



# 2024 LEA Master Planning Calendar

**JULY 2024– JUNE 2025**

# JULY 2024

## ACCOUNTABILITY & ASSESSMENTS

### Secondary Transition Indicator 13 Report

**Deadline:** 7.1.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## ATTENDANCE & ENROLLMENT

### Public-Private Partnerships EOY Attendance Report

**Deadline:** 7.19.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

### Enrollment Projections

**Deadline:** 7.19.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## BUDGET & FINANCE

### Minimum School Funding

**Deadline:** 7.1.2024

**Required by:** AIB

**MSDE Department:** Financial Policy, Planning Operations and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

### Final Nonpublic Tuition Assistance Program Application and Cost Sheets FY24

**Deadline:** 7.26.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## CHARTER SCHOOLS

### Charter Applications or Renewals

**Deadline:** 7.30.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## CTE

### Update Apprenticeship Related Course Information

**Deadline:** 7.1.2024

**Required by:** MSDE

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

### P-TECH Joint Chairmen's Report (JCR) Data

**Deadline:** 7.15.2024

**Required by:** MSDE

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## FOOD & NUTRITION

### School Nutrition Staff Training Needs Assessment

**Deadline:** 7.31.2024

**Required by:** Federal Government Agency

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HEALTH

### Certification of School Health Services Council

**Deadline:** 7.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## HUMAN RESOURCES

### Career Ladder Submission

**Deadline:** 7.1.2024

**Required by:** AIB

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

### Special Education Personnel Data

**Deadline:** 7.31.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## SPECIAL EDUCATION

### LEA EOY NPS Projection

**Deadline:** 7.26.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## TRANSPORTATION

### Transportation Operational Report

**Deadline:** 7.15.2024

**Required by:** MSDE

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

### Student with Disabilities Transportation Report

**Deadline:** 7.15.2024

**Required by:** MSDE

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

# August 2024

## ACADEMICS

### Virtual Programs

**Deadline:** 8.1.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### Fine Arts Initiative Grant

**Deadline:** 8.23.2024

**Required by:** MSDE

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

### ASM & AR Training

**Deadline:** 8.30.2024

**Required by:** Federal Government Agency

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## ACCOUNTABILITY & ASSESSMENTS

### Maryland Course Catalog

**Deadline:** 8.29.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### Student Course Data

**Deadline:** 8.29.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## ATTENDANCE & ENROLLMENT

### CTE Enrollment Data

**Deadline:** 8.1.2024

**Required by:** Federal Government Agency

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)



## BUDGET & FINANCE

### FY 2025 School-level Budget Data

**Deadline:** 8.15.2024

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning Operations and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

### Monthly School-level Expenditure Data

**Deadline:** 8.15.2024

**Required by:** AIB

**MSDE Department:** Financial Policy, Planning Operations and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

### Teacher Collaborative Grant Annual Status Report

**Deadline:** 8.31.2024

**Required by:** Federal Government Agency

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

**CTE****Apprenticeship Related Instruction Requests (MSDE/MATE)****Deadline:** 8.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**CTE Outcomes EOY Data and MSDE Attendance File****Deadline:** 8.1.2024**Required by:** Federal Government Agency**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**EARLY CHILDHOOD****Judy Centers EOY Data Report****Deadline:** 8.31.2024**Required by:** AIB**MSDE Department:** Early Childhood**MSDE POC:** Tara Philips, [tara.phillips@maryland.gov](mailto:tara.phillips@maryland.gov) and Jena Smith, [jena.smith@maryland.gov](mailto:jena.smith@maryland.gov)

## FOOD & NUTRITION

### U.S. Department of Agriculture Department of Defense (DoD) Fresh Fruit and Vegetable Program Food Request

**Deadline:** 8.1.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### Universal Meals Study Data Request

**Deadline:** 8.30.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### School Meals Annual Fall Training

**Deadline:** 8.30.2024

**Required by:** Federal Government Agency

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HEALTH

### School Health Services Survey

**Deadline:** 8.9.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## HUMAN RESOURCES

### Retire or Rehire Report and Data

**Deadline:** 8.1.2024

**Required by:** Federal Government Agency

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

### National Board Certification (NBC) Final Reconciliation

**Deadline:** 8.15.2024

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning, Operations, and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

## STUDENT SUPPORT

### Alternatives to Discipline and Restorative Approaches Survey

**Deadline:** 8.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Student Discipline EOY

**Deadline:** 8.15.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## STUDENT SUPPORT

### Restraint and Seclusion Annual Data Collection

**Deadline:** 8.15.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Restraint and Seclusion Survey

**Deadline:** 8.15.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Gun Free Schools Act Data SY 23-24

**Deadline:** 8.17.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Restraint and Seclusion

**Deadline:** 8.18.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

# SEPTEMBER 2024

## ACADEMICS

### Elementary Comprehensive Math Plan

**Deadline:** 9.16.2024

**Required by:** AIB

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

## ACCOUNTABILITY & ASSESSMENT

### Single Parent CTE

**Deadline:** 9.6.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### High School Data

**Deadline:** 9.12.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

**BUDGET & FINANCE****Audited Financial Statement Reporting Package****Deadline:** 9.1.2024**Required by:** MSDE**MSDE Department:** Audits**MSDE POC:** Patricia Ramallosa, [patricia.ramallosa4@maryland.gov](mailto:patricia.ramallosa4@maryland.gov)**Final Annual Perkins Financial Reports****Deadline:** 9.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Nonpublic Tuition Assistance Program Reconciliation Notice and Verification Form FY24****Deadline:** 9.27.2024**Required by:** MSDE**MSDE Department:** Early Intervention and Special Education Services**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)**Annual Audit****Deadline:** 9.30.2024**Required by:** MSDE**MSDE Department:** Financial Policy, Planning, Operations, and Strategy**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

**CTE****Approved CTE Program Verification (List A)****Deadline:** 9.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**CTE Perkins Data (HSDC)****Deadline:** 9.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**CTE Innovation Final Report****Deadline:** 9.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**CTE Program of Study Data Files****Deadline:** 9.30.2024**Required by:** Federal Government Agency**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)



**CTE****CTE Student Single Parent Data File****Deadline:** 9.30.2024**Required by:** Federal Government Agency**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Final Grant Reports (Perkins, Reserve, CTE Affiliate, CTE Innovation, Maryland Works, P-TECH)****Deadline:** 9.30.2024**Required by:** Federal Government Agency**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Annual Perkins Equipment Inventory Report****Deadline:** 9.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Grant Liquidation Deadline (Perkins, Reserve, CTE Affiliate, CTE Innovation, Maryland Works, P-TECH)****Deadline:** 9.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## EARLY CHILDHOOD

### Pre-K Memoranda of Understanding

**Deadline:** 9.30.2024

**Required by:** AIB

**MSDE Department:** Early Childhood

**MSDE POC:** Tara Philips, [tara.phillips@maryland.gov](mailto:tara.phillips@maryland.gov) and Jena Smith, [jena.smith@maryland.gov](mailto:jena.smith@maryland.gov)

## FOOD & NUTRITION

### USDA Foods Request

**Deadline:** 9.15.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### CACFP Annual Application (At-Risk After School Meal Program)

**Deadline:** 9.30.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HEALTH

### Community Partners Behavioral Health Survey

**Deadline:** 9.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## HUMAN RESOURCES

### Salary Schedules

**Deadline:** 9.13.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### Teacher and Principal Evaluations

**Deadline:** 9.27.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### Special Education Staffing Plans

**Deadline:** 9.30.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## SCHOOL IMPROVEMENT

### Title 1 Part A

**Deadline:** 9.6.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## SPECIAL EDUCATION

### State Personnel Development Grant (SEL Competency Data)

**Deadline:** 9.27.2024

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## STUDENT SUPPORT

### Ninth Grade Tracker

**Deadline:** 9.1.2024

**Required by:** AIB

**MSDE Department:** Other

**MSDE POC:** Rachel Hise, [rachel.hise@maryland.gov](mailto:rachel.hise@maryland.gov)

## STUDENT SUPPORT

### Community Schools Healthcare Practitioner Level of Coverage Survey

**Deadline:** 9.30.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Concentration of Poverty Reporting for District-Wide Supports

**Deadline:** 9.30.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### School Emergency Plans Updates Report

**Deadline:** 9.30.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## TRANSPORTATION

### School Accident Report

**Deadline:** 9.1.2024

**Required by:** MSDE

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

# OCTOBER 2024

## ACCOUNTABILITY & ASSESSMENT

### Grading & Reporting Policy and Grade Change Validity Audit

**Deadline:** 10.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## ATTENDANCE & ENROLLMENT

### Demographic Changes to Schools

**Deadline:** 10.25.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## BUDGET & FINANCE

### Maryland Works Liquidation Deadline

**Deadline:** 10.30.2024

**Required by:** MSDE

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## BUDGET & FINANCE

### F&R Price Data Report

**Deadline:** 10.31.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## COUNSELING

### Free Application for Federal Student Aid (FAFSA) Outreach Plans

**Deadline:** 10.1.2024

**Required by:** Federal Government Agency

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## CTE

### P-TECH Fall Conference

**Deadline:** 10.1.2024

**Required by:** MSDE

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

CTE
<p><b>Apprenticeship Related Instruction Requests (MSDE/MATC)</b></p> <p><b>Deadline:</b> 10.1.2024</p> <p><b>Required by:</b> MSDE</p> <p><b>MSDE Department:</b> College and Career Pathways</p> <p><b>MSDE POC:</b> Richard Kincaid, <a href="mailto:richard.kincaid@maryland.gov">richard.kincaid@maryland.gov</a></p>
<p><b>P-TECH Fall Enrollment Validations</b></p> <p><b>Deadline:</b> 10.25.2024</p> <p><b>Required by:</b> MSDE</p> <p><b>MSDE Department:</b> Assessment, Accountability, Performance Reporting, and Research</p> <p><b>MSDE POC:</b> Geoff Sanderson, <a href="mailto:geoff.sanderson@maryland.gov">geoff.sanderson@maryland.gov</a></p>
<p><b>Apprenticeship Related Instruction Requests (MSDE/MATC)</b></p> <p><b>Deadline:</b> 10.30.2024</p> <p><b>Required by:</b> MSDE</p> <p><b>MSDE Department:</b> College and Career Pathways</p> <p><b>MSDE POC:</b> Richard Kincaid, <a href="mailto:richard.kincaid@maryland.gov">richard.kincaid@maryland.gov</a></p>



**CTE****Financial Literacy Education Data File****Deadline:** 10.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**P-TECH Annual Legislative Report****Deadline:** 10.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**P-TECH Enrollment and Outcomes File****Deadline:** 10.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**P-TECH Fall Enrollment Validation****Deadline:** 10.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

**CTE****P-TECH Post-Graduation Data File****Deadline:** 10.30.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**FOOD & NUTRITION****Triennial Assessment Evaluation Report****Deadline:** 10.1.2024**Required by:** MSDE**MSDE Department:** School and Community Nutrition Programs**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)**HUMAN RESOURCES****Vacancy Collection****Deadline:** 10.1.2024**Required by:** MSDE**MSDE Department:** Educator Effectiveness**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

## HUMAN RESOURCES

### National Board Certification Fee Incentive Program First Submission

**Deadline:** 10.4.2024

**Required by:** MSDE

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

## INFORMATION SYSTEMS

### Accessibility of Digital Tools

**Deadline:** 10.1.2024

**Required by:** MSDE

**MSDE Department:** Information Technology

**MSDE POC:** Shawn Rushing, [shawn.rushing@maryland.gov](mailto:shawn.rushing@maryland.gov)

## STUDENT SUPPORT

### Home Instruction Survey

**Deadline:** 10.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

**STUDENT SUPPORT****Arrests Data****Deadline:** 10.31.2024**Required by:** MSDE**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)**Reportable Offenses Data SY 23-24****Deadline:** 10.31.2024**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)**Arrests on School Premises SY 23-24****Deadline:** 10.31.2024**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

# NOVEMBER 2024

## ACADEMICS

### Science and Social Studies Annual Survey

**Deadline:** 11.22.2024

**Required by:** MSDE

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

## ATTENDANCE & ENROLLMENT

### Pre-K Data Collection Survey Due (Enrollment and Other Data)

**Deadline:** 11.1.2024

**Required by:** AIB

**MSDE Department:** Early Childhood

**MSDE POC:** Tara Philips, [tara.phillips@maryland.gov](mailto:tara.phillips@maryland.gov) and Jena Smith, [jena.smith@maryland.gov](mailto:jena.smith@maryland.gov)

### Enrollment

**Deadline:** 11.15.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

**BUDGET & FINANCE****AFR Due****Deadline:** 11.15.2024**Required by:** MSDE**MSDE Department:** Financial Policy, Planning, Operations, and Strategy**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)**Annual Compensatory Education Data Collection****Deadline:** 11.15.2024**Required by:** MSDE**MSDE Department:** Financial Policy, Planning, Operations, and Strategy**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)**Technology Spending****Deadline:** 11.15.2024**Required by:** AIB**MSDE Department:** Other**MSDE POC:** Rachel Hise, [rachel.hise@maryland.gov](mailto:rachel.hise@maryland.gov)**Maryland Tutoring Corps Report****Deadline:** 11.29.2024**Required by:** MSDE**MSDE Department:** Instructional Programs and Services**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

**CTE****National Apprenticeship Week****Deadline:** 11.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**FOOD & NUTRITION****Verification Process Deadline****Deadline:** 11.15.2024**Required by:** MSDE**MSDE Department:** School and Community Nutrition Programs**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)**USDA DOD Fresh Order****Deadline:** 11.30.2024**Required by:** MSDE**MSDE Department:** School and Community Nutrition Programs**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)**School Meals Annual Financial Report****Deadline:** 11.30.2024**Required by:** MSDE**MSDE Department:** School and Community Nutrition Programs**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HUMAN RESOURCES

### Staff Data Collection

**Deadline:** 11.19.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## OTHER

### Service Learning Implementation Plan

**Deadline:** 11.22.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## SCHOOL IMPROVEMENT

### Annual Utility Emergency Assurances

**Deadline:** 11.1.2024

**Required by:** MSDE

**MSDE Department:** School Facilities

**MSDE POC:** Myron Mason, [myron.mason@maryland.gov](mailto:myron.mason@maryland.gov)



## STUDENT SUPPORT

### Specialized Intervention

**Deadline:** 11.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Updates to Local Policies on Gang-Related Activity (MSAR)

**Deadline:** 11.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## TRANSPORTATION

### Students Transported Report

**Deadline:** 11.30.2024

**Required by:** MSDE

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

# DECEMBER 2024

## ACADEMICS

### Fine Arts Certification Attestation

**Deadline:** 12.20.2024

**Required by:** MSDE

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

## BUDGET & FINANCE

### SWRC Science Grant

**Deadline:** 12.1.2024

**Required by:** MSDE

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

### ESSA School-level Expenditure Data

**Deadline:** 12.15.2024

**Required by:** Federal Government Agency

**MSDE Department:** Financial Policy, Planning, Operations, and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

## BUDGET & FINANCE

### Consolidated Annual Report

**Deadline:** 12.31.2024

**Required by:** MSDE

**MSDE Department:** Audits

**MSDE POC:** Patricia Ramallosa, [patricia.ramallosa4@maryland.gov](mailto:patricia.ramallosa4@maryland.gov)

### Single Audit Report

**Deadline:** 12.31.2024

**Required by:** MSDE

**MSDE Department:** Audits

**MSDE POC:** Patricia Ramallosa, [patricia.ramallosa4@maryland.gov](mailto:patricia.ramallosa4@maryland.gov)

## COUNSELING

### Trauma Training Provided

**Deadline:** 12.1.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Walter Sallee, [walter.sallee@maryland.gov](mailto:walter.sallee@maryland.gov)

**CTE****Apprenticeship Related Instruction Submission (MSDE/MATC)****Deadline:** 12.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Maryland Works Grant Liquidation****Deadline:** 12.1.2024**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**EARLY CHILDHOOD****Pre-K Waiver Request SY 24-25****Deadline:** 12.15.2024**Required by:** AIB**MSDE Department:** Early Childhood**MSDE POC:** Tara Philips, [tara.phillips@maryland.gov](mailto:tara.phillips@maryland.gov) and Jena Smith, [jena.smith@maryland.gov](mailto:jena.smith@maryland.gov)

## FOOD & NUTRITION

### USDA Foods Training and Food Show (December 1)

**Deadline:** 12.1.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### Verification Process Report

**Deadline:** 12.15.2024

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HUMAN RESOURCES

### Diversity Hiring Report

**Deadline:** 12.1.2024

**Required by:** AIB

**MSDE Department:** Other

**MSDE POC:** Rachel Hise, [rachel.hise@maryland.gov](mailto:rachel.hise@maryland.gov)

## SCHOOL IMPROVEMENT

### Title I Part D

**Deadline:** 12.18.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### Title I Part C

**Deadline:** 12.23.2024

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## STUDENT SUPPORT

### Multi-Lingual Learner Verification

**Deadline:** 12.6.2024

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

# JANUARY 2025

## BUDGET & FINANCE

### Reconcile AFR to Final

**Deadline:** 1.15.2025

**Required by:** AIB

**MSDE Department:** Financial Policy, Planning, Operations, and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

### Reconcile AFR to Final

**Deadline:** 1.15.2025

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning, Operations, and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

## FOOD & NUTRITION

### NSLP/SBP On-Site Monitoring

**Deadline:** 1.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## FOOD & NUTRITION

### USDA DOD Fresh Request

**Deadline:** 1.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HUMAN RESOURCES

### National Board Certification Fee Incentive Program Second Submission

**Deadline:** 1.3.2025

**Required by:** MSDE

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

## SPECIAL EDUCATION

### Parent Survey

**Deadline:** 1.1.2025

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)



## SPECIAL EDUCATION

### Interim Progress/Variance for LAFF/CLSG

**Deadline:** 1.30.2025

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## STUDENT SUPPORT

### Incidents of Bullying, Harassment and Intimidation Data

**Deadline:** 1.30.2025

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

# FEBRUARY 2025

## ATTENDANCE & ENROLLMENT

### PPP Mid-Year Attendance Report

**Deadline:** 2.7.2025

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

### Student Population Maryland School Survey

**Deadline:** 2.10.2025

**Required by:** Federal Government Agency

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## CTE

### CTE Month

**Deadline:** 2.1.2025

**Required by:** Federal Government Agency

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## FOOD & NUTRITION

### School Meal Patterns New Regulations

**Deadline:** 2.28.2025

**Required by:** Federal Government Agency

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## STUDENT SUPPORT

### Student Discipline MOY

**Deadline:** 2.7.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

# MARCH 2025

## ACCOUNTABILITY & ASSESSMENT

### Student Early Course Data

**Deadline:** 3.1.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## BUDGET & FINANCE

### Nonrecurring Cost Requests

**Deadline:** 3.15.2025

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning, Operations, and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

## FOOD & NUTRITION

### USDA Foods Request

**Deadline:** 3.15.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## FOOD & NUTRITION

### USDA DOD Fresh Request

**Deadline:** 3.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

## HUMAN RESOURCES

### LEA Feedback/Recruitment Campaign Annual Survey

**Deadline:** 3.1.2025

**Required by:** AIB

**MSDE Department:** Educator Effectiveness

**MSDE POC:** Kelly Meadows, [kelly.meadows@maryland.gov](mailto:kelly.meadows@maryland.gov)

## SPECIAL EDUCATION

### Nonpublic Projection Report

**Deadline:** 3.7.2025

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

## STUDENT SUPPORT

### Student Suicide Prevention Training Certification

**Deadline:** 3.15.2025

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

### SEED School Enrollment

**Deadline:** 3.30.2025

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

## TRANSPORTATION

### Transportation Drug & Alcohol Report

**Deadline:** 3.15.2025

**Required by:** MSDE

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

# APRIL 2025

## ATTENDANCE & ENROLLMENT

### Nonpublic Enrollment Report

**Deadline:** 4.25.2025

**Required by:** MSDE

**MSDE Department:** Early Intervention and Special Education Services

**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)

### Early Attendance

**Deadline:** 4.25.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## FOOD & NUTRITION

### Summer Meals Annual Training

**Deadline:** 4.30.2025

**Required by:** Federal Government Agency

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

**SPECIAL EDUCATION****Secondary Transition Quarterly Report****Deadline:** 4.15.2025**Required by:** MSDE**MSDE Department:** Early Intervention and Special Education Services**MSDE POC:** Dr. Antoine Hickman, [antoine.hickman@maryland.gov](mailto:antoine.hickman@maryland.gov)



# MAY 2025

## ACADEMICS

### Curriculum Adoption and Implementation Survey (High-Quality Instructional Materials)

**Deadline:** 5.1.2025

**Required by:** MSDE

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Dr. Elise Brown, [elise.brown@maryland.gov](mailto:elise.brown@maryland.gov)

## ACCOUNTABILITY & ASSESSMENT

### Public School Update

**Deadline:** 5.9.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

### MCC Generic ID File

**Deadline:** 5.9.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## ACCOUNTABILITY & ASSESSMENT

### MCC Accountable Schools

**Deadline:** 5.11.2025

**Required by:** MSDE

**MSDE Department:** Assessment, Accountability, Performance Reporting, and Research

**MSDE POC:** Geoff Sanderson, [geoff.sanderson@maryland.gov](mailto:geoff.sanderson@maryland.gov)

## BUDGET & FINANCE

### Notification Request for Approval of LEA Auditor

**Deadline:** 5.1.2025

**Required by:** MSDE

**MSDE Department:** Audits

**MSDE POC:** Patricia Ramallosa, [patricia.ramallosa4@maryland.gov](mailto:patricia.ramallosa4@maryland.gov)

## CTE

### P-TECH Spring Conference

**Deadline:** 5.1.2025

**Required by:** MSDE

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

**FOOD & NUTRITION****SFSP Health Department Notification****Deadline:** 5.30.2025**Required by:** MSDE**MSDE Department:** School and Community Nutrition Programs**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)**HEALTH****Fitness Athletic Equity Report Survey****Deadline:** 5.15.2025**Required by:** MSDE**MSDE Department:** Instructional Programs and Services**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)**OTHER****School Calendar Worksheet****Deadline:** 5.5.2025**Required by:** MSDE**MSDE Department:** Ombudsman**MSDE POC:** Teresa Dantzler, [teresa.dantzler1@maryland.gov](mailto:teresa.dantzler1@maryland.gov)

**STUDENT SUPPORT****Maryland School Mental Health Response Program Survey****Deadline:** 5.15.2025**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)**Community Schools Healthcare Practitioner Level of Coverage Survey****Deadline:** 5.30.25**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)**Community Schools Needs and Assets Assessments****Deadline:** 5.30.25**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)**Community Schools Implementation Plans****Deadline:** 5.30.25**Required by:** MSDE**MSDE Department:** Student Support and Federal Programs**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

# JUNE 2025

## ACADEMICS

### Pk-12 Comprehensive Math Plan

**Deadline:** 6.30.2025

**Required by:** AIB

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

### MAEOE Science Grant

**Deadline:** MSDE

**Required by:** 6.30.2025

**MSDE Department:** Instructional Programs and Services

**MSDE POC:** Tenette Smith, Ed.D., [tenette.smith@maryland.gov](mailto:tenette.smith@maryland.gov)

## BUDGET & FINANCE

### National Board Certification Teacher Reconciliation State Aid

**Deadline:** 6.15.2025

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning Operations and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

## BUDGET & FINANCE

### Annual Budget Documents and Annual Maintenance of Effort Certification

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** Financial Policy, Planning Operations and Strategy

**MSDE POC:** Donna Gunning, [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

### Career Counseling Spending

**Deadline:** 6.30.2025

**Required by:** AIB

**MSDE Department:** Other

**MSDE POC:** Rachel Hise, [rachel.hise@maryland.gov](mailto:rachel.hise@maryland.gov)

## COUNSELING

### Scholarship Info Collection

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** Student Support and Federal Programs

**MSDE POC:** Mary Gable, [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov)

**CTE****Apprenticeship Related Instruction Requests (MSDE/MATC)****Deadline:** 6.1.2025**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Grant Obligation Deadline: Perkins, Reserve, CTE Affiliate, CTE Innovation, Maryland Works, P-TECH****Deadline:** 6.30.2025**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)**Maryland Works Final Report****Deadline:** 6.30.2025**Required by:** MSDE**MSDE Department:** College and Career Pathways**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## FOOD & NUTRITION

### USDA Foods Utilized EOY Report

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### Annual Application for School Meals (CEP, MMFA, FFVP, Breakfast, Lunch)

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### Health Inspection Report

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)

### Paid Lunch Equity Report

**Deadline:** 6.30.2025

**Required by:** MSDE

**MSDE Department:** School and Community Nutrition Programs

**MSDE POC:** Julie Fletcher, [julie.fletcher@maryland.gov](mailto:julie.fletcher@maryland.gov)



## STUDENT SUPPORT

### Perkins Comprehensive Local Needs Assessment

**Deadline:** 6.30.2025

**Required by:** Federal Government Agency

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

### Perkins Local Applicaton

**Deadline:** 6.30.2025

**Required by:** Federal Government Agency

**MSDE Department:** College and Career Pathways

**MSDE POC:** Richard Kincaid, [richard.kincaid@maryland.gov](mailto:richard.kincaid@maryland.gov)

## TRANSPORTATION

### Red Light Runner Report (Transportation)

**Deadline:** 6.15.2025

**Required by:** Other Entity

**MSDE Department:** Pupil Transportation and Emergency Management

**MSDE POC:** Gabriel Rose, [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)