

2011-2012 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	File individual School Safety Incident & Discipline Reports with Dept. of E&S Education (ESE) as required. Final data due by July 26, 2012.	http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf	3582	Robert Curtin
	Ongoing	Submit requests for waivers for educators who are unlicensed for their current teaching assignment.	http://www.doe.mass.edu/educators/waiver_setup.html	3065	Commissioner's Hotline
	Ongoing	Report to local fire dept. any fire in school or on school grounds. Conduct fire drills at start of school year and during the year as required by state law and local fire chief.	http://www.mass.gov/Eeops/docs/dfs/osfm/advisories/comprehensiveschoolregs.pdf http://www.doe.mass.edu/lawsregs/603cmr18.html?section=04	6300	John Bynoe
	Ongoing	Obtain Special Education reimbursement from Medicaid. Reimbursement for municipal districts goes to municipality.	http://www.mass.gov/Eohhs2/docs/masshealth/bull_2009/sbm-17.pdf	6594	Jay Sullivan
	Ongoing	Mail <i>Parent's Notice of Procedural Safeguards</i> to all households with students found eligible for special education once during each school year.	http://www.doe.mass.edu/news/news.aspx?id=4038	3388	Marty Mittnacht
	Ongoing	Notify parents/guardians of children who have been assigned or have been taught for four or more consecutive weeks by a teacher who is not highly qualified (Title I schools only).	http://www.doe.mass.edu/sda/ayp/2011/default.html	3550	ayp@doe.mass.edu
	Ongoing	Submit cash requests for state grants and federal pass-thru grants.	http://finance1.doe.mass.edu/Grants/	6561	Ron Honesty
	Ongoing	Send 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.	http://www.doe.mass.edu/news/news.aspx?id=4749	3400	Legal Office
	Ongoing	Provide professional development to build skills related to bullying prevention and intervention.	http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37O	6300	John Bynoe
Done?	Due by	August 2011 Tasks	Links	Extension	ESE Staff Contact
	8/1	Submit annual report to Charter School Office. Charter schools only.	http://www.doe.mass.edu/charter/acct.html?section=annual	3227	charterschools@doe.mass.edu
	8/1	Submit application for renewal of charter. Charter schools only.	http://www.doe.mass.edu/charter/acct.html?section=renew	3227	charterschools@doe.mass.edu
	8/8	Access preliminary student-level performance level, scaled score, and growth results (data files) for all spring MCAS tests (ELA preliminary results are re-released along with the newly released Math and STE results).	DropBox Central in the Department's Security Portal: https://www4.doemass.org/auth/Login	3625	mcas@doe.mass.edu
	8/8-8/12	Report discrepancies for MCAS and MCAS-Ait results, as needed.	www.mcasservicecenter.com	3625	mcas@doe.mass.edu
	8/9	View school roster reports with preliminary MCAS results for Math and STE.	DropBox Central in the Department's Security Portal: https://www4.doemass.org/auth/Login	3625	mcas@doe.mass.edu

	8/11	View preliminary district and school MCAS summary reports for Math and STE (Item analysis summaries and performance level, CPI, and SGP by subgroup summaries).	DropBox Central in the Department's Security Portal: https://www4.doemass.org/auth/Login	3625	mcas@doe.mass.edu
	8/16	Complete and submit the Teacher Effectiveness and Quality Improvement Plan (TEQIP).	https://www4.doemass.org/auth/Login	6680	HQTHelp
	8/16	Access preliminary MCAS reports in the Education Data Warehouse.	EDW on the Department's Security Portal: www4.doemass.org/auth/login	3625	mcas@doe.mass.edu
	Mid-August	View preliminary 2011 Adequate Yearly Progress (AYP) data for districts and schools via <i>MA ESE Security Portal</i> .	http://www.doe.mass.edu/sda/ayp/	3550	ayp@doe.mass.edu
	Mid-/Late August	Access preliminary 2011 school and district accountability data .	Department's Security Portal. Details: http://www.doe.mass.edu/news/news.aspx?id=63	3550	ayp@doe.mass.edu
	Mid-/Late August	Access preliminary summary MCAS reports.	DropBox Central and the EDW on the Department's Security Portal: www4.doemass.org/auth/login	3625	mcas@doe.mass.edu
	August	Discuss with local chief of police or designee the process for notification of a bullying incident that may result in criminal charges.	http://www.doe.mass.edu/lawsregs/603cmr49.html?section=06	6300	John Bynoe
	August	Notify 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 at least 14 days before start of school year.	http://www.doe.mass.edu/nclb/reportcard/	3550	ayp@doe.mass.edu
	August	Provide written notice to student and parents/guardians of the student-related sections of the bullying prevention and intervention plan in age-appropriate terms and languages most prevalent among the students/guardians.	http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37O	6300	John Bynoe
	8/31	Complete and submit all grant applications. Approval date for grants marks the initial spending date.	http://finance1.doe.mass.edu	6595	grants@doe.mass.edu
	8/31	Check on licensure status of all educators via ELAR.	http://www.doe.mass.edu/news/news.aspx?id=5685	3065	Commissioner's Hotline
	8/31	Inform all educators teaching core academic subject areas of their Highly Qualified Status.	http://www.doe.mass.edu/nclb/hq/hq_faq.html	6680	HQTHelp
	8/31	Submit FY11 Title I and Supplemental Educational Services (SES) data through the Security Portal.	http://www.doe.mass.edu/news/news.aspx?id=6260	6230	titlei@doe.mass.edu
	8/31	Submit FY11 Title I data using Title I Data Collection Application.	http://www.doe.mass.edu/titlei/updates/10spring.pdf	6230	titlei@doe.mass.edu
Done?	Due by	September 2011 Tasks	Links	Extension	ESE Staff Contact
	Early September	ESE releases MCAS state results.	http://www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	9/14	Superintendents access official embargoed spring MCAS district data files.	EDW on the Department's Security Portal: www4.doemass.org/auth/login	3625	mcas@doe.mass.edu
	9/15	Principals access official spring MCAS school data files and student roster reports.	EDW on the Department's Security Portal: www4.doemass.org/auth/login	3625	mcas@doe.mass.edu
	Mid-September	View official 2011 school and district accountability data .	Department's Security Portal. Details: http://www.doe.mass.edu/news/news.aspx?id=63	3550	ayp@doe.mass.edu
	Mid-September	ESE releases MCAS district and school performance level results to the public. Embargo lifted on discussion of school and district results.	http://profiles.doe.mass.edu/state_report/mcas.aspx	3625	mcas@doe.mass.edu

Mid-September	Notify 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 at the beginning of the school year and no later than October. Must be distinct from all other notifications.	http://www.doe.mass.edu/sda/ayp/2011/default.html	6328	sesproviders@doe.mass.edu
Mid-September	Notify parents/guardians of all students enrolled in district identified for improvement or corrective action under No Child Left Behind (NCLB) of district's accountability status at the beginning of the school year and no later than October.	http://www.doe.mass.edu/sda/ayp/2011/default.html	3550	ayp@doe.mass.edu
Mid-September	Distribute 2011 No Child Left Behind (NCLB) Report Cards at the beginning of the school year and no later than October.	http://www.doe.mass.edu/nclb/reportcard/	3550	reportcards@doe.mass.edu
Mid-September	Notify parents/guardians of children attending Title I schools of their right to know certain information about teacher qualifications at the beginning of the school year and no later than October.	http://www.doe.mass.edu/sda/ayp/2011/default.html	3550	ayp@doe.mass.edu
9/16	Access ESE MCAS Reports and ESE Growth Reports.	EDW on the Department's Security Portal: www4.doemass.org/auth/login	3625	mcas@doe.mass.edu
9/16	Update Directory Administration about school and district contact information.	http://www.doe.mass.edu/infoservices/data/diradmin/default.html	3582	Robert Curtin
9/16	Notify ESE of school openings/closings via downloadable forms.	http://www.doe.mass.edu/infoservices/data/diradmin/default.html	3582	Robert Curtin
9/19	Superintendents receive printed <i>Parent/Guardian Reports</i> for students who participated in spring MCAS and MCAS-AIT .	http://www.doe.mass.edu/mcas/	3625	mcas@doe.mass.edu
9/19	Principals receive MCAS-AIT portfolios and Portfolio Feedback Forms.	www.doe.mass.edu/mcas/alt	3625	mcas@doe.mass.edu
9/30	Display on the district's website certain information about Supplemental Educational Services (SES) under No Child Left Behind (NCLB).	http://www.doe.mass.edu/ses/TAMannual.doc	6328	sesproviders@doe.mass.edu
9/30	Submit ARRA Quarterly Reports.	http://www.doe.mass.edu/arra/	6842	arrareporting@doe.mass.edu
9/30	Submit End-of-Year Financial Report (for prior school year, except charter schools).	http://finance1.doe.mass.edu/account/	6594	Jay Sullivan
9/30	Notify parents/guardians of all students enrolled in schools identified for improvement, corrective action, or restructuring status under No Child Left Behind (NCLB) of school's accountability status at the beginning of the school year and no later than October.	http://www.doe.mass.edu/sda/ayp/2011/default.html	3550	ayp@doe.mass.edu
9/30	Designate Civil Rights Coordinator. (603 CMR 26.00; federal civil rights laws)			
9/30	Send Civil Rights and Equal Education notices to all staff, notifying of training dates. (603 CMR 26.00)			
9/30	Send employee/minimum wage information notice to all school employees.			
9/30	Hold School Council elections for parent, teacher, and community representatives.	http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/	3400	Legal Office
9/30	Send 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})	http://www.doe.mass.edu/lawsregs/603cmr27.html?Section=07	3400	Legal Office
9/30	Send sex education course information and opt-out information to parents/guardians (MGL c. 71, s. 32A).	http://www.mass.gov/legis/laws/mgl/71-32a.htm	6300	John Bynoe

	9/30	Send notice to parents of privacy rights under federal Protection of Pupil Rights Act.	http://www.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html	3400	Legal Office
	9/30	Publish Student Handbook, including anti-hazing notice to students. (MGL c. 269, s. 19 and 603 CMR 33.00; MGL c. 71, s. 37H)	http://www.mass.gov/legis/laws/mgl/71-37h.htm	3700	compliance@doe.mass.edu
	9/30	Review Universal Health Precautions with all staff. This should happen annually.		6300	John Bynoe
	9/30	Hold 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)	http://www.doe.mass.edu/lawsregs/603cmr46.html?Section=03	3780	compliance@doe.mass.edu
	9/30	Submit FR-1 to ESE; Final Expenditure reports for Federal grants.	http://finance1.doe.mass.edu/Grants/	6561	Ron Honesty
	9/30	Inform teachers, administrators, and other professional staff of reporting requirements relating to suspected child abuse and neglect, and reporting of fires. (G.L. c.71, s. 37L)	http://www.doe.mass.edu/news/news.aspx?id=2996	3400	Legal Office
Done?	Due by	October 2011 Tasks	Links	Extension	ESE Staff Contact
	10/1	Submit Secondary School Anti-hazing Report (secondary schools). (MGL c. 269, §§ 17-19; 603 CMR 33.00)	http://www.doe.mass.edu/news/news.aspx?id=5591	3788	Darlene Lynch
	10/3–10/31	Schools administer fall MELA-O to specified ELL students (grades 1–12).	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	10/24–10/31	Schools administer fall MEPA-R/W to specified ELL students (grades 1–12).	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	10/27	Submit Oct. 1 SIMS (Student Information Management System) data.	http://www.doe.mass.edu/info services/data/sims	3582	Robert Curtin
	10/31	Complete Annual Evacuation Training for students.	http://www.mass.gov/Eeops/docs/dfs/osfm/cmr/cmr_secured/527010.pdf	6300	John Bynoe
	10/31	Complete and review Annual Multi-hazard Evacuation Plan for each school with fire chief and police chief.	http://www.doe.mass.edu/cnp/safe/multi_hazard_plan.html	6300	John Bynoe
	10/31	Conduct , along with chief of police, bus evacuation drills and vehicle evaluations.	http://www.mass.gov/legis/laws/mgl/90-7b.htm	6300	John Bynoe
	10/31	Send Nutrition Program Reports and Claim Forms (school lunch/breakfast) to parents/guardians.	http://www.doe.mass.edu/cnp/financial.html	6479	Katie Millett
Done?	Due by	November 2011 Tasks	Links	Extension	ESE Staff Contact
	11/1	Submit Independent Financial Audit and Charter School End-of-Year Financial Report. Charter Schools only.	http://www.doe.mass.edu/charter/finance/	3227	charterschools@doe.mass.edu
	11/1-11/30	Ensure that educators new to the district are enrolled in induction programs.	http://www.doe.mass.edu/educators/mentor	6680	Simone Lynch
	11/9–11/16	High schools administer MCAS November ELA and Mathematics retests.	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	11/17	Submit Individual Private School Report(s).	http://www.doe.mass.edu/info services/data/samples/isr.pdf	3582	Robert Curtin
Done?	Due by	December 2011 Tasks	Links	Extension	ESE Staff Contact

	12/15	Submit Oct. 1 EPIMS (Education Personnel Information Management System) data.	http://www.doe.mass.edu/infoservices/data/epims/	3582	Robert Curtin
	12/15	Submit Oct. 1 SCS (Student Course Schedule) data.	http://www.doe.mass.edu/infoservices/data/simsexp/	3582	Robert Curtin
	12/30	Submit ARRA Quarterly Reports.	http://www.doe.mass.edu/arra/	6842	arrareporting@doe.mass.edu
Done?	Due by	January 2012 Tasks	Links	Extension	ESE Staff Contact
	1/1-5/31	Notification of public hearing on annual budget by School Committee. (G.L. c. 71, § 38N)	http://www.mass.gov/legis/laws/mgl/71-38n.htm	6520	Christine Lynch
	Mid-/Late January	Principals order materials for spring 2012 MCAS (including MCAS-Alt) and MEPA tests.	http://www.doe.mass.edu/mcas/	3625	mcas@doe.mass.edu
	1/23-3/30	Update Directory Administration about school and district contact information.	http://www.doe.mass.edu/infoservices/data/diradmin/	3582	Robert Curtin
	1/31	Submit District Technology Plan.	http://www.doe.mass.edu/edtech/planning.html	6831	Baiba Ozols
Done?	Due by	February 2012 Tasks	Links	Extension	ESE Staff Contact
	2/1-2/2	High schools administer MCAS February Biology test.	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	2/1-2/28	Review, approve, and maintain Individual Professional Development Plans.	http://www.doe.mass.edu/pd/01guideline/	3238	Amena Swinton
	2/13-3/16	Schools administer spring MEPA-O to ELL students (grades K-12).	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	2/27-3/16	Schools administer spring MEPA-R/W to ELL students (grades K-12); computer-based administration.	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	2/29-3/6	High schools administer MCAS March ELA and Mathematics retests.	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
Done?	Due by	March 2012 Tasks	Links	Extension	ESE Staff Contact
	3/1	Submit February 15 Charter School Claim Form. Charter Schools only.	http://www.doe.mass.edu/charter/finance/	6586	Hadley Cabral
	3/5-3/16	Schools administer spring MEPA-R/W to ELL students (grades K-12); paper-and-pencil administration.	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	3/8	Submit School-Attending Children Report. (Not submitted by charter and regional voc/tech schools.)	http://www.doe.mass.edu/infoservices/news04/0205sac.html	3582	Robert Curtin
	3/19	Submit 2011-2012 Charter School Pre-Enrollment Report. Charter Schools only.	http://www.doe.mass.edu/charter/finance/	6586	Hadley Cabral
	3/20-4/2	Schools administer MCAS ELA tests (grades 3-8 and 10).	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	3/29	Submit March 1 SIMS data.	http://www.doe.mass.edu/infoservices/data/sims/schedule.html	3582	Robert Curtin
	3/30	Submit ARRA Quarterly Reports	http://www.doe.mass.edu/arra/	6842	arrareporting@doe.mass.edu
	3/31	Submit applications for circuit breaker extraordinary relief payments (if applicable).	http://finance1.doe.mass.edu/seduction/	6594	Jay Sullivan

Done?	Due by	April 2012 Tasks	Links	Extension	ESE Staff Contact
	4/2	Principals submit MCAS-Alt portfolios (grades 3–12).	www.doe.mass.edu/mcas/alt	3625	mcas@doe.mass.edu
	4/7	Submit Regional Student Advisory Council members' election affidavits to the ESE. (MGL C.15, S.1E)	http://www.doe.mass.edu/sac/election/	6320	Donna Taylor
	4/30	Submit School Choice Claim Form (by receiving districts).	http://finance1.doe.mass.edu/schoice/	6534	Roger Hatch
Done?	Due by	May 2012 Tasks	Links	Extension	ESE Staff Contact
	5/7–5/22	Schools administer MCAS Mathematics (grades 3–8 and 10), STE (grades 5 and 8) tests.	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	5/30	Appoint Student Advisory Member to local School Committee. (MGL c.71, s. 38M)	http://www.mass.gov/legis/laws/mgl/71-38m.htm	6320	Donna Taylor
Done?	Due by	June 2012 Tasks	Links	Extension	ESE Staff Contact
	Early June	Superintendents and principals access district-level spring MEPA results.	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	Early June	Principals receive MEPA <i>Parent/Guardian Reports</i> .	www.doe.mass.edu/mcas/mepa	3625	mcas@doe.mass.edu
	6/1	School Choice participation vote by school committee certified .	http://finance1.doe.mass.edu/schoice/choice_status.pdf	6527	Roger Hatch
	6/5–6/6	High schools administer MCAS high school STE tests.	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	Mid-June	Superintendents and principals access MCAS ELA test results and MCAS-Alt results for ELA and preliminary multiple-choice results for Math and STE (grades 5 and 8).	www.doe.mass.edu/mcas	3625	mcas@doe.mass.edu
	Mid-June	Principals access Portfolio Feedback Forums for students who participated in the MCAS-Alt .	http://www.doe.mass.edu/mcas/alt/	3625	mcas@doe.mass.edu
	Mid-late June	Superintendents and principals file MCAS-Alt score appeals, as needed.	http://www.doe.mass.edu/mcas/alt/	3625	mcas@doe.mass.edu
	6/29	Submit ARRA Quarterly Reports.	http://www.doe.mass.edu/arra/	6842	arrareporting@doe.mass.edu
	6/30	Submit Annual Statement of Assurances for federal and state grants.	http://finance1.doe.mass.edu/Grants/	6561	Ron Honesty
	6/30	Principal and school council review Student Handbook and submit to ESE for filing. (MGL c.71, s.37H)	http://www.mass.gov/legis/laws/mgl/71-37h.htm	3700	compliance@doe.mass.edu
	6/30	Deadline for superintendent and school committee to approve school improvement plans. (MGL c.71, s.59C)	http://www.mass.gov/legis/laws/mgl/71-59c.htm	3502	Eva Mitchell
Done?	Due by	July 2012 Tasks	Links	Extension	ESE Staff Contact
	7/5	Submit End-of-Year SIMS data.	http://www.doe.mass.edu/infoservices/data/sims/schedule.html	3582	Robert Curtin

	7/9	Submit final Special Education circuit breaker claims for preceding school year.	http://finance1.doe.mass.edu/seducation/	6594	Jay Sullivan
	7/26	Submit School Safety & Discipline Report - final data.	http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf	3582	Robert Curtin
Done?	Due by	August 2012 Tasks	Links	Extension	ESE Staff Contact
	8/1	Submit Annual Report. Charter Schools only.	http://www.doe.mass.edu/charter/acct.html	3227	charterschools@doe.mass.edu
	8/16	Submit End-of-Year EPIMS data.	http://www.doe.mass.edu/infoservices/data/sims/schedule.html	3582	Robert Curtin
	8/16	Submit End-of-Year SCS data.	http://www.doe.mass.edu/infoservices/data/sims/schedule.html	3582	Robert Curtin
	August	Complete and submit the Teacher Effectiveness and Quality Improvement Plan (TEQIP).	https://www4.doemass.org/auth/Login	6680	HQTHelp