

# 2019 April

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

Report due to:

	MIS2000		ID&R
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2019		May				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15 First day Summer 2019 for PK/OS students	16 Updated 18/19 SIRS Level 2 Data Reconciliation Report distribute to METS	17 Esperanza Student Forms due to Directors	18
19	20	21	22	23	24	25
26	27	28	29	30 • Updated 18/19 SIRS Level 2 Data Reconciliation Form due to ID&R • Updated 18/19 SIRS Level 2 Data Reconciliation Report missing data entered on MIS2000 (ex. NYSSIDs)	31	

Report due to:

	Directors		ID&R Office		MIS2000		Lisa Rivera
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Updated 3/12/19

# 2019 June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						01
02	03	04	05	06	07 Updated 18/19 Level 2 Data Report distribute to METS	08
09	10	11	12	13 Last Day to enter EasyCBM Data	14 Last day to send School District letters (SIRS report)	15
16	17	18	19 Updated 18/19 Level 2 Data Report distribute to SED	20	21	22
23	24	25	26 End Academic Period 2018/19 for In School Students	27 First day Summer 2019 for In School Students	28	29
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Report due to:

Directors	SED	Districts
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Updated 3/12/19

# 2019 July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 <ul style="list-style-type: none"><li>•All 18/19 Academic Period MSIX MDEs entered/updated on MIS2000</li><li>•All 18/19 Academic Summary Forms and services entered on MIS2000</li><li>•Remaining balance estimate to SED</li></ul>	27
28	29	30	31			

Report due to:

	SED		MIS2000
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2019 August		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						01	02	03
04	05	06	07	08	09	18/19 Academic "Z" enrollments report ran by ID&R/MIS2000 due to Directors		10
11	12 EasyCBM window for Fall Assessments 08/12/19-10/11/19	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

Report due to:

	Directors
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# 2019 September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
01	02	03 School District Correspondence (free lunch, students lists)	04 Send hard copies of 2018/19 PLPs to ID&R (TW)	05	06	07	
08	09	10	11	12	13 <ul style="list-style-type: none"> <li>• EasyCBM-send lists of students that will be tested and staff info to ID&amp;R Office (LR)</li> <li>• OSY data SY18/19 on MIS (profiles, services, student summary, mini lessons)</li> <li>• OSY staff survey, prof. development sent to ID&amp;R</li> </ul>	14	
15	16	17	18	19	20 Final Level 2 Report SY18-19 sent to Directors	21	
22	23	24	25	26	27 <ul style="list-style-type: none"> <li>• Graduation Rate/DO study sent to OC</li> <li>• PAC and Parent Activities hard copies for SY2018/19 sent to M-TASC</li> <li>• Initial PAC Parent Lists to M-TASC</li> <li>• All 2019 Summer MSIX MDEs entered/updated on MIS2000</li> </ul>	28	
29	30						

Report due to:

School Districts	MIS2000	M-TASC	Directors	Odilia Coffta	ID&R
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# 2019 October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		01	02	03	04	05
06	07	08	09	10	11 <ul style="list-style-type: none"> <li>•All 2019 Summer Summary Forms and services entered on MIS2000</li> <li>•ECA pre/post test results on MIS</li> <li>•EasyCBM window for Fall Assessments closes</li> </ul>	12
13	14	15	16	17	18 <ul style="list-style-type: none"> <li>•Graduation rate/drop-out study sent to Directors</li> <li>•ECA Pre/post Report sent to M-TASC by ID&amp;R</li> <li>•ECA Pre/post hard copies sent to M-TASC</li> <li>•OS Screening Test report created by ID&amp;R</li> </ul>	19
20	21	22	23	24	25	26
27	28	29	30	31		

Report due to:

	MIS2000		M-TASC		Directors		ID&R
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# 2019 November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<b>01</b> •State Assessments (3-8 & regents) entered on MIS2000 •OS Screening Test report sent to Directors for revisions •ECA report sent to Directors for revisions	<b>02</b>
<b>03</b>	<b>04</b>	<b>05</b> First day Winter Period to change a Student's Service Level	<b>06</b>	<b>07</b>	<b>08</b> OS Screening Test (pre/post) entered on MIS	<b>09</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> OS Screening Test report ran by ID&R	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> ECA report ran by ID&R	<b>27</b> Last day to complete 11 <sup>th</sup> & 12 <sup>th</sup> Level 3 HS students Graduation Plans, Level 2 OSY PLPs, and MSIX MDEs (including Intake Forms) for 2019-20 Academic Period	<b>28</b>	<b>29</b> All Data for 18-19 entered and corrected on MIS	<b>30</b>

Report due to:

	MIS2000		M-TASC		Directors
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Updated 3/12/19

# 2019 December

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"> <li>All 2019/20 forms related to SDP (Grad Plan, PLP) and Intake Forms from Sep to Nov entered on MIS</li> </ul>	14
15	16	17	18 <ul style="list-style-type: none"> <li>CSPR reports for corrections sent to DSs</li> </ul>	19	20 <ul style="list-style-type: none"> <li>State Assessment report (created by ID&amp;R) sent to Directors for revisions</li> </ul>	21
22	23	24	25	26	27 <ul style="list-style-type: none"> <li>All 2019/20 services from Sep to Nov entered on MIS</li> <li>Last Day to complete SY19-20 Data Security certification and MSIX training with METS Staff</li> </ul>	28
29	30	31				

Report due to:

	MIS2000		Directors
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