

Special Education Deadline Calendar and AOE Field Submissions

Purpose

The following is the representation of Agency of Education (AOE) Special Education deadlines and due dates for Local Education Agencies (LEAs) in a calendar format by month.

District Submissions to the Agency

Related AOE Team	Collection/Submission	Agency Contact	Deadline
Finance	Grant Reimbursement - AOE 3.0 Reimbursement Request - can be submitted monthly	John Leu	January - December
Early Education	PreK Exclusionary Discipline Data Collection	Early Education Team	January - December
Early Education	Ready 4 Kindergarten Survey	Michele Johnson	January 15
Finance	Special Education Expenditure Report (SEER) report submission (cumulative July - December)	Jen Perry	January 15
Program Monitoring	Cyclic monitoring submissions due for LEAs in cohort assigned to the current school year	Monitoring Team	February 15
Data Team	Child Count Data Quality Review	Child Count Team	End of February
Assessment Team (DMAD)	Alternate Assessment Test Coordinator Enrollment	Special Education	End of February

Contact Information:

If you have questions about this document or would like additional information, please contact:

The VT AOE Special Education Department at AOE.SpecialEd@vermont.gov

Related AOE Team	Collection/Submission	Agency Contact	Deadline
Data Team	Child Count Final Verification Report - Signature due	Child Count Team	Mid-March
Assessment	Test administration window for the Multi-State Alternate Assessment (MSAA)	Special Education	March - April
Finance	Individuals with Disabilities Education Act (IDEA) B Subgrant Amendment	Jen Perry	April
Finance	Special Education Expense Report (SEER) submission (cumulative July - March)	Jen Perry	April 15
Program Monitoring	Targeted monitoring submissions due for LEAs with continued noncompliance after selective monitoring	Monitoring Team	June 1
Data Team	Child Count Exiting Data Collection	Child Count Team	June 3
Early Education	TS Gold PreK Assessment Spring Collection	Michele Johnson	June 15
Data Team	Child Count Exiting Data Collection	Child Count Team	July 3
Special Education and Finance	IDEA Part B LEA Grant Submissions Due	Chris Kane Jen Perry	July 1
Data Team	Child Count Exiting Collection	Child Count Team	July 15
Federal and Educational Support Programs	McKinney-Vento application	Katy Preston	Mid-July
Finance	Final SEER report submission (cumulative July - June)	Jen Perry	August 1
Data Team	Child Count Exiting Data Quality Review	Child Count Team	Late August
Finance	Maintenance of Effort (MOE) Compliance/Supplant Test	Jen Perry	October 15

Related AOE Team	Collection/Submission	Agency Contact	Deadline
Finance	SEER report submission due (cumulative July - October)	Jen Perry	November 15
Finance	IDEA MOE Eligibility Test	Jen Perry	November 15
Finance	Act 173 Special Education Service Plan	Jen Perry	November 15
Program Monitoring	Targeted monitoring submissions due for LEAs with continued noncompliance after selective monitoring	Monitoring Team	November 30
Finance	Voluntary Districts - Coordinated Early Intervening Services (CEIS) collection submission	Jen Perry	December 1
Finance	Significant Disproportionality/Mandatory Districts CCEIS collection submission	Jen Perry	December 1
Early Education	TS Gold PreK Assessment Fall Collection	Michele Johnson	December 15
Data Team	Child Count Collection (December 1 reference date)	Child Count Team	December 15
Finance	3203 Extraordinary Payment 3205 State-placed Special Education Expenditure Reimbursement	Nicole Lee	December 15

Agency Submissions to the Field

Related AOE Team	AOE Obligation of Submission	Agency Contact	Deadline
Finance	AOE disburses Medicaid funds for claims paid with RA dates October to December	Jessica Robinson	Mid-January
Special Education	Grant Application: Prepare Part B Grant Application for 60-day public review and comment period	Chris Kane	February-March
Special Education	State Performance Plan / Annual Performance Report (SPP/APR)	Ana Russo Chris Kane	February
Data Team	Child Count Data Quality Review	Child Count Team	Mid-February
Program Monitoring	Selective and Targeted Monitoring Reports for data submitted by November 30 are sent to LEAs	Monitoring Team	February 28
Finance	3203 Extraordinary Payment 3205 State-placed Special Education Expenditure Reimbursement	Nicole Lee	February 15
Program Monitoring	Indicator 13 submission correction window opens (March 15-31)	Monitoring Team	March 15
Data Team	Child Count Final Verification Report	Child Count Team	Mid-March
Finance	AOE disburses Census Block Grant	Nicole Lee	April 15
Finance	3203 Extraordinary Payment 3205 State-placed Special Education Expenditure Reimbursement	Nicole Lee	May 15
Program Monitoring	Cyclic Monitoring Reports for data submitted by February 15 are sent to LEAs	Monitoring Team	May 15
Finance	AOE disburses Medicaid funds for claims paid with RA dates January to March	Jessica Robinson	Mid-May

Related AOE Team	AOE Obligation of Submission	Agency Contact	Deadline
Program Monitoring	Significant Disproportionality Letters Submitted to Districts	Tracy Harris	May - June
Data Team	Local APR Reports	Brandon Dall	June 1
Finance	IDEA B allocations loaded in Grants Management System (GMS)	Jen Perry	June
Data Team	Child Count Exiting Collection	Child Count Team	June
Finance	AOE disburses Medicaid funds for claims paid with RA dates April to May	Jessica Robinson	Mid-June
Special Education	State Performance Plan / Annual Performance Report (webpage posting)	Ana Russo	End of June
Finance	AOE issues a request for Medicaid reinvestment report	Jessica Robinson	Mid-July
Finance	AOE disburses Medicaid funds for claims paid with RA dates in June	Jessica Robinson	Mid-July
Finance	AOE disburses EEE and Census Block Grant	Nicole Lee	August 15
Program Monitoring	LEA Special Education Determinations (LSEDs) are sent to LEAs	Monitoring Team	August - September
Data Team	Child Count Exiting Data Quality Review	Child Count Team	Mid-August
Finance	Act 173 Special Education Plan deployed	Jen Perry	September 1
Program Monitoring	Targeted Monitoring Reports for data submitted by June 1 are sent to LEAs	Monitoring Team	September 1
Finance	3203 Extraordinary Payment 3205 State-placed Special Education Expenditure Reimbursement	Nicole Lee	September 15
Finance	Voluntary Districts - CEIS collection deployed	Jen Perry	October 30

Related AOE Team	AOE Obligation of Submission	Agency Contact	Deadline
Finance	Significant Disproportionality/Mandatory Districts CCEIS collection deployed	Jen Perry	October 30
Finance	AOE disburses Medicaid funds for claims paid with RA dates July to September	Jessica Robinson	Mid-October
Data Team	Child Count Collection	Child Count Team	November
Finance	Act 173 Fiscal Monitoring Notification Letters	Jen Perry	November 10
Finance	AOE disburses Ed Fund Payment #2	Nicole Lee	December 10
Finance	AOE issues Equalized Pupil Counts	Nicole Lee	December 1
Finance	AOE publishes next fiscal year special education projections	Nicole Lee	December 15
Finance	The Secretary shall announce the estimated number of students three through five years of age in each LEA and the proposed grant allocation amounts *annually	Nicole Lee	December 15
Finance	3203 Extraordinary Payment 3205 State-placed Special Education Expenditure Reimbursement	Nicole Lee	December 15