

## 2022-2023 NDDPI Due Date Document

This list of annual due dates was compiled by the North Dakota Department of Public Instruction (NDDPI), not as an all-inclusive list but as a comprehensive list with most of the dates for reporting to NDDPI, North Dakota Department of Career & Technology Education (CTE), and 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) 328-2755.

\*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 the program.)

Last updated August 5, 2022

Due Date	Report Name	Contact Agency (key on last page)
<b>August</b>		
Early July	Federal Title Programs District Year-End Processes (Final claims, detailed ledgers, status reports, and set-aside reports due upon payment of all expenditures)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
Mid Aug – Mid April	Monthly USDA Foods Survey (Food Order for October) – NP if applicable	DPI: CNFD
Last Friday of Aug	Consolidated Application Budget for Federal Title Funds	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
Aug 30	ESSA Confirmation of Tribal Consultation Form (only affected districts that meet criteria)	DPI: IM
Aug – Sept	English Learners: Screen and identify English learners and send out parent notification of eligibility within 30 days of the first day of school	DPI: IM
30 days following 1st day of school	Student Immunizations Records: Must be up to date in district files – NP yes	NDDoH
<b>September</b>		
Sept 01	Summer School – NP may get approved but would not fill out the enrollment report	DPI: SAO Steve Snow
Sept 01	School Nutrition Program Annual Program Renewal – NP if	DPI: CNFD
Sept 09	MIS01 - LEA Directory – NP yes	DPI: MIS
Sept 09	MIS02 - School Directory – NP yes	DPI: MIS
Sept 10	Monthly Claim for School Nutrition Program Reimbursement (August) – NP if applicable	DPI: CNFD
Sept 10	15.1-27-02. Per Student Payments - Employee Compensation	DPI: SFO Adam Tescher
Sept 11	15.1-02-13. School District Employee Compensation Report	DPI: SFO Adam Tescher
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, and N&D	DPI: SAO Steve Snow for general enrollment
Sept 15	School District Financial Report	DPI: SFO Adam Tescher
Sept 15	MIS01 - LEA Fall Report – NP yes	DPI: MIS
Sept 15	MIS02 - School Fall Report – NP yes	DPI: MIS
Sept 15	Fall Calendar – NP yes	DPI: SAO

Due Date	Report Name	Agency
Sept 15	State-Funded Revised Budget and School Master Teaching Schedule	CTE
Sept 15	English Learners – Submit Verification of Test Administrator, Assessment Training and EL Coordinator Role Acceptance	DPI: AO, IM
Sept 16	McKinney-Vento (Homeless) Funding Application	DPI: EIS
Mid Sept	Monthly USDA Foods Survey (Food Order for November) – NP if applicable	DPI: CNFD
Sept 30	MIS03 - Regular School Year Licensed Personnel Record – NP yes	DPI: SAO
Sept 30	PER02 - Nonlicensed Personnel Report	DPI: SAO Steve Snow; MIS: Jill Frohlich
Sept – Oct	Targeted and Comprehensive Support for Improvement (TSI/CSI) Funding Application	DPI: EIS
Sept 30	English Learners – Create/Update Annual Individualized Language Plans (ILP) for ELs	DPI: IM
Sept 30	Update Bully Policy – NP yes	DPI: EIS
<b>October</b>		
Oct 01	15.1-06-06. School Annual Compliance Report* – NP yes	DPI: SAO
Oct 01	LEA Annual Compliance Report* – NP yes	DPI: SAO
Oct 01	The Reading Curriculum & Professional Development Report	DPI: AS
Oct 10	Monthly Claim for School Nutrition Program Reimbursement (September)–NP if applicable	DPI: CNFD
Oct 15	Carl Perkins Revised Budgets	CTE
Mid Oct	Monthly USDA Foods Survey (Food Order for December) – NP if applicable	DPI: CNFD
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, and N&D	DPI: SFO Steve Snow for general enrollment
<b>November</b>		
Nov 01	School Immunization Report Due via North Dakota Immunization Information System (NDIIS) Website – NP yes	NDDoH
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	Title I Comparability Report (for large districts with over 1,000 students)	DPI: EIS
Nov 30	English Learners - Ensure all ELs are entered and identified in STARS for ACCESS Test file; review STARS Enrollment validation errors	DPI: AO
<b>December</b>		
Dec 01	Special Education Child Count	DPI: SpEd
Dec 10	Monthly Claim for School Nutrition Program Reimbursement (November) – NP if applicable	DPI: CNFD
Dec 15	Set up EL test sessions, review/modify accommodations, and add ALT status 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	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	Annual Count for Neglected & Delinquent Programs	DPI: EIS
Mid Dec	Monthly USDA Foods Survey (Food Order for February) – NP if applicable	DPI: CNFD

Due Date	Report Name	Agency
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>January</b>		
Jan 10	Monthly Claim for School Nutrition Program Reimbursement (December)-NP if applicable	DPI: CNFD
Mid – Jan	Monthly USDA Foods Survey (Food Order for March) – NP if applicable	DPI: CNFD
Jan 13	Submit requests for ACT-authorized accommodations and/or supports for ACT State Testing	DPI: AO
Jan 18 – May 4	Student data file upload of individual student enrollment records in STARS to TIDE – Ensure accuracy of student enrollment records and information in STARS	DPI: AO
Jan 19	Individual student assessment accommodations and designated supports file upload from TIENET to TIDE – Review and maintain accuracy of student accessibility information in TIDE	DPI: AO
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
Jan 16 – Feb 17	Student Engagement Survey	DPI: SAO
Mid Jan – Mid Feb	English Learner – Annual ACCESS Assessment Test Window	DPI: AO
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>February</b>		
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
Mid Feb	Monthly USDA Foods Survey (Food Order for April) – NP if applicable	DPI: CNFD
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>March</b>		
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
Mar – Apr	ACT State Test Window	DPI: AO
Mar– May	NDSA Test Window – March 13 to May 5	DPI: AO
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>April</b>		
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

Due Date	Report Name	Agency
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	15.1-14. All Administrator Contracts	Districts and REAs
April 30	State-Funded Annual Plans and New Programs Request	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: SAO Steve Snow for general enrollment
April 15	Seal of Biliteracy Applications	DPI: IM
April 15	15.1-15-01. Performance reviews - Written reports. (tenure teacher evals)	DPI: SAO
Late Apr – Mid May	Non-Participation Report for academic assessments – ACT Accountability Non-Participation Report in STARS; Enter NDSA Non-Participation Codes in TIDE	DPI: AO
Apr – May	Intent to Apply for Federal Title Funds	DPI: EIS - Title I/IV; AS - Title II/V; EL - Title III
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>May</b>		
May 01	Cognia Continuous Improvement Plans / Strategy Maps – Accountability (ESSA)	DPI: SAO
May 01	15.1-27-23. Request for Emergency Declaration (Storm Day Forgiveness) (SFN 51826)	DPI: SAO
May 01	15.1-15-02. Probationary teachers - Review of evaluations - Renewal and nonrenewal of contracts	Districts
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	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 – July	Title I Rank and Serve (Process for districts with over 1,000 students)	DPI: EIS
Dec – May	Federal Title Program Monitoring (selected districts must submit initial monitoring reports and supporting documentation in STARS)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>June</b>		
June 01	Title I Schoolwide Plan in Cognia (ESSA)	DPI: EIS
June 01	Annual Summer Food Service Program Applications Due – NP if applicable	DPI: CNFD
June 01	Creation of New Schools* – NP if applicable (State deadline)	DPI: SAO/SFO
June 01	Grade Reconfiguration* – NP if applicable (State deadline)	DPI: SAO

Due Date	Report Name	Agency
June 01	District/School Closures* – NP if applicable (State deadline)	DPI: SAO/SFO
June 01	Combining/Consolidation of Schools* – NP if applicable (State deadline)	DPI: SAO/SFO
June 01	Spring Calendar – (State deadline)	NDDPI
June 10	Monthly Claim for School Nutrition Program Reimbursement (May) – NP if applicable	DPI: CNFD
June 15	Behavioral Health Professional Development	DPI: EIS
June 15	Suspension, Expulsion, & Truancy Report – NP yes (ESSA)	DPI: EIS
June 15	Ensure transcripts are certified in eTranscripts (State Scholarship)	DPI: SAO
June 15	Advanced Placement Exam Fee Submission Worksheet (SFN 61062)	DPI: AS
Mid June	Neglected and Delinquent, Title I, Part D, Subpart 2 Funding Application	DPI: EIS
Mid June	McKinney-Vento (Homeless) Funding Application	DPI: EIS
June 30	Choice Ready Report –Accountability (State and ESSA)	DPI: MIS
June 30	Teacher Effectiveness Report (State and ESSA)	DPI: SAO
June 30	15.1-27-02. Per Student Payments – Required Reports (Enrollment Report Spring - All must be accurate (no errors))	DPI: SAO Steve Snow
June 30	Career Planning within the Enrollment Report	DPI: SAO
June 30	Transportation* - (State Deadline – Reimbursement)	DPI: SAO Steve Snow
June 30	Graduation Report –Accountability Report (State and ESSA) within Enrollment Report	DPI: SAO
June 30	15.1-06-18. School report Review	DPI: SAO
June 30	15.1-09-35. Reports by school boards on conditions of schools.	District
June 30	15.1.07-26. School District demographics – Long- Term Planning (Every Even Year)	District
June 30	15.1-09-50. Board of education of city of Fargo - Powers.	Fargo District
May – July	Title I Rank and Serve (Process for districts with over 1,000 students)	DPI: EIS
June 30	Consolidated Application for Federal Title Funds*	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
<b>July</b>		
Early July	Federal Title Programs District Year-End Processes (Final claims, detailed ledgers, status reports, and set-aside reports due upon payment of all expenditures)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III
July 01	67-15-02-07. Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Extension	DPI: SAO
July 01	67-19-02-07. Waiver of High School Unit Instructional Time (SFN 58169) – Extension	DPI: SAO
July 31	Seal of Biliteracy Application	DPI: IM
July – Aug	Federal Programs Year-End Processes (Final claims, detailed ledgers, status reports, and set-aside reports due upon payment of all expenditures)	DPI: EIS - Title I/IV; AS - Title II/V; IM - Title III;

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AO – Assessment Office

AS – Academic Support

CNFD – Child Nutrition & Food Distribution

EIS – Educational Improvement & Support

IM – Indian/Multicultural Education (EL/Migrant)

MIS – Management Information System

SAO – School Approval & Opportunity

SFO – School Finance Officer

CTE – Department of Career & Technical Education

NDDoH – North Dakota Department of Health