

## Submission Calendar for Districts

This Minnesota Department of Education (MDE) submission calendar lists major submissions or data entry periods of significant importance that affect many or all districts, by month. When available, links are provided to webpages or forms that provide more information. Find additional forms, worksheets, questionnaires, applications and more on our website's [Forms page](#).

Call 651-582-8200 or [email MDE](mailto:mde.contactus@state.mn.us) (mde.contactus@state.mn.us) if you have questions about these requirements and we will connect you with the appropriate division for assistance.

Note: This is not a complete list of all reporting requirements or data submissions the agency collects, as many relate to specific programs or a small subset of districts or schools.

| Month Due | Date Due | Report Name  | Description   |
|-----------|----------|--|---|
| January   | 1-31     | <a href="#">Test WES</a>   | Pre-test edit for statewide testing   |
| January   | 15       | <a href="#">Seclusion Report</a>   | Quarterly report on use of seclusion with individual students with disabilities from Oct 1 through Dec 31   |
| February  | 28       | <a href="#">Early Childhood Education Outcomes</a>   | End of Winter observation period for reporting Early Childhood Assessment data. Data submission due to MDE one month from this data.  |
| March     | 1        | <a href="#">American Indian Parent Advisory Committee Resolution and Roster</a><br><a href="#">Postsecondary Enrollment Options (PSEO)</a><br>School Improvement Plan Update | All districts with 10 or more American Indian students must have an American Indian Parent Advisory Committee<br><br>PSEO information must be provided to parents by this date<br><br>Comprehensive Support and Improvement (CSI) Schools reporting and updates |
| March     | 15       | <a href="#">Achievement Integration Program Plan - every three years</a><br><a href="#">Achievement and Integration Annual Budget</a>  | Reports on progress toward achievement and integration plan goals and budget  |
| March-Apr | -        | <a href="#">Title I Program Application Amendment One</a>  | Revise Title I application  |

| Month Due | Date Due | Report Name   | Description  |
|-----------|----------|---|--|
| April     | 1        | <a href="#">Early Learning Services Data</a> - <i>every other year</i>  | Describes how a program meets School Readiness program requirements  |
| April     | 6        | <a href="#">Minnesota Common Course Catalogue (MCCC)</a> (opens)  | Course classification and data collection system for Statewide Longitudinal Data System  |
| April     | 15       | <a href="#">Seclusion Report</a>  | Quarterly report on use of seclusion with individual students with disabilities from Jan 1 through March 31  |
| April     | 20       | <a href="#">Staff Automated Reporting (STAR)</a> (for assignments as of March 1)  | Employment, assignment and “highly qualified” information for educators  |
| April     | 30       | Amendment Window for <a href="#">Federal Title Grant Applications</a> including Title I, Part A, Title II, Part A, Title III, Part A and Title IV, Part A closes  | Date by which LEAs edit, revise and add object codes in SERVS Financial to applications. Object codes cannot be added to grant applications after this date    |
| May       | 15       | Career and Technical Education (CTE) Levy (estimated)   | Report on estimated CTE expenditures   |
| May       | 17       | <a href="#">Carl Perkins</a> (submissions begin)<br>Renewal of school nutrition application - end of month<br><a href="#">Test WES</a> (Post-test Edit) - <i>late May to mid-June</i>   | Data submission for CTE programs that use Carl D. Perkins funding<br>Sponsors of school nutrition programs application<br>Post-test edit for statewide testing |
| June      | 1        | <a href="#">Indian Education Letter of Intent</a> (for upcoming Fiscal Year)<br><a href="#">Title I Program Application</a> Amendment Two (spending ends June 30; closed out in 90 days) – <i>June-August</i><br><a href="#">Carl Perkins</a> submission window – <i>June-September</i> | World’s Best Workforce requirement<br>Opportunity to revise Title I Application<br>Data submission for CTE programs that use Carl D. Perkins funding           |

| Month Due     | Date Due | Report Name  | Description   |
|---------------|----------|--|---|
| June          | 15       | <a href="#">Student Support Data Collection (SSDC)</a>   | SLIFE and Immigrant Identification  |
| June          | 30       | <a href="#">Minnesota Continuous Improvement Process</a><br><a href="#">Title I Limitation Waiver</a><br><a href="#">Fully Initiate Title I Applications</a>   | Special education compliance monitoring and continuous improvement plan<br>Request for wavier from Title I requirements<br>Finalize Title I application   |
| <b>July</b>   | 1        | <a href="#">Cyber-Linked Interactive Child Nutrition System (CLiCS)</a><br><i>(final claims due July-January)</i><br><a href="#">SERVS Special Education Substantially Approved</a><br><a href="#">Reading K-3 Data Upload</a> | Food and Nutrition data entry for meal reimbursements<br>Special education student information<br>Reading proficiency for all students K-2  |
| July          | 15       | <a href="#">Early Learning Services Data</a><br><a href="#">Quarterly Seclusion Report</a><br><a href="#">Restrictive Procedures Summary</a><br>Early Learning <a href="#">Minnesota Common Course Catalogue (MCCC)</a> Due    | Report and questionnaire on ECFE, School Readiness, and Early Childhood Health and Development Screening<br>Report on use of seclusion with individual students with disabilities from Apr 1 through June 30<br>Summary of the use of restrictive procedures from July 1 through June 30<br>Course classification and data collection system for Early Learning |
| July          | 31       | <a href="#">Disciplinary Incident Reporting System (DIRS)</a>  | Suspensions, expulsions, special education and dangerous weapons  |
| <b>August</b> | 15       | <a href="#">Minnesota Automated Reporting System (MARSS)</a><br><i>(opens for current year)</i>  | Student data required by more than one area of (MDE) via one system   |
| August        | 31       | <a href="#">Q Comp Program</a> update form<br>(select link to find the Q Comp Annual timeline)   | Form required for districts receiving Q Comp funds  |

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| <b>September</b> | 1        | <a href="#">ESEA Federal Title I, Part A, Title II, Part A, Title III, Part A and Title IV, Part A Applications</a><br>(for following year)   | Due date for submission of completed grant applications in SERVS Financial  |
| September        | 15       | <a href="#">Uniform Financial Accounting and Reporting (UFARS)</a> (unaudited)  | Financial reporting for districts   |
| September        | 30       | <a href="#">Levy Information System</a>   | Required for MDE to compute the district's 2015 payable 2016 levy limitations   |
| <b>October</b>   | 1        | <a href="#">American Indian Education Program Plan</a><br><br><a href="#">Levy Certification System</a><br>(proposed)<br><br><a href="#">MARSS WES</a> (final year-end data) - date determined each year<br><br>"Q Comp Site Goals" | World's Best Workforce requirement<br><br>Required for MDE to compute the district's 2015 payable 2016 levy limitations<br><br>Integration Rule requirement per Minn. Stat. § 120B.11<br><br>Student data required by more than one area of (MDE) via one system<br><br>Annual submission of academic improvement goal—Q Comp only) |
| October          | 15       | <a href="#">Athletics Data Reporting</a><br><br><a href="#">Career and Technical Education (CTE) Levy</a> (actual)<br><br><a href="#">Quarterly Seclusion Report</a>  | Intramural and interscholastic athletics report<br><br>Report on actual CTE expenditures<br><br>Report on use of seclusion with individual students with disabilities from July 1 through Sept 30   |
| <b>November</b>  | 1        | <a href="#">Intent to Become New Schoolwide Title I Program</a><br><br>Consolidated State Performance Reporting (CSPR) – Nov-Dec  | Notice of intent to become a Title I program<br><br>Data needed by MDE to complete the federal CSPR for Title I programs  |

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| November  | 15       | <a href="#">Assurance of Compliance</a><br>Verification of Education Benefits data (number of free and reduced-price meal students)   | Assurance districts do not discriminate in their use of MDE special education funds<br>Verify benefit data for student meals   |
| November  | 20       | <a href="#">Staff Automated Reporting (STAR)</a> (for assignments as of October 1)  | Employment, assignment and “highly qualified” information for educators  |
| November  | 30       | <a href="#">Comparability Report</a><br><a href="#">Fiscal Compliance Table</a><br><a href="#">Neglected and Delinquent Child Count</a><br><a href="#">Uniform Financial Accounting and Reporting (UFARS)</a><br><a href="#">EDRS Special Education Expenditures</a><br><a href="#">Early Childhood Special Education Outcomes</a> - <i>date determined each year</i> | Report on Title I school services compared to non-Title I school services<br>Confirm that UFARS balance sheet data matches results of the independent audit.<br>Student data for this student group<br>Multiple use financial data reporting<br>Special education expenditures report<br>Outcomes achieved by infants, toddlers and preschool children with disabilities |
| December  | 1-31     | <a href="#">Facilities Age and Square Footage Report</a><br><a href="#">Test WES</a> (pre-test Edit)<br><a href="#">MARSS WES</a> (final fall data) - <i>date determined each year</i>  | District’s inventory of buildings used to calculate the operating capital portion of general education revenue<br>Pre-test editing window for District Assessment coordinators<br>Student data required by more than one area of (MDE) via one system  |
| December  | 1        | <a href="#">Achievement Integration Actual Expenditures Report</a>  |  |
| December  | 2        | <a href="#">0-4 Census</a>  | Number of resident children ages 0-4   |

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| December  | 11       | <a href="#">Minnesota Common Course Catalogue (MCCC)</a> (closes)  | Course classification and data collection system for Statewide Longitudinal Data System   |
| December  | 15       | <a href="#">Achievement Integration Progress Report</a><br><a href="#">World's Best Workforce Summary Report</a>             | Progress toward goals in approved Achievement and Integration Plan<br><br>Annual Summary Report, required of all Districts and Charters, reporting progress on their World's Best Workforce plan. |
| December  | 28       | <a href="#">Levy Certification System</a> (final)  | Required for MDE to compute the district's 2015 payable 2016 levy limitations   |
| December  | 31       | Charter School Audit Report<br><br>CPA Audited Financial Statements<br><br><a href="#">Compulsory Instruction Compliance</a> | Fiscal year-end audit report<br><br>Independent audit to be compared to UFARS data<br><br>Numbers of home-school and nonpublic school students, aged 5-18   |

## Ongoing Reports

The following reports are due at various times or on an ongoing basis throughout the year.

- [Average Daily Membership \(ADM\)/Limited English Proficient \(LEP\) Electronic Data Reporting System \(EDRS\)](#)
- [Continuing Education Clock Hour Reporting](#)
- [Cyber-Linked Interactive Child Nutrition System \(CLiCS\)](#)  
(no later than 60 days after meals served between Sept-Aug)
- [District and School Site Verification](#)
- [Graduation Requirements \(GRR\)](#) (formerly SERVS Student)
- [Minnesota Continuous Improvement Process](#) (special education compliance)
- [School Readiness Reporting](#)
- [Student ID Validations](#)