

**ADMINISTRATIVE DEADLINES and TIMEFRAMES**  
**(MAY NOT BE ALL-INCLUSIVE)**

**July**

- 1 State Aid Claims (IWAS)
- 15 Public School Calendar due

**August**

- 1 School deadline for lists of unfilled teaching positions
- 1 Free and Reduced Lunch Program
- 15 End of Year Report Due (IWAS)

**September**

- 15 Each administrator or designee must contact responding fire officials no later than Sept. 15 each year and propose 4 dates in October, during at least different weeks of October, on which the fire drill shall occur. The fire official may choose the available dates and if he does so, the drill shall occur on that date (PA 094-0600)
- 15 Last day for districts to submit annual report to ISBE disclosing the number of teachers dismissed or removes as a result of board's decision to decrease number
- 15 Districts' Not Highly Qualified Teachers Report filed w/ ROE
- 30 Last day for schools to adopt budget. Due within 30 days to county clerk and ISBE
- 30 Due date for Application for Recognition of Schools from school districts to ROE.
- 30 Reimbursement Claim for Driver's Ed.

**October**

- 1 Fall deadline for submission of waiver requests to the General Assembly
- 1 District Annual Review of Crisis Plan and Drills Report
- 15 Effective 2008, the Reduction in Force Survey is due
- 15 Last day for school districts to present original copy of annual audit and annual report to the ROE
- 18 2007-08 Teacher Salary Study data to ISBE
- 19 FY07 NCLB Performance Report
- 30 Supplemental General State Aid Expenditure Plans to ISBE
- 31 Due date for Fall Housing Report

**November**

- 1 Last day for districts to submit to ISBE reimbursement claim for summer school for handicapped children
- 15 Health Immunization Report to ISBE by districts (IWAS)
- 15 Last day for districts to file with ISBE a one page report that lists administrative expenditures for the prior year from the district's AFR and projected administrative expenditures for the current year from the budget
- 15 Petition deadline for districts to opt out of the breakfast program – sent to ROE no later than this date.
- 15 Unfilled Positions Survey (87-07) to ISBE
- 30 NCLB FY08 Title I Comparability analysis
- 30 NCLB FY08 Monitoring Instrument

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**December**

- 1 Spec. Ed. Census (Reports filed at ROE)
- 15 Last day for districts to file with ROE a copy of newspaper containing the district's annual fiscal statement and certification of publication
- 30 Annual tax levy must be certified by the school board and filed with county clerk on or before the last Tuesday in December

**January**

- 2 Report from school board secretary due regarding names and addresses of students who have left school during the past quarter

**February**

- 1 1<sup>st</sup> day for Parent/Guardian Transportation Reimbursement Claims to be entered to ISBE. The last day is July 31
- 15 Effective 2008, the high school Census Report (community college enrollment, name and number of courses) is due for ROE to submit to ISBE (105 ILCS 5/3-14.27; PA 86-721)

**March**

- 1 Administrator Audit: 2<sup>nd</sup> Notice of Intent of Audit will be sent by ROE's if no response from initial notice
- 1 District Superintendents: Spring deadline for submission of requests of waivers of School Code mandates for General Assembly Consideration

**April**

On first school day in April, the secretary of school boards shall report to ROE, the names and addresses of students who have left school the previous quarter

**May**

- 1 Administrator Audit: Administrators must have responded to request for documents to satisfy audit
- 15 K, 2<sup>nd</sup>, and 6<sup>th</sup> grade students must have proof of dental exam. Districts may hold report card (105 ILCS 5/27-8.1)

**June**

- 1 Proposed Calendar for FY (IWAS)
- 1 Administrator Audit: ROE's send to ISBE reporting form/ROE notifies administrators of audit outcome
- 15 Final Calendar for last FY (IWAS)
- 30 Last day for school districts to certify to ROE claim for tuition for children from orphanages and children's homes.
- 30 End of school fiscal year
- 30 Institute Agendas (All institutes must be submitted and approved by ROE)
- 30 Electronic submission of all Serious Safety Hazard Logs (Transportation) must be submitted to ISBE (IWAS)