

2023 September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Due 8-25-23: Outstanding PAC/(non-PAC) Summary & Agenda to TASC Due 8-31-23: 2023-24 Work Plan					01 School District Correspondence (free lunch, students lists)	02
03	04	05	06 Send hard copies of 2022/23 COMPLETED PLPs to Odilia Coffta	07	08 <ul style="list-style-type: none"> • EasyCBM-send lists of students that will be tested and staff info to ID&R Office (LR) • OSY data SY22/23 on MIS (profiles, PLPs, services, mini lessons) • iSOSY reports sent to Odilia Coffta 	09
10	11	12	13	14	15 Final Level 2 Report SY22-23 sent to Directors	16
17	18	19	20	21	22	23
24	25	26	27	28	29 All 2023 Summer MSIX MDEs entered/updated on MIS2000	30

Report due to:

School Districts	MIS2000	TASC	Directors	Odilia Coffta	ID&R
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2023 October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05	06	07
08	09	10	11	12	13 <ul style="list-style-type: none"> • EasyCBM window for Fall Assessments closes • All 2023 Summer Needs and services entered on MIS2000 	14
15	16	17	18 <ul style="list-style-type: none"> • CSPR reports for corrections sent to DSs (school building names, enrollment lines, services) 	19	20 Initial 2023/24 PAC Parent Lists to TASC	21
22/29	23/30	24/31 <ul style="list-style-type: none"> • SED annual performance report 	25	26	27 <ul style="list-style-type: none"> • 22/23 Algebra 1 sent to Directors • 22/23 ECA pre/post test results on MIS • 22/23 ECA Pre/post hard copies sent to TASC • State Assessments (3-8 & regents) entered on MIS2000 • Email PAC event(s) agenda & summary to TASC 	28

Report due to:

	MIS2000		TASC		Directors		ID&R		SED
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2023 November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01 First day Winter Period to change a Student's Service Level •ID&R sends Teacher Certification list to METS	02	03 • Credit accrual (created by ID&R) report sent to Directors for revisions	04
05	06	07	08 •METS complete Teacher Certification list and forward to ID&R	09	10 •State Assessment report (created by ID&R) sent to Directors for revisions •22/23 ECA report sent to Directors for revisions	11
12	13	14	15	16	17 •22/23 EasyCBM analysis ran by ID&R	18
19	20	21	22	23	24 Reminder: Check SDP data and MSIX MDEs (including Needs Assessment) for 2023-24 Academic Period	25
26	27 CSPR corrections entered on MIS	28 •22/23 Algebra 1 sent to ID&R	29	30		

Report due to:

MIS2000	TASC	Directors	ID&R	SED
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2023 December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					01 22/23 OS Screening Test (pre/post) entered on MIS 22/23 ECA report ran by ID&R Final Credit accrual report ran by ID&R	02
03	04	05	06	07	08 Final State Assessment report created by ID&R	09
10	11	12	13	14	15 23/24 EasyCBM Fall scores into MIS2000 22/23 BOLST (pre/post) sent to Directors for revisions	16
17	18	19	20	21	22 22/23 MSIX Snapshot	23
24/31	25	26 23/24 Data Pulse (created by ID&R) sent to Directors	27	28	29 •Last Day to complete SY23-24 MSIX and Data Security certifications and Mandated Reporter training with METS Staff •Email PAC and/or parent event(s) agenda & summary to TASC	30

Report due to:

	Directors		TASC
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2024 January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	01	02 EasyCBM window for Winter Assessment 01/02/24- 02/23/24	03 22/23 Evaluation Data will be submitted to Arroyo	04	05 22/23 BOLST report ran by ID&R	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21/28	22/29 Last day for Winter Period to change a Student's Service Level	23/30	24/31	25	26 <ul style="list-style-type: none"> All 2023/24 services from Sep to Dec entered on MIS All 2023/24 forms related to SDP and Intake/Summary Forms from Sep to Dec entered on MIS ECA Pre-Post for Sept-Dec 2023 input on MIS ECA Pre-Post for Sept-Dec 2023 hard copies to TASC 	27

Report due to:

MIS2000	Directors	TASC
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2024 February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				01 First day Spring Period to change a Student's Service Level.	02	03
04	05	06	07	08	09 TASC disseminates ECA cross-check to METS	10
11	12	13	14	15	16	17
18	19	20	21	22	23 EasyCBM window for Winter Assessment closes •Email PAC and/or Parents event(s) agenda & summary to TASC	24
25	26	27	28	29		

Report due to:

	Directors		TASC
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3/30/23

2024 March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					01 Initial 23/24 SIRS Level 2 Data Reconciliation Report distribute to METS	02
03	04	05	06	07	08 23/24 EasyCBM into MIS2000	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Report due to:

	Directors
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3/30/23

2024 April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	01	02	03	04	05	06
07	08	09	10	11	12 Initial 23/24 SIRS Level 2 Data Reconciliation Report Form due to ID&R	13
14	15 • EasyCBM window for Spring Assessment 04/15/24-06/14/24	16	17	18	19 Initial 23/24 SIRS Level 2 Data Reconciliation Report missing data entered on MIS2000 (ex. NYSSIDs)	20
21/28	22/29	23/30	24	25	26 <ul style="list-style-type: none"> • Last day for Spring Period to change a Student's Service Level. • Email PAC and/or parent event(s) agenda & summary to TASC 	27

Report due to:

MIS2000	ID&R	Directors	TASC
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2024 May

3/30/23

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01	02	03	04
05	06	07	08	09	10 Updated 23/24 SIRS Level 2 Data Reconciliation Report distribute to METS	11
12	13	14	15 First day of Summer for PK- OSY students	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Report due to:

	Directors		ID&R Office		MIS2000
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2024 June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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3/30/23

						01
02	03	04	05	06	07 • Updated 23/24 SIRS Level 2 Data Reconciliation Form due to ID&R • Updated 23/24 SIRS Level 2 Data Reconciliation Report missing data entered on MIS2000 (ex. NYSSIDs)	08
09	10	11	12	13	14 Last day to send School District letters (SIRS report)	15 <i>Last Day to submit NYS Scholarships applications</i>
16	17	18	19	20	21 Updated 23/24 Level 2 Data Report distribute to METS	22
23/30	24	25	26 <i>Last Day to submit the Parent Scholarships applications</i>	27	28 • Email PAC and/or Parents event(s) agenda & summary to TASC	29

Report due to:

Directors	Districts	MIS2000	ID&R Office	TASC
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2024

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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3/30/23

	01 <i>Last Day to submit national baccalaureate scholarships applications</i>	02	03	04	05 Updated 23/24 Level 2 Data Report distribute to SED	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21/28	22/29	23/30	24/31 <ul style="list-style-type: none"> •All 23/24 Academic Period MSIX MDEs entered/updated on MIS2000 •All 23/24 Academic Needs and services entered on MIS2000 	25	26 <ul style="list-style-type: none"> •Remaining balance estimate to SED 	27

Report due to:

SED	MIS2000	Directors
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2024 August						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				01	02	03

3/30/23

					2024 Summer Served data pulse to Directors	
04	05	06	07 EasyCBM window for Fall Assessments 08/7/24-10/13/24	08	09	10
11	12	13	14	15	16 23/24 EasyCBM data report ran by ID&R/MIS2000 due to Directors 2024 Summer Served data pulse for the State 23/24 Academic "Z" enrollments report ran by ID&R/MIS2000 due to Directors	17
18	19	20	21	22	23	24
25	26	27	28	29	30 ●Email PAC and/or Parents event(s) agenda & summary to TASC	31

Report due to:

	Directors		TASC
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