AS - Title II; EL - Title III; EES - Title IV
Oct 10	Monthly Claim for School Nutrition Program Reimbursement (September)–NP if applicable	DPI: CNFD
Oct 15	Carl Perkins Revised Budgets	CTE
Jan/Feb	Monthly USDA Foods Survey (Food Order for December) – NP if applicable	DPI: CNFD

Due Date	Report Name	Agency
Ongoing	Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care	DPI: SAO Steve Snow for general enrollment
Oct 31	Targeted Support Improvement/Comprehensive Support Improvement Applications	DPI: EES
November		
Nov 01	School Immunization Report Due via North Dakota Immunization Information System (NDIIS) Website – NP yes	NDDoH
Nov 01	Professional Development	DPI: AS
Nov 01	EL Individualized Language Plans (ILPs) Complete	DPI: IME
Nov 10	Monthly Claim for School Nutrition Program Reimbursement (October) – NP if applicable	DPI: CNFD
Nov 15	School Nutrition Program Verification of 3% Free and Reduced – NP if applicable	DPI: CNFD
Mid Nov	Monthly USDA Foods Survey (Food Order for January) – NP if applicable	DPI: CNFD
Nov 30	English Learners - All ELs entered and identified in STARS for ACCESS Testing	DPI: AO
December		
Dec 01	Special Education Child Count	DPI: SpEd
Dec 10	Monthly Claim for School Nutrition Program Reimbursement (November) – NP if applicable	DPI: CNFD
Dec 11	Set up EL test sessions in WIDA AMS	DPI: AO
Dec 15	15.1-27-02. Taxable Valuation and Mill Levy Certifications: Counties certify these reports, Districts are responsible to assure they are filed January 1 foundation aid cannot be processed until this report is submitted.	DPI: SFO Adam Tescher
Dec 15	School Nutrition Program Verification Summary Report – NP if applicable	DPI: CNFD
Dec 15	15.1-15-01. Performance reviews - Written reports.	SAO
Mid Dec	Monthly USDA Foods Survey (Food Order for February) – NP if applicable	DPI: CNFD
Dec 30	Comparability Report (For LEA's with over 1000 students)	DPI: EES
January		
Jan 10	Monthly Claim for School Nutrition Program Reimbursement (December)-NP if applicable	DPI: CNFD
Jan 11	EL ACCESS Test Window Opens	DPI: AO
Mid Jan	Monthly USDA Foods Survey (Food Order for March) – NP if applicable	DPI: CNFD
Jan 18 to Feb 19	Student Engagement Survey	DPI: SAO
Jan 31	Update/Submit Bully Policy – NP yes	DPI: EES
Ongoing	Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care	DPI

Due Date	Report Name	Agency
February		
Feb 01	Equipment must be purchased	CTE
Feb 01	School Nutrition Program On site review completed of multiple site programs-NP if applicable	DPI: CNFD
Feb 10	Monthly Claim for School Nutrition Program Reimbursement (January) – NP if applicable	DPI: CNFD
Feb 12	EL ACCESS Test Materials – Last day to order	DPI: AO
Mid Feb	Monthly USDA Foods Survey (Food Order for April) – NP if applicable	DPI: CNFD
Mid Feb	All ELs participate in annual ELP Assessment	DPI: IME
Feb 19	EL ACCESS Test Window Closes	DPI: AO
March		
Mar 01	67-15-02-07 Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Initial	DPI: SAO
Mar 01	67-19-02-07 Waiver of High School Unit Instructional Time (SFN 58169) – Initial	DPI: SAO
Mar 10	Monthly Claim for School Nutrition Program Reimbursement (February) – NP if applicable	DPI: CNFD
Mid Mar	Annual USDA Foods Survey – NP if applicable	DPI: CNFD
Mid Mar	Intent for Federal Title Funds	DPI: EES - Title I; AS - Title II; EL - Title III; EES - Title IV
April		
Apr 01	Title III Consortium Agreements (need for Title III allocation calculations)	DPI: IME
Apr 10	Monthly Claim for School Nutrition Program Reimbursement (March) - NP if applicable	DPI: CNFD
Mid Apr	Fresh Fruit and Vegetable Grant Due - NP may apply for grants	DPI: CNFD
Mid Apr	Monthly USDA Foods Survey (Food Order for August) – NP if applicable	DPI: CNFD
April 15	15.1-15-02. Probationary teachers - Review of evaluations - Renewal and nonrenewal of contracts. (No Earlier than April 1)	Districts
April 15	CHAPTER 15.1-14 – All Administrator Contracts by April 15	Districts and REAs
April 15	ND Seal of Biliteracy Applications (to receive by graduation) If a seal is not needed for graduation, students have until July 30, 2021 to apply.	DPI: IME
Apr 30	State Funded Annual Plans and New Programs Request Due	CTE
Ongoing	Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care	DPI: SFO Steve Snow for general enrollment
April 15	15.1-15-01. Performance reviews - Written reports. (tenure teacher evals)	SAO
May		
May 01	Cognia Continuous Improvement Plans/Strategy Maps – Accountability (ESSA)	DPI: SAO
May 01	15.1-27-23. Request for Emergency Declaration (aka-Storm Day Forgiveness) (SFN 51826)	DPI: SAO
May 01	15.1-15-02. Probationary teachers - Review of evaluations - Renewal and nonrenewal of contracts	Districts

Due Date	Report Name	Agency
15 Days Prior to Start of Summer School	MIS03 - Summer School Licensed Personnel Record – NP if applicable	DPI: SAO
May 10	Monthly Claim for School Nutrition Program Reimbursement (April) – NP if applicable	DPI: CNFD
May 15	Carl Perkins Plan	CTE
May 15	Advanced Placement Summer Institute Training Application (SFN 61056)	DPI: AS
Mid May	ACT Non-Participation – NP yes	DPI: AO
Mid May	Monthly USDA Foods Survey (Food Order for September) – NP if applicable	DPI: CNFD
May 31	State Funded Reimbursement claims including Advisory Committee Minutes & Teacher Contracts	CTE
May	Title I Targeting (For LEA's with over 1000 students)	DPI: EES
	June	
Jun 01	Title I Schoolwide Plan in Cogna - ESSA	DPI: EES
Jun 01	Annual Summer Food Service Program Applications Due – NP if applicable	DPI: CNFD
Jun 01	Creation of New Schools* – NP if applicable (State deadline)	DPI: SAO/SFO
Jun 01	Grade Reconfiguration* – NP if applicable (State deadline)	DPI: SAO
Jun 01	District/School Closures* – NP if applicable (State deadline)	DPI: SAO/SFO
Jun 01	Combining/Consolidation of Schools* – NP if applicable (State deadline)	DPI: SAO/SFO
Jun 01	Spring Calendar – (State deadline)	NDDPI
Jun 10	Monthly Claim for School Nutrition Program Reimbursement (May) – NP if applicable	DPI: CNFD
Jun 15	Behavioral Health Professional Development	DPI: EES
Jun 15	Suspension, Expulsion, & Truancy Report – NP yes (ESSA)	DPI: EES
Jun 15	Ensure transcripts are certified in eTranscripts (State Scholarship)	DPI: SAO
Jun 15	Advanced Placement Exam Fee Submission Worksheet (SFN 61062)	DPI: AS
Jun 30	Choice Ready Report –Accountability (State and ESSA)	DPI: MIS
Jun 30	Teacher Effectiveness Report (State and ESSA)	DPI: SAO
Jun 30	15.1-27-02 Per Student Payments – Required Reports (Enrollment Report Spring - All must be accurate (no errors)	DPI: SAO Steve Snow
Jun 30	Career Planning within the Enrollment Report	DPI: SAO
Jun 30	*Transportation (State Deadline – Reimbursement)	DPI: SAO Steve Snow
Jun 30	Graduation Report –Accountability Report (State and ESSA)	DPI: SAO
Jun 30	15.1-21-08.1. Parental directive - Administration of tests and assessments - Report.	DPI: AO
Jun 30	15.1-06-18 School report Review	SAO
Jun 30	15.1-09-35. Reports by school boards on conditions of schools.	District
Jun 30	15.1.07-26 School District demographics – Long- Term Planning (Every Even Year)	District
Jun 30	15.1-09-50. Board of education of city of Fargo - Powers.	Fargo

Due Date	Report Name	Agency
	July	
July 1	67-15-02-07. Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Extension	SAO
July 1	67-19-02-07 Waiver of High School Unit Instructional Time (SFN 58169) – Extension	SAO
July 15	Access Non-Participation (for districts w/EL students)	DPI: AO
July 30	ND Seal of Biliteracy Applications	DPI: IME
Jul-Aug	Federal Title Final Financial Report (due upon payment of all expenditures)	DPI: EES - Title I; AS - Title II; EL - Title III; EES - Title IV

*These are reports that must have board approval (not all-inclusive).

NP yes: Non-public schools must complete this report

NP if applicable: Non-public schools may need to complete this report (i.e., if they participate in program).

- AO – Assessment Office
- AS – Academic Support
- CNFD – Child Nutrition & Food Distribution
- CTE – Department of Career & Technical Education
- EES – Educational Equity & Support
- EL – English Learners
- IM – Indian/Multicultural Education (EL/Migrant)
- MIS – Management Information System
- NDDoH – North Dakota Department of Health
- SAO – School Approval & Opportunity
- SFO – School Finance & Organization
- SpEd – Special Education