

## 2009-2010 Superintendents Checklist

**NOTES:** To check off an item when it is complete, highlight the box and press the letter a. To reach an ESE staff contact, dial 781-338 + Extension.

Done?	Due by	Ongoing Tasks	Links	Extension	ESE Staff Contact
	Ongoing	<b>File</b> individual School Safety Incident & Discipline Reports with Dept. of E&S Education (ESE) as required. Final data due by July 30.	<a href="http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf">http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf</a>	3639	<a href="#">Helene Bettencourt</a>
	Ongoing	<b>Submit</b> requests for waivers for educators who are unlicensed for their current teaching assignment.	<a href="http://www.doe.mass.edu/educators/waiver_setup.html">http://www.doe.mass.edu/educators/waiver_setup.html</a>	3065	<a href="#">Nancy Perkins</a>
	Ongoing	<b>Report</b> to local fire dept. any fire in school or on school grounds. <b>Conduct</b> fire drills at start of school year and during the year as required by state law and local fire chief.	<a href="http://www.doe.mass.edu/news/news.asp?id=2996">http://www.doe.mass.edu/news/news.asp?id=2996</a> <a href="http://www.mass.gov/Eeops/docs/dfs/osfm/advisories/comprehensiveschoolregs.pdf">http://www.mass.gov/Eeops/docs/dfs/osfm/advisories/comprehensiveschoolregs.pdf</a> <a href="http://www.doe.mass.edu/lawsregs/603cmr18.html?section=04">http://www.doe.mass.edu/lawsregs/603cmr18.html?section=04</a>	6300	<a href="#">John Bynoe</a>
	Ongoing	<b>Obtain</b> Special Education reimbursement from Medicaid. Reimbursement for municipal districts goes to municipality.	<a href="http://www.mass.gov/Eohhs2/docs/mashealth/bull_2009/sbm-17.pdf">http://www.mass.gov/Eohhs2/docs/mashealth/bull_2009/sbm-17.pdf</a>	6594	<a href="#">Jay Sullivan</a>
	Ongoing	<b>Mail</b> <i>Parent's Notice of Procedural Safeguards</i> to all households with students found eligible for special education once during each school year.	<a href="http://www.doe.mass.edu/news/news.asp?id=4038">http://www.doe.mass.edu/news/news.asp?id=4038</a>		
	Ongoing	<b>Submit</b> cash requests for state grants and federal thru-state grants.	<a href="http://finance1.doe.mass.edu/Grants/">http://finance1.doe.mass.edu/Grants/</a>	6561	<a href="#">Ron Honesty</a>
	Ongoing	<b>Send</b> notice to Commissioner within 30 days of any dismissal, non-renewal, resignation, other discipline of licensed educator arising from misconduct that might give cause to limit or revoke educator's license.	<a href="http://www.doe.mass.edu/news/news.asp?id=4749">http://www.doe.mass.edu/news/news.asp?id=4749</a>	3411	<a href="#">Terry Roy</a>

Done?	Due by	August 2009 Tasks	Links	Extension	ESE Staff Contact
	8/10	<b>Access</b> preliminary student-level performance level and scaled score results for all spring <b>MCAS</b> tests (ELA preliminary results are re-released along with the newly released Math and STE results). Principals <b>access</b> Portfolio Feedback Forms (PFFs) for students who participated in the <b>MCAS-Ait</b> .	<a href="http://www.doe.mass.edu/mcas">http://www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	8/10-8/19	<b>Report</b> discrepancies for <b>MCAS</b> and <b>MCAS-Ait</b> results, as needed.	<a href="http://www.mcasservicecenter.com">www.mcasservicecenter.com</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Mid-/Late August	<b>View</b> preliminary 2009 Adequate Yearly Progress (AYP) data for districts and schools via <i>MA ESE Security Portal</i> .	<a href="http://www.doe.mass.edu/sda/ayp/">http://www.doe.mass.edu/sda/ayp/</a>	3550	<a href="mailto:ayp@doe.mass.edu">ayp@doe.mass.edu</a>
	Late August	<b>Notify</b> parents/guardians of children attending Title I schools identified for improvement, corrective action, or restructuring status of No Child Left Behind (NCLB) school choice options, if applicable.	<a href="http://www.doe.mass.edu/nclb/choice.html">http://www.doe.mass.edu/nclb/choice.html</a>	3550	<a href="mailto:ayp@doe.mass.edu">ayp@doe.mass.edu</a>
	8/31	<b>Complete</b> and <b>submit</b> all grant applications. Approval date for grants marks the initial spending date.	<a href="http://finance1.doe.mass.edu">http://finance1.doe.mass.edu</a>		
	8/31	<b>Inform</b> all educators teaching core academic subject areas of their Highly Qualified Status.	<a href="http://www.doe.mass.edu/nclb/hq/hq_faq.html">http://www.doe.mass.edu/nclb/hq/hq_faq.html</a>	6680	<a href="#">HQTHelp</a>
	8/31	<b>Check</b> on licensure status of all educators.	<a href="http://www.doe.mass.edu/news/news.asp?id=4237">http://www.doe.mass.edu/news/news.asp?id=4237</a>	3065	<a href="#">Nancy Perkins</a>
	8/31	<b>Submit</b> FY09 Supplemental Educational Services (SES) data.	<a href="http://www.doe.mass.edu/news/news.asp?id=4858">http://www.doe.mass.edu/news/news.asp?id=4858</a>	6328	<a href="mailto:sesproviders@doe.mass.edu">sesproviders@doe.mass.edu</a>

	8/31	Submit FY09 Title I data using Title I Data Collection Application.	<a href="http://www.doe.mass.edu/news/news.asp?id=4858">http://www.doe.mass.edu/news/news.asp?id=4858</a>	6230	<a href="mailto:titlei@doe.mass.edu">titlei@doe.mass.edu</a>
Done?	Due by	September 2009 Tasks	Links	Extension	ESE Staff Contact
	8/10-9/4	Superintendents and principals <b>file MCAS-Alt</b> Score Appeals, as needed.	<a href="http://www.doe.mass.edu/mcas/alt/scoreappeal_overview.html">http://www.doe.mass.edu/mcas/alt/scoreappeal_overview.html</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Early September	ESE releases <b>MCAS</b> state results.	<a href="http://www.doe.mass.edu/mcas">http://www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	9/15	Superintendents <b>receive</b> printed <i>Parent/Guardian Reports</i> for students who participated in spring <b>MCAS</b> and <b>MCAS-Alt</b> .	<a href="http://www.doe.mass.edu/mcas/alt">www.doe.mass.edu/mcas/alt</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	9/15	Superintendents <b>access</b> final embargoed spring <b>MCAS</b> school and district summary reports.	EDW on the Department's Security Portal: <a href="http://www4.doemass.org/auth/Login/">www4.doemass.org/auth/Login/</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	9/19	<b>Update</b> Directory Administration about school and district contact information.	<a href="http://www.doe.mass.edu/infoservices/data/diradmin/default.html">http://www.doe.mass.edu/infoservices/data/diradmin/default.html</a>	3639	<a href="mailto:Helene.Bettencourt@doe.mass.edu">Helene Bettencourt</a>
	9/19	<b>Notify</b> ESE of school openings/closings via downloadable forms.	<a href="http://www.doe.mass.edu/infoservices/data/diradmin/default.html">http://www.doe.mass.edu/infoservices/data/diradmin/default.html</a>	3639	<a href="mailto:Helene.Bettencourt@doe.mass.edu">Helene Bettencourt</a>
	Mid-September	ESE releases <b>MCAS</b> district and school performance level results to the public.	<a href="http://profiles.doe.mass.edu/state_report/mcas.aspx">http://profiles.doe.mass.edu/state_report/mcas.aspx</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Mid-September	<b>View</b> 2009 Adequate Yearly Progress (AYP) reports for all schools and districts.	<a href="http://www.doe.mass.edu/sda/ayp/2009/">http://www.doe.mass.edu/sda/ayp/2009/</a>	3550	<a href="mailto:ayp@doe.mass.edu">ayp@doe.mass.edu</a>
	Mid-September	<b>Notify</b> parents/guardians of low-income children attending Title I schools identified for improvement (year 2), corrective action, or restructuring status of No Child Left Behind (NCLB) Supplemental Educational Services (SES) options.	<a href="http://www.doe.mass.edu/ses/">http://www.doe.mass.edu/ses/</a>	6328	<a href="mailto:sesproviders@doe.mass.edu">sesproviders@doe.mass.edu</a>
	9/21-10/2	Principals receive <b>MCAS-Alt</b> portfolios.	<a href="http://www.doe.mass.edu/mcas/alt">www.doe.mass.edu/mcas/alt</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	9/30	<b>Submit</b> End-of-year Financial Report (for prior school year, except charter schools).	<a href="http://finance1.doe.mass.edu/account/">http://finance1.doe.mass.edu/account/</a>	6594	<a href="mailto:Jay.Sullivan@doe.mass.edu">Jay Sullivan</a>
	9/30	<b>Inform</b> teachers, administrators, and other professional staff of reporting requirements relating to fires. (G.L. c.71, s. 37L, as amended by St. 2006, c. 80)	<a href="http://www.doe.mass.edu/news/news.asp?id=2996">http://www.doe.mass.edu/news/news.asp?id=2996</a>		
	9/30	<b>Notify</b> parents/guardians of children attending Title I schools of their right to know certain information about teacher qualifications.	<a href="http://www.doe.mass.edu/nclb/hq/samples.html">http://www.doe.mass.edu/nclb/hq/samples.html</a>	6230	<a href="mailto:titlei@doe.mass.edu">titlei@doe.mass.edu</a>
	9/30	<b>Designate</b> Civil Rights Coordinator. (603 CMR 26.00; federal civil rights laws)*			
	9/30	<b>Send</b> Civil Rights and Equal Education notices to all staff, notifying of training dates. (603 CMR 26.00)*			
	9/30	<b>Send</b> employee/minimum wage information notice to all school employees.*			
	9/30	<b>Hold</b> School Council elections for parent, teacher, and community representatives.	<a href="http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/">http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/</a>	6300	<a href="mailto:John.Bynoe@doe.mass.edu">John Bynoe</a>

9/30	<b>Send</b> Student Records Notice to Parents: annual notice regarding rights of parents and eligible students; release of certain information to military recruiters unless parents opt out; release of directory information. Notice may be included in the school/student handbook. (603 CMR 23.07 (4){a})	<a href="http://www.doe.mass.edu/lawsregs/603cmr27.html?Section=07">http://www.doe.mass.edu/lawsregs/603cmr27.html?Section=07</a>	3400	<a href="#">Kathy LeBlanc</a>
9/30	<b>Send</b> sex education course information and opt-out information to parents/guardians (MGL c. 71, s. 32A).	<a href="http://www.mass.gov/legis/laws/mgl/71-32a.htm">http://www.mass.gov/legis/laws/mgl/71-32a.htm</a>	6300	<a href="#">John Bynoe</a>
9/30	<b>Send</b> notice to parents of privacy rights under federal Protection of Pupil Rights Act.	<a href="http://www.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html">http://www.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html</a>	3400	<a href="#">Kathy LeBlanc</a>
9/30	<b>Publish</b> Student Handbook, including anti-hazing notice to students. (MGL c. 269, s. 19 and 603 CMR 33.00; MGL c. 71, s. 37H)	<a href="http://www.mass.gov/legis/laws/mgl/71-37h.htm">http://www.mass.gov/legis/laws/mgl/71-37h.htm</a>	6300	<a href="#">John Bynoe</a>
9/30	<b>Review</b> Universal Health Precautions with all staff. This should happen annually.		6300	<a href="#">John Bynoe</a>
9/30	<b>Hold</b> training on schools' physical restraint policy within the first month of every school year and within a month of new employee hires. (603 CMR 46.00)	<a href="http://www.doe.mass.edu/lawsregs/603cmr46.html?Section=03">http://www.doe.mass.edu/lawsregs/603cmr46.html?Section=03</a>	3780	<a href="#">George Haile</a>

Done?	Due by	October 2009 Tasks	Links	Extension	ESE Staff Contact
	10/1-28	Schools <b>administer</b> fall MELA-O to specified LEP students (grades 1-12).	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	10/15	<b>Submit</b> Graduation Rate Application to ESE.	<a href="http://www.doe.mass.edu/infoservices/reports/gradrates/">http://www.doe.mass.edu/infoservices/reports/gradrates/</a>	3582	<a href="#">Rob Curtin</a>
	10/19-28	Schools <b>administer</b> fall MEPA-R/W to specified LEP students (grades 1-12).	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	10/28	<b>Submit</b> Oct. 1 SIMS (Student Information Management System) data.	<a href="http://www.doe.mass.edu/infoservices/data/sims">http://www.doe.mass.edu/infoservices/data/sims</a>	3639	<a href="#">Helene Bettencourt</a>
	10/31	<b>Submit</b> FR-1 to ESE; Final Expenditure reports for Federal grants.	<a href="http://finance1.doe.mass.edu/Grants/">http://finance1.doe.mass.edu/Grants/</a>	6561	<a href="#">Ron Honesty</a>
	10/31	<b>Complete</b> Annual Evacuation Training for students. See Chapter 159 of the Acts of 2000, Section 363.	<a href="http://www.mass.gov/Eeops/docs/dfs/osfm/cmr/cmr_secured/527010.pdf">http://www.mass.gov/Eeops/docs/dfs/osfm/cmr/cmr_secured/527010.pdf</a>	6300	<a href="#">John Bynoe</a>
	10/31	<b>Complete</b> and <b>review</b> Annual Multi-hazard Evacuation Plan for each school with fire chief and police chief.	<a href="http://www.mass.gov/legis/laws/seslaw00/sl000159.htm">http://www.mass.gov/legis/laws/seslaw00/sl000159.htm</a>	6300	<a href="#">John Bynoe</a>
	10/30	Principals <b>return</b> fall MEPA test materials.	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	10/31	<b>Conduct</b> , along with chief of police, bus evacuation drills and vehicle evaluations.	<a href="http://www.mass.gov/legis/laws/mgl/90-7b.htm">http://www.mass.gov/legis/laws/mgl/90-7b.htm</a>	6300	<a href="#">John Bynoe</a>
	10/31	Principals <b>appoint</b> Crisis/Evacuation Team for each school.		6300	<a href="#">John Bynoe</a>
	10/31	Chief of police and Department of Public Works <b>complete</b> Playground/PE safety check.		6300	<a href="#">John Bynoe</a>
	10/31	<b>Send</b> Nutrition Program Reports and Claim Forms (school lunch/breakfast) to parents/guardians.	<a href="http://www.doe.mass.edu/cnp/financial.html">http://www.doe.mass.edu/cnp/financial.html</a>	6479	<a href="#">Katie Millett</a>

Done?	Due by	November 2009 Tasks	Links	Extension	ESE Staff Contact
-------	--------	---------------------	-------	-----------	-------------------

	11/1-11/30	<b>Ensure</b> that educators new to the district are enrolled in induction programs.	<a href="http://www.doe.mass.edu/educators/mentor">http://www.doe.mass.edu/educators/mentor</a>	6680	<a href="#">Simone Lynch</a>
	11/4-10	High schools <b>administer MCAS</b> November ELA and Mathematics retests.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	11/12	<b>Submit</b> Individual Private School Report.	<a href="http://www.doe.mass.edu/infoservices/data/samples/isr.pdf">http://www.doe.mass.edu/infoservices/data/samples/isr.pdf</a>	3639	<a href="#">Helene Bettencourt</a>
	11/13	High school principals <b>return MCAS</b> November retest materials.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>

Done?	Due by	December 2009 Tasks	Links	Extension	ESE Staff Contact
	12/16	<b>Submit</b> EPIMS October 1 data.	<a href="http://www.doe.mass.edu/infoservices/data/epims/">http://www.doe.mass.edu/infoservices/data/epims/</a>	3639	<a href="#">Helene Bettencourt</a>
	1/9	<b>Submit</b> Superintendent Certification Statement certifying the accuracy of the October 1 SIMS data.	<a href="http://www.doe.mass.edu/infoservices/data/sims/schedule.html">http://www.doe.mass.edu/infoservices/data/sims/schedule.html</a>	3639	<a href="#">Helene Bettencourt</a>

Done?	Due by	January 2010 Tasks	Links	Extension	ESE Staff Contact
	1/1	<b>Submit</b> Independent Financial Audit and Charter School End-of-Year Financial Report. Charter Schools only.	<a href="http://finance1.doe.mass.edu/charter/1_account.html">http://finance1.doe.mass.edu/charter/1_account.html</a>	3200	<a href="#">Mary Street</a>
	1/30	<b>Submit</b> District Technology Plan.	<a href="http://www.doe.mass.edu/edtech/planning.html">http://www.doe.mass.edu/edtech/planning.html</a>	6831	<a href="#">Baiba Ozols</a>
	1/23-3/30	<b>Update</b> Directory Administration about school and district contact information.	<a href="http://www.doe.mass.edu/infoservices/data/diradmin/">http://www.doe.mass.edu/infoservices/data/diradmin/</a>	3639	<a href="#">Helene Bettencourt</a>
	1/1-5/31	<b>Notification</b> of public hearing on annual budget by School Committee. (G.L. c. 71, § 38N)	<a href="http://www.mass.gov/legis/laws/mgl/71-38n.htm">http://www.mass.gov/legis/laws/mgl/71-38n.htm</a>	6520	<a href="#">Christine Lynch</a>

Done?	Due by	February 2010 Tasks	Links	Extension	ESE Staff Contact
	2/1-2/28	<b>Review</b> and <b>approve</b> Individual Professional Development Plans.	<a href="http://www.doe.mass.edu/pd/01guideline/">http://www.doe.mass.edu/pd/01guideline/</a>	3238	<a href="#">Amanda Swinton</a>
	2/1-2	High schools <b>administer MCAS</b> February Biology test.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	2/5	High school principals <b>return MCAS</b> February Biology test materials.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>

Done?	Due by	March 2010 Tasks	Links	Extension	ESE Staff Contact
	3/1	<b>Maintain</b> individual professional development plans leading to re-licensure.	<a href="http://www.doe.mass.edu/pd/">http://www.doe.mass.edu/pd/</a>	3238	<a href="#">Amanda Swinton</a>
	3/1	<b>Submit</b> February 15 Charter School Claim Form. Charter Schools only.	<a href="http://finance1.doe.mass.edu/charter/default.html">http://finance1.doe.mass.edu/charter/default.html</a>	6586	<a href="#">Hadley Cabral</a>
	3/1-5	High schools <b>administer MCAS</b> March ELA and Mathematics retests.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	3/5	<b>Submit</b> School-Attending Children Report. (not submitted by charter and regional voc/tech schools)	<a href="http://www.doe.mass.edu/infoservices/news04/0205sac.html">http://www.doe.mass.edu/infoservices/news04/0205sac.html</a>	3639	<a href="#">Helene Bettencourt</a>
	3/9	High school principals <b>return MCAS</b> March retest materials.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	3/19	<b>Submit</b> 2010-2011 Charter School Pre-Enrollment Report. Charter Schools only.	<a href="http://finance1.doe.mass.edu/charter/default.html">http://finance1.doe.mass.edu/charter/default.html</a>	6586	<a href="#">Hadley Cabral</a>

	2/22–3/17	Schools <b>administer</b> spring MELA-O to LEP students (grades K–12).	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	3/3–17	Schools <b>administer</b> spring MEPA-R/W to LEP students (grades K–12).	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Late March	Principals <b>return</b> spring MEPA testing materials.	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	3/25	<b>Submit</b> March 1 SIMS data.	<a href="http://www.doe.mass.edu/infoservices/data/sims/schedule.html">http://www.doe.mass.edu/infoservices/data/sims/schedule.html</a>	3639	<a href="mailto:Helene.Bettencourt@doe.mass.edu">Helene Bettencourt</a>
	3/30	<b>Send</b> School and District "Report Cards" to parents as required by Title I of ESEA of 2001. (NCLB)	<a href="http://www.doe.mass.edu/nclb/reportcard/">http://www.doe.mass.edu/nclb/reportcard/</a>	3550	<a href="mailto:ayp@doe.mass.edu">ayp@doe.mass.edu</a>
	3/31	<b>Submit</b> applications for circuit breaker extraordinary relief payments (if applicable).	<a href="http://finance1.doe.mass.edu/seduction/">http://finance1.doe.mass.edu/seduction/</a>	6594	<a href="mailto:Jay.Sullivan@doe.mass.edu">Jay Sullivan</a>
	3/22–4/12	Schools <b>administer</b> MCAS ELA tests (grades 3–8 and 10).	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>

Done?	Due by	April 2010 Tasks	Links	Extension	ESE Staff Contact
	4/1	Principals <b>submit</b> MCAS-Alt portfolios (grades 3–12).	<a href="http://www.doe.mass.edu/mcas/alt">www.doe.mass.edu/mcas/alt</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	4/7	<b>Submit</b> Regional Student Advisory Council members election affidavits to the ESE. (MGL C.15, S.1E)	<a href="http://www.doe.mass.edu/sac/election/">http://www.doe.mass.edu/sac/election/</a>	6320	<a href="mailto:Donna.Taylor@doe.mass.edu">Donna Taylor</a>
	Mid/Late April	Principals <b>return</b> MCAS ELA test materials.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	4/15	<b>Submit</b> School Choice Claim Form (by receiving districts).	<a href="http://finance1.doe.mass.edu/schoice/">http://finance1.doe.mass.edu/schoice/</a>	6534	<a href="mailto:Phyllis.Rogers@doe.mass.edu">Phyllis Rogers</a>
	4/29	<b>Submit</b> Superintendent Certification Statement certifying the accuracy of the March 1 SIMS data.	<a href="http://www.doe.mass.edu/infoservices/data/sims/schedule.html">http://www.doe.mass.edu/infoservices/data/sims/schedule.html</a>	3639	<a href="mailto:Helene.Bettencourt@doe.mass.edu">Helene Bettencourt</a>
Done?	Due by	May 2010 Tasks	Links	Extension	ESE Staff Contact
	5/10–27	Schools <b>administer</b> MCAS Mathematics (grades 3–8 and 10) and STE (grades 3–8) tests.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Late May	Principals <b>return</b> MCAS Mathematics and STE test materials (except high school STE).	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	5/30	<b>Appoint</b> Student Advisory Member to local School Committee. (MGL c.71, s. 38M)	<a href="http://www.mass.gov/legis/laws/mgl/71-38m.htm">http://www.mass.gov/legis/laws/mgl/71-38m.htm</a>	6320	<a href="mailto:Donna.Taylor@doe.mass.edu">Donna Taylor</a>

Done?	Due by	June 2010 Tasks	Links	Extension	ESE Staff Contact
	6/1	School Choice participation vote by school committee <b>certified</b> .	<a href="http://finance1.doe.mass.edu/schfin/choice/choice_list.aspx">http://finance1.doe.mass.edu/schfin/choice/choice_list.aspx</a>	6534	<a href="mailto:Phyllis.Rogers@doe.mass.edu">Phyllis Rogers</a>
	6/2–3	High schools <b>administer</b> MCAS high school STE tests.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	Early June	High school principals <b>return</b> MCAS high school STE test materials.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	6/14	Superintendents and principals <b>access</b> MCAS ELA test results and MCAS-Alt results.	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>

	6/14	Principals <b>access</b> PFFs for students who participated in the <b>MCAS-Ait</b> .	<a href="http://www.doe.mass.edu/mcas">www.doe.mass.edu/mcas</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	6/30	<b>Submit</b> Annual Statement of Assurances for federal and state grants.	<a href="http://finance1.doe.mass.edu/Grants/">http://finance1.doe.mass.edu/Grants/</a>	6561	<a href="#">Ron Honesty</a>
	6/30	Principal and school council <b>review</b> Student Handbook and <b>submit</b> to ESE for filing. (MGL c.71, s.37H)	<a href="http://www.mass.gov/legis/laws/mgl/71-37h.htm">http://www.mass.gov/legis/laws/mgl/71-37h.htm</a>	6300	<a href="#">John Bynoe</a>
	6/30	Deadline for superintendent and school committees to <b>approve</b> school improvement plans. (MGL c.71, s.59C)	<a href="http://www.mass.gov/legis/laws/mgl/71-59c.htm">http://www.mass.gov/legis/laws/mgl/71-59c.htm</a>	3502	<a href="#">Eva Mitchell</a>
	6/30	<b>Review, update, and post</b> Sexual Harassment Policies as needed.*			
	6/30	<b>Complete</b> and <b>submit</b> the Teacher Quality Improvement Plan (TQIP).	<a href="https://www4.doemass.org/auth/Login">https://www4.doemass.org/auth/Login</a>	6680	<a href="#">HQTHelp</a>
	June	Superintendents and principals <b>access</b> district-level spring MEPA results.	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>
	June	Superintendents <b>receive</b> MEPA <i>Parent/Guardian Reports</i> .	<a href="http://www.doe.mass.edu/mcas/mepa">www.doe.mass.edu/mcas/mepa</a>	3625	<a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>

Done?	Due by	July 2010 Tasks	Links	Extension	ESE Staff Contact
	7/8	<b>Submit</b> End of Year SIMS data.	<a href="http://www.doe.mass.edu/infoservices/data/sims/schedule.html">http://www.doe.mass.edu/infoservices/data/sims/schedule.html</a>	3639	<a href="#">Helene Bettencourt</a>
	7/9	<b>Submit</b> final Special Education circuit breaker claims for preceding school year.	<a href="http://finance1.doe.mass.edu/seduction/">http://finance1.doe.mass.edu/seduction/</a>	6594	<a href="#">Jay Sullivan</a>
	7/31	<b>Submit</b> School Safety & Discipline Report - final data.	<a href="http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf">http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf</a>	3639	<a href="#">Helene Bettencourt</a>

Done?	Due by	August 2010 Tasks	Links	Extension	ESE Staff Contact
	8/1	<b>Submit</b> Annual Report. Charter Schools only.	<a href="http://www.doe.mass.edu/charter/acct.html">http://www.doe.mass.edu/charter/acct.html</a>	3200	<a href="#">Mary Street</a>
	8/5	<b>Submit</b> Superintendent Certification Statement certifying the accuracy of the End-of-year SIMS data.	<a href="http://www.doe.mass.edu/infoservices/data/sims/schedule.html">http://www.doe.mass.edu/infoservices/data/sims/schedule.html</a>	3639	<a href="#">Helene Bettencourt</a>

\* All Human Resources related questions should be directed to your local HR director. If you have additional questions or concerns, please contact Valian Norris at 781-338-6100.