June 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 **Updated 16/17** **Level 2 Data Report distribute to METS** | 10 |
| 11 | 12 | 13 | 14 | 15 **Last Day to enter EasyCBM Data** | 16 **Last day to send** **School District correspondence** **(SIRS report)** | 17 |
| 18 | 19 | 20 | 21 **Updated 16/17** **Level 2 Data Report distribute to SED** | 22 **End Academic Period 2016/17 for In School Students** | 23 **First day Summer 2017 for In School Students** | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |

Report due to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Directors |  | SED |  | Districts |

July 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 •**All 16/17 Academic****Period MSIX MDEs entered/updated on MIS2000** | 25 | 26 | 27 | 28 **●ECA Pre/Post (Sep-June ‘17) on MIS****●All 16/17 Academic Summary Forms and services entered on MIS2000****●Remaining balance estimate to SED** | 29 |
| 30 | 31 |  |  |  |  |  |

Report due to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | SED |  | MIS2000 |

August 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  | 1 | 2 | 3 | 4  | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 **16/17** **Academic “Z” enrollments report ran by ID&R/MIS2000 due to Directors** | 12 |
| 13 | 14 **EasyCBM window** **for Fall Assessments 08/14/17-10/13/17** | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 **PAC and Parent****Activities hard copies for SY2016/17 sent to M-TASC** |  |  |

Report due to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Directors |  | M-TASC |

September 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  | 1 **School District Correspondence (free lunch, students lists)** | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 •**OSY data SY16/17 on MIS (profiles, services, student summary, mini lessons)****•OSY staff survey, prof. development sent to Liz Bliss****●EasyCBM-send lists of students that will be tested and staff info to ID&R Office (OC)** | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26  | 27 **Final Level 2****Report SY16-17 sent to Directors for revisions** | 28 | 29 •**Graduation Rate/DO study sent to Odilia Coffta**•**Initial PAC Parent Lists to M-TASC**•**All 2017 Summer MSIX MDEs entered/updated on MIS2000** | 30 |

Report due to:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | School Districts |  | MIS2000 |  | M-TASC |  | Directors |  | Odilia Coffta |  | ID&R |

October 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 **ESPERANZA complete student report forms ASAP after State Assessments are available** | 3 | 4 | 5 | 6 **OS Screening Test (pre/post) entered on MIS** | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 ●**All 2017 Summer Summary Forms and services entered on MIS2000****●ECA pre/post test results on MIS****●EasyCBM window for Fall Assessments closes** | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 •**Graduation rate/drop-out study sent to Directors**•**ECA Pre/post Report (created by ID&R) sent to M-TASC**•**OS Screening Test report created by ID&R** | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 •**ECA Pre/post Report sent to Directors for revisions**•**OS Screening Test report sent to Directors for revisions** | 28 |
| 29 | 30 | 31 |  |  |  |  |

Report due to:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Lisa Rivera |  | MIS2000 |  | M-TASC |  | Directors |

November 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  | 1 | 2 | 3 ●**State Assessments (3-8 & regents) entered on MIS2000****●K Registration List and PK Referral List sent to M-TASC****●Hard copies Post Test from 16/17 ECA sent to M-TASC** | 4  |
| 5 | 6 | 7 **First day Winter** **Period to change a Student’s Service Level** | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 **FINAL ECA****Pre/post Report (created by ID&R) sent to M-TASC** | 15 | 16 | 17 ●**OS Screening Test report ran by ID&R** | 18 |
| 19 | 20 | 21 | 22 **Last day to complete Level 3 HS & HS Senior students Graduation Plans, Level 2 OSY PLPs, and** **MSIX MDEs (including Intake Forms) for 2017-18 Academic Period (All students)** | 23  | 24  | 25 |
| 26 | 27 | 28 | 29 | 30 **All Data for 16-17 entered and corrected on MIS** |  |  |

Report due to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MIS2000 |  | M-TASC |  | Directors |

December 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  | 1  | 2 |
| 3 | 4 | 5 | 6 | 7 | 8**●State Assessment report (created by ID&R) sent to Directors for revisions** | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 **•All forms related to SDP (OSY Profile, PLP date, ELA/Math EasyCBM dates) and Intake Forms from Sep to Nov entered on MIS****●Last day to** **complete Grade 11th students (Levels 1 & 2) Graduation Plans** | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 **Credit accrual list for SY16-17 sent to Directors for revisions** | 23 |
| 24 | 25 | 26 | 27 •**CSPR reports for corrections sent to DSs****•CSPR forms sent to Directors for completion** | 28 | 29 **Last Day to** **complete SY17-18 Data Security certification and MSIX training with METS Staff** | 30 |
| 31 |  |  |  |  |  |  |

Report due to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | MIS2000 |  | Directors |

January 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  | 1 **EasyCBM window for Winter Assessment 01/01/18-02/16/18** | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 •**CSPR corrections entered on MIS****•SED Annual** **Performance Report** | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 **Final State Assessment report created by ID&R** | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 ●**ECA Pre-Post for Sept-Dec 2017 input on MIS****●ECA Pre-Post for Sept-Dec 2017 hard copies to M-TASC****●All 17-18 School Year Summary Student Forms data (Sep-Dec 17) entered on MIS** | 27 |
| 28 | 29 | 30 | 31 **Last day for Winter** **Period to change a Student’s Service Level** |  |  |  |

Report due to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | MIS2000 |  | M-TASC |

February 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  | 1 **First day Spring** **Period to change a Student’s Service Level.** | 2 **Final Credit accrual list for SY16-17 ran by ID&R**  | 3 |
| 4 | **5 Last day to complete Grades 9th & 10th students (Levels 1 & 2) Graduation Plans** | 6  | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 **EasyCBM window for Winter Assessment closes** | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |  |  |  |

March 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  | 1 | 2 **Initial 17/18 Level 2 Data Report distribute** **to METS** | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Report due to:

|  |  |
| --- | --- |
|  | Directors |

April 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 **Last Day to submit****Migrant Scholarships applications** | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 **Initial 17/18 Level** **2** **Data Reconciliation Form due to ID&R** | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 **Initial 17/18 Level2** **Report missing data entered on MIS2000 (ex. NYSSIDs)** | 28 |
| 29 | 30 ●**EasyCBM window for Spring Assessment 04/30/18-06/15/18****●Last day for Spring Period to change a Student’s Service Level.** |  |  |  |  |  |

Report due to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | MIS2000 |  | ID&R |

May 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 **Updated 17/18** **Level 2 Data Report distribute to METS** | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 **Last day to send** **School District correspondence** **(SIRS report)** | 26 |
| 27 | 28 | 29 | 30 | 31 **•Updated 17/18** **Level 2 Data Reconciliation Form due to ID&R****•Updated 17/18 Level 2 Report missing data entered on MIS2000 (ex. NYSSIDs)** |  |  |

Report due to:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Directors |  | School Districts |  | ID&R Office |  | MIS2000 |