



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

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

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

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

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

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

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

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

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

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

HUMAN RESOURCES

Career Ladder Submission

Deadline: 7.1.2024

Required by: AIB

MSDE Department: Educator Effectiveness

MSDE POC: Kelly Meadows, 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

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

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

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

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

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

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

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

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

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

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

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

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

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**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**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 and Jena Smith, 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**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**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**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

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

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

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

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

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 and Jena Smith, 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

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

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

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

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

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

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

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

STUDENT SUPPORT

Ninth Grade Tracker

Deadline: 9.1.2024

Required by: AIB

MSDE Department: Other

MSDE POC: Rachel Hise, 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HUMAN RESOURCES**Vacancy Collection**

Deadline: 10.1.2024

Required by: MSDE

MSDE Department: Educator Effectiveness

MSDE POC: Kelly Meadows, 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

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

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

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

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

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

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

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 Phillips, tara.phillips@maryland.gov and Jena Smith, 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

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

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

Technology Spending

Deadline: 11.15.2024

Required by: AIB

MSDE Department: Other

MSDE POC: Rachel Hise, 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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGET & FINANCE

Consolidated Annual Report

Deadline: 12.31.2024

Required by: MSDE

MSDE Department: Audits

MSDE POC: Patricia Ramallosa, 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

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

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

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

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 and Jena Smith, 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

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

HUMAN RESOURCES

Diversity Hiring Report

Deadline: 12.1.2024

Required by: AIB

MSDE Department: Other

MSDE POC: Rachel Hise, 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARCH 2025

ACADEMICS

Science and Social Studies Annual Survey

Deadline: 3.1.2025

Required by: AIB

MSDE Department: Instructional Programs and Services

MSDE POC: Tenette Smith, Ed.D., tenette.smith@maryland.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER**School Calendar Worksheet**

Deadline: 5.5.2025

Required by: MSDE

MSDE Department: Ombudsman

MSDE POC: Teresa Dantzler, 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**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**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**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

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

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

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

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

Career Counseling Spending

Deadline: 6.30.2025

Required by: AIB

MSDE Department: Other

MSDE POC: Rachel Hise, 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

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**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**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

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

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

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

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

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

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

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