



DISTRICT CHECKLIST
 2018-2019 School Year
 SCOE SAFE Program Requirements

√	Item Description	Due Date	Return to
	Budget Narrative Form <ul style="list-style-type: none"> • Must match/attach FAR 300 when returning to SCOE. • Revise after 1st/2nd Interim Reports. 	September 15	SCOE SAFE Office
	Early Release Policy <ul style="list-style-type: none"> • Must be adopted by school board each year. • Include board president, board clerk, and school superintendent or principal signatures. • Board minutes outlining policy adoption must be attached. 	November 15	SCOE SAFE Office
	No-Cut Policy	November 15	SCOE SAFE Office
	Advisory Committee Meeting Agendas/Minutes <ul style="list-style-type: none"> • Please include SAFE Site Coordinators in Advisory Committee Meetings. 	Quarterly - 4 per year. Must receive meeting documentation during the following months: <ul style="list-style-type: none"> • September • December • March • May/June 	SCOE SAFE Office
	October CDE Data Report <ul style="list-style-type: none"> • Statewide Student Identifier (SSID) on each student enrolled in SAFE. • Regular Day Attendance 	September 15	SCOE SAFE Office
	Monthly Expenditures/Receipt Explanations/In-Kind Documentation <ul style="list-style-type: none"> • In-kind documentation must be sent in on a monthly basis. 	10 th of each month	SCOE Business Office
	Facilities Form	September 15	SCOE Business Office
	Salary Schedules	September 15	SCOE Business Office
	Run QSS FAR 300 Report <ul style="list-style-type: none"> • This is not a SCOE SAFE office requirement, but a good budgetary practice. 	Monthly Basis	District Information Only

Timeline dates are important. Late submissions will delay reimbursements.