

**MASTER CALENDAR 2022 – 2023**  
**DIVISION OF SPECIAL EDUCATION INSTRUCTION**

Due Date	Form/Activity	Staff
Ongoing	Progress reports must be entered into Phoenix and shared with families/EDM according to the schedule specified in each student's IEP	Instructional Staff
	IEPs completed for students no more than 30 days after eligibility conference	Instructional Staff
	Students transferring within St. Louis County must have a correction, amendment or IEP completed. Contact SIS secretary and/or SEIMS Help Desk for more information	Instructional Staff
August 18	Complete Safe Schools Training Round 1 (BOE Policies, Technology Usage & Communication, Staff and Student Relations, Health Emergencies: Overview)	All Staff
First Day of School	Substitute teacher folder completed	Instructional Staff
First Day of School	Services begin for all students	Instructional Staff
Two Weeks after the First Day of Student Attendance	Building schedule - Itinerants	Instructional Staff
	Staff schedules due	Instructional Staff
	Teacher yearly plans/course outlines completed	Instructional Staff
	Baseline data on goals and pre-assessments completed	Instructional Staff
TBD	MAP-A Fall Testing Window	Instructional Staff
<b>September 16</b>	<b>Confirm/Update service providers in Phoenix</b>	<b>Instructional Staff</b>
September 23	Complete Safe Schools Training Round 2 (Child Abuse & Neglect, Policy AC, Behavior Intervention Strategies, Health Emergencies: Seizures)	All Staff
End of First Quarter	ESY regression/recoupment data collection/progress reports documented on IEP goal form in Phoenix	Instructional Staff
October 10	Universal Checklist Due	Administrative Staff
October 21	Complete Safe Schools Training Round 3 (Allergy Response & Prevention, FERPA, Bloodborne Pathogen Exposure & Prevention)	All Staff
October 24	Educator Growth Plan Due	Instructional Staff
TBD	EOC Fall Testing Window	Instructional Staff
<b>November 4</b>	<b>IEPs due for students whose IEPs expire on or before December 1</b>	<b>Instructional Staff</b>
November 14	Student Growth Plan Due	Instructional Staff
November 18	Complete Safe Schools Training Round 4 (Workers Compensation Claims Reporting, Policy GBLB - References)	All Staff
December 5	First Required Observation Due	Administrative Staff
December 12 – 16	ESY data collection on new students for whom eligibility status is to be determined	Instructional Staff
<b>January 6</b>	<b>Confirm/Update service providers in Phoenix</b>	<b>Instructional Staff</b>

NOTE: Unless otherwise notified, all forms are to be forwarded to SSD Principal or Special Ed Coordinator --Revised 5/5/22

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Due Date	Form/Activity	Staff
January 16 – 27	ESY eligibility determination completed for designated students	Instructional Staff
January 31	Complete Safe Schools Training Round 5 (Technology Security)	All Staff
February 6	Second Required Observation Due	Administrative Staff
TBD	MAP-A Spring Testing Window	Instructional Staff
February 17	IEP Observation Summary Due	Administrative Staff
February 24	Growth Plan Reviews Due (Student & Educator Plans)	Instr/Admin Staff
	Completed ESY enrollment information due to teachers from families/EDM	Instructional Staff
March 1	Teacher Summative Evaluations Due (Probationary)	Administrative Staff
<b>March 3</b>	ESY enrollment forms due to Special Education Coordinators/Principals	Instructional Staff
	<b>Begin re-evaluation planning process in Phoenix for all students whose re-evaluation decision event is due on or before September 15, 2023</b>	Instructional Staff
TBD	EOC Spring Testing Window	Instructional Staff
March 15	Last day to submit warehouse or special orders for FY23 (subject to change)	Instructional Staff
Pre-Spring Break	ESY data collection on new students for whom eligibility status is to be determined	Instructional Staff
Post-Spring Break	ESY eligibility determination completed for designated students	Instructional Staff
April 1	Students considered for change of placement (Fall 2023) have been brought to attention of Special Education Coordinators/Principals	Instructional Staff
<b>April 3</b>	<b>Updated IEPs/revised ESY enrollment forms due</b>	<b>Instructional Staff</b>
May 1	Paraprofessional Summatives Due	Administrative Staff
	Teacher (Tenured)/Related Services Summative Evaluations Due	Administrative Staff
	Change of placement IEPs completed for Fall 2023 placement	Instructional Staff
<b>May 12</b>	<b>IEPs completed for students whose IEPs expire on or before <i>October 1, 2023</i></b>	<b>Instructional Staff</b>
May 20	Return materials IRC/Library	Instructional Staff
May 2023	End-of-Year procedures completed	Instructional Staff
	Deliver files to receiving SSD staff	Instructional Staff
	ESY data collection for 2022-2023 completed on designated students	Instructional Staff
	Final progress reports entered into Phoenix	Instructional Staff
	Complete summary of performance for all graduating students	Instructional Staff

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