

SISKIYOU
COUNTY
OFFICE OF
EDUCATION

Due Dates and Timeline

2022/2023



Siskiyou County Office of Education
2022-2023
Due Dates and Timeline

Date	Item	Due To	Reference/Comment
	ADDITIONAL CALENDARS AND TRAINING:		
	CALPADS Due Dates: https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp https://www.cde.ca.gov/ds/sp/cl/training.asp https://csis.fcmat.org/resources-repository#CALPADSResources Training: https://csis.fcmat.org/calpads-learning		
	K12hsn E-Rate Training Dates: https://www.k12hsn.org/resources/erate/trainings		
	Keenan Safe Schools Training: Contact Kelley Swift kswift@Keenan.com Keenan Special Education: Contact Kelley Swift kswift@Keenan.com		
	Child Nutrition Training: https://www.cnips.ca.gov/ccgCnpTraining/training/Registration_Login.aspx		
	USAC E-Rate Due Dates: https://www.usac.org/sl/tools/deadlines/default.aspx		
<u>JULY 2022*</u>			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
Board	Review year-end school data		
Board Mtg.	Review of Inter-district Transfer Policy		
Board Mtg.	Review of School Accountability Report Card (SARC)		
	District Special Education Suspension/Expulsion		SCOE 20 USC 1412 (a)(22)
	Update Student Information for CALPADS Reporting (July – September)		
	CALPADS Snapshot Collection – open until August		
	File E-Rate Form 470 (July – March) – wait 28 days, then file Form 471 http://usac.org/s/		Federal July
	File E-Rate 472 Reimbursement Form within 120 days from last day for paid services and materials.		July 1 – October 31
	File E-Rate Form 486 within 120 days after receiving Funding Commitment Decision Letter (FCDL), or start of services		
	Staff instructional supply orders		
	Begin revision of Technology plans for applicable districts. See online: Technology Plan Builder – https://tpb.lacoe.edu/tpb See status at www.cde.ca.gov/ls/et/rs/ap/county.asp .		CTAP-BCOE

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Date	Item	Due To	Reference/Comment
	Prepare and submit proposed Pre-Authorization form for use of Title I funds – Send to the SCOE Co-Op Director		
	Williams Uniform Complaint Quarterly Report – file original with County Superintendent	SCOE	
	Update Student/Parent Handbook		
	Update Sophos or other internet security		
	Public Media Release Free and Reduced Price Meals		
	Post Estimated EPA Expenditures on website		
	Public Disclosure of Tentative Salary/Benefit Changes – Five business days in advance of board meeting		
	Payroll dates – Published annually (available on the SCOE, Business Department website)		
1	Public Disclosure of Tentative Collective Bargaining Unit Agreements,	SCOE	Due to SCOE 5 days prior to board meeting - anytime throughout the year.
1	Federal Addendum Submitted (2019 only)		State
1	Final Budget to SCOE	SCOE	EC 42127(a)(2)
1	Annual Attendance Reports	SCOE	
1	ELPAC Initial Assessment window opens		
1	Local Control Accountability Plan (LCAP) sent to SCOE for approval	SCOE	EC 52070
3	Final deadline for LEA correction of enrollment, dropout and graduation data		
3	Superintendent’s Designation of CAASPP Coordinator Form Due	State	
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	Annual Attendance Reports	SCOE to State	
15	Business contracting districts - Financial Reporting: ASB, Cafeteria, Revolving, Health & Welfare, IRS Section 125, Investment information, vehicle usage (see year-end checklist)	SCOE	
30	School Lunch Program Claim Submission- May		
31	CALPADS EOY 1, 2, and 3		
31	Morgan Hart Grade 9 Class Size Reduction Report for prior year	State	
31	Business contracting districts – Financial reporting: Pupil Transportation Miles, Time Accounting		
<u>AUGUST 2022*</u>			

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**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
Board Mtg.	Annual Statement of Need – Substitute Teachers	District	
Board Mtg.	Review of the SARC		
Board Mtg.	Review year-end school data		
Board Mtg.	Review new Technology Plan Draft before submission to CTAP Region 2 for grooming		
	Post Non-Discrimination announcement including name, office address and telephone number of the office responsible for equity and compliance with Title IX. Prepare beginning of school year packets for parents/teachers, including required Parent Notifications, Uniform Complaint Procedures, Parent Involvement Policy, Family-School Compact, Sexual Harassment Policy, Notice of Availability of SARC, Residency Questionnaire and Home Language Survey.		
	Post UCP Annual Notification and UCP Williams Classroom notice and complaint form in each classroom.		
	Distribute UCP Annual notification to staff and members of site council		
	ELPAC Initial Assessment window opens (July 1 – June 30)		
	LCAP posted on School District website and link sent to SCOE once LEA receives approval letter from SCOE		
	Update Student Information for CALPADS Reporting (July – September)		
	File E-Rate 472 Reimbursement Form within 120 days from last day for paid services and materials.	Schools and Library	
	File E-Rate Form 486 within 120 days after receiving Funding Commitment Decision Letter (FCDL)	Schools and Library	
	Post Homeless Poster		
	Review Assurances and Deliverables from any funding sources		
	Review and approve School Site Council (SSC) Bylaws, School Safety Plan and School Compact with School Site Councils		
	Prepare monthly Time Accounting/Personnel Activity Reports for employees funded from multiple sources.		
	All physical fitness testing data corrected		
	Cum files sent to transferring schools with updated student data results		

Siskiyou County Office of Education
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Date	Item	Due To	Reference/Comment
	All immunization records updated		
3	LEA's begin acquiring and maintaining SSIDs via CALPADS		
5	All districts Financial Reporting: Accounts Receivable and Payable	SCOE	
10	CASEMIS Data Files (June 30)	State	
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
10	Auditor's Information Request Letter "C": <i>Items listed in detail in letter, due October 1st.</i>	SCOE Auditors	
12	COE Approval for Annual LCAP and Budget		
12	Business Contracting Districts – Financial Reporting: Capital Asset information, Deferred QSS Report preliminary review.	SCOE	
14	Annual Property Tax Reports and LCFF Adjustments data submitted by Siskiyou County Office of Education	State	
28	School Lunch Program Claim Submission – June	State	
31	CALPADS End of Year 1-3 Certification (Previous year data only)		
31	SSAE – Art. Final Expenditure Report due to Butte COE		
31	Business Contracting Districts – Financial Reporting: Transfer / Indirect Authorization, Long-term Debt Schedule changes, SACS Supplemental Information		
SEPTEMBER 2022*			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	Resolution on Sufficiency of Instructional Materials, Certification for Instructional Materials (Before end of 8th week from 1st day of school)		EC 60422
	Emergency Plans/Drills/Telephone Tree		
	Back-To-School Night		
	School Site Council Meeting – Elect Members		
	ELPAC Initial Assessment window opens (July 1 – June 30)		

**Siskiyou County Office of Education
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Date	Item	Due To	Reference/Comment
	Update Student Information for CALPADS Reporting (July – September)		
1	USAC E-Rate Training – see www.k12hsn.org/resources/erate/trainings		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	SCOE must officially notify districts of revisions needed to LCAP to meet approval	SCOE	
15	Certification Prior Year Actuals / SACS Data Submission	SCOE	EC 42100
15	Unaudited Actual Data due to COE	SCOE	EC 42100
15	Budget Narrative Report due to SCOE SAFE office by September 15th	SCOE/SAFE	
15	Gann Limit Resolution Adoption/Submission (COE and Districts)	SCOE	EC 1629, 42132
18	Financial Reporting: SACS/GASB data is due to auditors for first tier districts	Auditors	
30	School Lunch Program Claim Submission – July	State	
<u>OCTOBER 2022*</u>			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
Board Mtg.	Ed Code date for SCOE Approval of District LCAPs (by October 8 th)		
Board Mtg.	Annual Review of Board Mandated Policies		
	Letters of Agency from CENIC K12 HSN E-Rate Consortium (September – October 13)	CENIC/DCP	
	CSBA Board Policy Updates	SCOE	
	Collect data for CA School Dashboard local indicators (upload by November 15)		
	Free and Reduced Meal Count in coordination with CBEDS through CALPADS (Submission window opens the 1 st Wednesday of October) (Fall I)	State	
	ELPAC Initial Assessment window opens (July 1 – June 30)		
	E-Rate Form 470 July – March – see http://usac.org/sl	Schools and Library	

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Date	Item	Due To	Reference/Comment
	Populate and post SARC template (September-February 1)		
	Fall Annual SSID Maintenance Data Submission (October 6 – November 19)		
	Williams Uniform Complaint Quarterly Report – file original with County Superintendent	SCOE	
	USAC E-Rate Training (TBA) see http://k12hsn.org/programs/erate		
	RSP Aide Agreement with Siskiyou County Office of Education (Special Education)	SCOE	
1	Audit Request Letter information due to auditors	Auditors	
1	Submit corrections for prior fiscal year via the appropriate state software	State	
2	Financial Reporting: SACS/GASB data due to auditors for second tier districts	State	
3	Audit adjustments to CALPADS on other prior year dates		
3	Fall CALPADS Census Day/SSID Annual Maintenance submission begins (Census date 1 st Wednesday in October)		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	Annual SACS Financial Reports Data Submission (Unaudited Actuals) to CDE	State	
15	Kindergarten Immunization Report	State	
15	Post to website the Actual Education Protection Account expenditures for prior year Unaudited.		
	Statewide Red Ribbon Week		
18	CHSPE – California High School Proficiency Examination (See State information for registration deadlines)		
	LOA (Letter of Agency) K12 HSN CENIC E-Rate Consortium - TBA	State	
28	Last day to file prior year E-Rate Form 472 and current year E-Rate Form 486 if FCDL was received by July 1 st .		
30	School Lunch Program Claim Submission – August	State	
30	Teacher Assignment / Mis-assignment Data	SCOE	
30	Submit Special Education Annual NPS/LCI and Infant Data	State	
31	End 1 st Interim Report Period		
31	ELPAC Initial Assessment window opens (July 1 – June 30)		

**Siskiyou County Office of Education
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Due Dates and Timeline**

Date	Item	Due To	Reference/Comment
31	Quarterly Sales Tax Due		
31	Annual adjustment to Special Ed Infant data		
31	Federal Cash Management Data Collection deadline	State	
<u>NOVEMBER 2022*</u>			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	Set-up test administration window – complete by December 1st		
	Mandated Cost Reports	State	
	Populate and post SARC template (September-February 1)		
	File E-Rate 470 (July-January) - see http://usac.org/sl	Schools and Library	
	File E-Rate Form 471 (December - April) – see http://usac.org/sl	Schools and Library	
	Fall Annual SSID Maintenance Data and Certification submission (October 6 – November 19)		
	Intermediate/Advanced E-Rate Training		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	Early Release and No Cut Policies must be adopted by School Board Each Year - due to SAFE office by November 15th	SCOE/SAFE	
15	P-1 Property Tax Data (electronic submission)	State	
15	Annual SELPA ADA and Tax Allocations	State	
15	Annual Revenue Data submitted by SCOE	State	
15	Deadline to upload local indicators to CA School Dashboard		
15	Superintendents certify Census Report		
15	Annual Necessary Small School data submitted by SCOE	State	
20	SESR monitoring plans due to CDE	State	

**Siskiyou County Office of Education
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Due Dates and Timeline**

Date	Item	Due To	Reference/Comment
21	CALPADS Fall 1 Certification		
22	CALPADS Fall 1 Amendment Window		
27	CALPADS Fall 2		
30	School Lunch Program Claim Submission – September	State	
30	P-1 Revenue Data submitted by SCOE	State	
<u>DECEMBER 2022*</u>			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	Governing Board organizational meeting – within 15 days of 1 st Friday in December		
	Populate and post SARC template (September-February 1)		
	File E-Rate Form 470 (July-March) - see http://usac.org/sl	Schools and Library	
	File E-Rate Form 471 (December - April) – see http://usac.org/sl	Schools and Libraries	
	E-Rate Form 470 Application Deadline – see http://usac.org/sl	Schools and Libraries	
	Begin revisions for School Accountability Report Card (SARC), for each school in the district. Revisions can be made through February 1.		
	Districts identified for Differentiated Assistance will be notified		
	Complete Semi-Annual Certification for employees funded solely (100%) from a single federal categorical program		
1	All CASEMIS (Special Education), Special Ed Home to School mileage count, RSP Aide Court information	SCOE/Special Ed.	
1	Test Administration Window – Set-up deadline		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	1 st Interim Report due for Districts and Charters (July 1 through October 31 data)	SCOE/District	EC 42130, EC 42131(a)(1), (2)

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Date	Item	Due To	Reference/Comment
13	Annual Audit filed with COE, SSPI, State Controller		EC 41020 (h)
13	P-1 Necessary Small School Certification	State	
17	Annual Survey of children in local institutions for Neglected/Delinquent Children, ESEA, Title 1	State	
20	CALPADS/SSID – Fall I, Amendment Error and Anomaly Correction Certification Deadline (Amendment Window December 21 to January 22, 2021)		
23	District Level Foster Child Survey	State	
30	School Lunch Program Claim Submission – October	State	
31	Oral Health Assessment Report	State	
<u>JANUARY 2023*</u>			
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**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	ELPAC Summative Assessment Training		
	LCAP Stakeholder input (January – April) /LCAP Surveys		
	Board review of Annual Audit at Public Meeting (including any audit exception, recommendations or findings) (Must be completed by January 31)	SCOE	EC 35145, EC41020.3
	Bulk Purchase Ordering Begins	SCOE	
	Fire Extinguisher Inspection (Monthly at school sites)	Districts	
	Populate and post SARC template (September-February 1)		
	Williams Uniform Complaint Quarterly Report – file original with County Superintendent	SCOE	
1	CASEMIS Data Files (December 1)	State	
1	P-1 Attendance Reports	SCOE	
7	CALPADS Fall II Submission Window Opens		
8	Review and resolve SSID anomalies through February 2		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	

Siskiyou County Office of Education
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Date	Item	Due To	Reference/Comment
15	1099 District Data / 1095C District Data input to QCC	SCOE	
15	P-1 SELPA ADA and Tax Allocations		
15	P-1 Necessary Small School Data	State	
15	P-1 Attendance Reports	SCOE to State	
15	Submit Special Education NPS/LCI and Infant Data	State	
15	School ADA Report (SIP)	State	
15	P-1 Infant Data	State	
22	CALPADS Fall I Amendment Window Closes		
29	School Lunch Program Claim Submission – November	State	
29	End 2 nd Interim Report Period		
29	1099 Forms to Vendors		
29	Annual Sales Tax Report and Payment	State	
29	Consolidated Application Winter Report due (Non-Co-Op Districts). Co-op district Consolidated Applications submitted by Co-op Director	SCOE/State	
29	W-2s to Employees	SCOE	
29	1095-C to Employees	SCOE	
29	Quarterly Sales Tax Due		
29	Federal Cash Management Data Collection Deadline	State	
29	ACA Forms to employees		
<u>FEBRUARY 2023*</u>			
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Date	Item	Due To	Reference/Comment
Board Mtg.	Consolidated Application Winter Report – Information item only		
	CSAA Suspension Report	SCOE	
	Begin to draft LCAP		
	LCAP stakeholder input / Complete LCAP Annual Update		
	Physical Fitness Testing window (February, March, April or May)		
1	Physical Fitness Testing window opens		
1	Deadline for SARC posting for each school within the district. (District and CDE websites)	State	
1	CALPADS Fall 2 Certification		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
17	P-1 Certification Revenue Data from State		
18	Prior Annual Revenue Data certified with corrections		
25	CalWORKS and Free and Reduced Meal Reports (District/County Level)		
26	School Lunch Program Claim – December	State	
26	SESR Data submission due to CDE	State	
End of Month	Superintendent’s Designation of ELPAC Coordinator Form Due		
<u>MARCH 2023*</u>			
*	If a date falls on a Saturday, Sunday or Holiday, the reporting due date shall be the following workday. (CDE)		
**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	Review LCAP and complete analysis of progress		
	ACSA Student Recognition		
	Special Education Personnel Data Report	State	
	Physical Fitness Testing (February, March, April or May)		

Siskiyou County Office of Education
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Date	Item	Due To	Reference/Comment
	Comprehensive School Safety Plans annual update by March 1 st each year		
	Title V – REAP – SRSA Application period opens		
1	Audit adjustments to CALPADS and other prior year data	State	
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
12	Submit corrections for all fiscal years prior to via the appropriate State software or form	State	
12	Audit Exception Corrections to Siskiyou County Office of Education		EC 41020(j)(1), (2)
12	Notice of Intent Not to Rehire – Certificated		
15	2 nd Interim Report due for Charters (July 1 through January 31 data)	District	EC 42130, EC 42131(a)(1), (2)
16	2 nd Interim Report due for Districts (July 1 through January 31 data)	SCOE	
19	CHSPE – California High School Proficiency Examination (see State information for registration deadlines)		
19	CALPADS Fall II Submission Closes (No amendment window)		
24	Last day to file E-Rate 470 Form	Federal	
26	E-Rate Form 471 Application Deadline – see http://usac.org/sl		
31	School Lunch Program Claim Submission – January	State	
<u>APRIL 2023*</u>			
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**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
	School calendar for next year		
	Auditor’s Information Letter “A” request. <i>(Required items listed in detail in letter, due April 20th.)</i>	Auditors	
	Physical Fitness Testing (February, March, April or May)		
	Student Accident Insurance application		
	Update Medi-Cal Database	SCOE	

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Date	Item	Due To	Reference/Comment
	Annual School Site Council (SSC) Evaluation of effectiveness of SPSA, revise School Plan/Budget for next year		
	Complete draft of LCAP	SCOE	
	Williams Uniform Complaint Quarterly Report – file original with County Superintendent	SCOE	
	Title V, REAP – SRSA Application		
1	Provide for audit of books and accounts		
1	Physical Fitness Testing window continues		
9	Classified Layoff Notice or 60 days prior		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
13	CALPADS End Of Year 1,2, and 3 Submission Window, 5/13/20 – 8/17/20		
16	P-2 Attendance Reports, J Forms	SCOE	
16	P-2 Property Tax data submitted by Siskiyou County Office of Education	State	
16	P-2 Revenue data submitted by Siskiyou County Office of Education	State	
20	Audit Request Letter “A” Information due to Auditors	Auditors	
27	E-Rate Form 471 Application Deadline – see http://usac.org/sl		
27	Deadline for SAFE Pre-Authorization Purchase forms	SCOE	
29	School Lunch Program Claim Submission – February	State	
30	Letters of Reasonable Assurance to Classified Staff who work school calendar – not summer		
30	Letters to districts requesting budget hearing/adoption information		
30	Contracting districts complete LCAP before going to SCOE for budget planning		
30	Quarterly Sales Tax Due		
30	Federal Cash Management Data Collection Deadline	State	
30	Superintendent’s Designation of CAASPP Coordinator	State	
<u>MAY 2023*</u>			
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**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
Board Mtg.	LCAP approval		
Board Mtg.	LCAP and Budget Public Hearings (one week) and Approvals (subsequent week) (May 25-June 30 timeline)		
Board Mtg.	Board Policy Revisions		
	CALPADS End of Year Submission window opening date TBD		
	ELPAC – Initial Test Administration Training	Mid May	
	Physical Fitness Testing continues		
	File E-Rate Form 486 within 120 days after receiving Funding Commitment Decision Letter (FCDL)		
	Classified Staff Week (3 rd Week of May)		
1	LCAPs finished and ready for budget meetings		
1	District and COE under contract for annual audit	SCOE	
1	Physical Fitness Testing window continues / Report to State	State	
1	P-2 Necessary Small School Data	State	
1	P-2 Attendance Reports	SCOE to State	
1	Submit Special Education NPS/LCI and Infant Data	State	
	Day of the Teacher (2 nd Wednesday in May)		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	Report of enrollment for K-3 Class Size Reduction, J7-CSR		
15	Budget Publications 10 days prior to board meeting	SCOE	
15	Submit Consolidated Application information/signatures to Co-Op Director	Contracting Districts	
15	Notice Not to Rehire – Certificated		

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15	Certification of Compliance / Non-compliance for Audit Exceptions	State	
25	Auditor's Letter "B" Information Request (<i>see letter for detailed request, due 2nd week of June</i>)	Auditors	
30	School Lunch Program Claim Submission – March	State	
30	Classified Letters of Reasonable Assurance		
31	Oral Health Assessment Report	SCOE	
31	Physical Fitness administration closes		
<u>JUNE 2023*</u>			
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**	If a date is not available, the event/deadline may be pending and will be determined by the District, SCOE or State at a later date.		
Board Mtg.	Annual School Bus Inspection by CHP		
Board Mtg.	Approve Consolidated Application		
	LCAP and Budget Public Hearing (one week) and Approvals (subsequent week) (May 25 – June 30 timeline)	SCOE	
	Estimated Education Protection Account and Expenditures to Board for Budget Year and post to web-site		
	LCAP sent to SCOE within 5 days of Board approval	SCOE	
	Review SBAC Assessment Scores / Identify Needs		
	Physical Fitness Report		
	File E-Rate Form 486 within 120 days after receiving Funding Commitment Decision Letter (FCDL)		
	Prepare beginning of school year packets for parents/teachers, including required Parent Notifications, Uniform Complaint Procedures, Parent Involvement Policy, Family-School Compact, Sexual Harassment Policy, Notice of Availability of SARC, and Residency Questionnaire.		
1	June 30 projection as of April 30, due to COE, SPI, Controller if district qualified or negative 2 nd Interim		
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
10	Audit Request Letter "B" Information due to Auditors	Auditors	

**Siskiyou County Office of Education
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Date	Item	Due To	Reference/Comment
	CHSPE – CA High School Proficiency Examination (See State information for registration deadlines)		
25	P-2 Apportionment Certification	State	
29	School Lunch Program Claim Submission – April	State	
30	Submit Consolidated Applications to State (Non Co-Op Districts). Co-Op districts Consolidated Application submitted by Co-Op Director to CDE	SCOE/State	
30	All CASEMIS Data due	SCOE	
30	Corrections on Pupil Transportation Reports for current and prior years	State	
30	24-Month TUPE 9-12 Progress Report Due	State	
30	Hearing Report Due	State	
<u>JULY 2023*</u>			
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Board Mtg.	Review of Interdistrict Transfer Policy		
	District Special Education Suspension/Expulsion	SCOE	20 USC 1412 (a)(22)
	Update Student Information for CALPADS Reporting (July – September)		
	File E-Rate Form 470 (July – January) – wait 28 days, then file Form 471 – see http://usac.org/sl	Federal	
	File E-Rate 472 Reimbursement Form within 120 days from last day for paid services and materials. See http://usac.org/sl		
	File E-Rate Form 486 within 120 days after receiving Funding Commitment Decision Letter (FCDL) – see http://usac.org/sl		
	Staff instructional supply orders		
	Williams Uniform Complaint Quarterly Report – file original with County Superintendent	SCOE	
1	ELPAC initial assessment begins		
1	LCAP and Budgets sent to SCOE for approval	SCOE	EC 52070
1	Begin revision of Technology plans for applicable districts. See online: Technology Plan Builder – https://tpb.lacoe.edu.tpt		

**Siskiyou County Office of Education
2022-2023
Due Dates and Timeline**

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1	Final Budget	SCOE	EC 42127(a)(2)
1	Annual Attendance Reports	SCOE	
15	SAFE Attendance, Reimbursement Claim and In-kind	SCOE	
15	Annual Attendance Reports	SCOE to State	
21	Business contracting districts - Financial Reporting: ASB, Cafeteria, Revolving, Health & Welfare, IRS Section 125, Investment information, vehicle usage (see year-end checklist)	SCOE	
30	School Lunch Claim Submission – May	State	
31	Morgan Hart Grade 9 Class Size Reduction Report for prior year	State	
31	Quarterly Sales Tax Due		
31	Federal Cash Management Data Collection deadline	State	
	*If a date falls on a Saturday, Sunday or holiday, the reporting due date shall be the following workday. (CDE)		
	**If a date is not available, the event/deadline may be pending and will be determined by the District, Siskiyou County Office of Education or State at a later date.		