**JULY 2021**

- **July 9, 2021:** Board-adopted 2021-22 budget. Upload to Epicenter
- **July 9, 2021:** Board-adopted 2021-22 budget posted under the Transparency Mitten on the school’s website. Please certify that this requirement has been completed in Epicenter
- **July 30, 2021:** 2021-22 Academic Professional Development Calendar. Upload to Epicenter

**AUGUST 2021**

- **August 20, 2021:** Annual Conflict of Interest Form 2021-22 for each board member, except members appointed in 2021. Upload to Epicenter
- **August 20, 2021:** Annual Compliance with Applicable Laws Form for 2021-22. Board President must sign and date form. Upload to Epicenter
- **August 20, 2021:** Board resolution appointing Chief Administrative Officer; Freedom of information Act Coordinator; Title IX coordinator; CHRI Representative & McKinney Vento Representative for 2021-2022. Upload to Epicenter
- **August 20, 2021:** 2021-22 Board member roster should include contact information and roles for board members, with mailing and e-mail addresses and phone numbers. Upload to Epicenter
- **August 20, 2021:** ESP Due Diligence Questionnaire. Complete attached resource. Upload to Epicenter
September 2021 (as scheduled): Follow-up Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. Reminder

September 3, 2021: Charter contract & ESP Agreement upload to charter school website. Certify in Epicenter

September 10-October 22, 2021: NWEA MAP Fall testing window. Notice


September 17, 2021: Acknowledgement of Constitution Day programming, Protected Prayer Certification (Protected Eyewear Certification is no longer needed). MEGS, Upload to Epicenter

September 24, 2021: Organizational Chart and information on Instructional/Non-instructional Staff for 2021-2022. Upload to Epicenter

September 24, 2021: 2021-22 Curriculum Inventory for grades K-8 and 9-12. For schools that have new curriculum or new areas of their curriculum. For schools that do not have changes, upload document stating there are no changes. Upload to Epicenter

September 24, 2021: Documentation that Special Education provisions are in accordance with ISD Plan for 2021-2022. Upload to Epicenter

September 30, 2021: SE-4096 Special Education Actual Cost Report. WRESA, CEPI, Upload to Epicenter

September 30, 2021: DS-4898 Preliminary Pupil Headcount Report (Only for PSAs adding Grade Level(s). MDE, Upload to Epicenter
**Master Calendar**

**of Reporting Requirements**

**OCTOBER 2021**

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- **October 2021 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- **October 1, 2021:** Annual Non-Profit Corporation information update for 2021. **Upload receipt to Epicenter**
- **October 1, 2021:** Updates to student and employee handbooks for 2021-2022, all handbooks should have the current school year listed on the cover. **Upload to Epicenter**
- **October 6, 2021:** Preliminary student count. **Upload to Epicenter**
- **October 13, 2021 (Tentative):** First PSA Quarterly Meeting, Location TBD 12-2 p.m. **Notice**
- **October 30, 2021:** Fall NWEA MAP data, **Upload to Epicenter**
- **October 30, 2021:** Quarterly Student Enrollment, **Upload to Epicenter**

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.
### November 2021

- **November 1, 2021:** Audited Financial Statements/Management Letter for year ending June 30, 2020. WRESA-Electronic version sent to Kathie Emerick at emerick@resa.net, MDE at MDE-FinAudit@Michigan.gov, Upload to Epicenter
- **November 1, 2021:** Financial Information Database (FID). CEPI, WRESA, certify in Epicenter
- **November 17, 2021:** Fall 2021 Michigan Student Data System (MSDS). All districts must certify data to MSDS by this date. WRESA, CEPI, certify in Epicenter
- **November 17, 2021:** Fall 2021 MSDS secured data files. Upload to Epicenter
- **November 30, 2021:** Signed board resolution indicating the board has met with their auditor, understand the audit and approve of its submission to the Michigan Department of Education. Upload to Epicenter

### December 2021

- **December 1, 2021:** Registry of Educational Personnel (REP) CEPI, WRESA, certify in Epicenter
- **December 3, 2021:** December School Fire Drills to Epicenter. Upload to Epicenter
- **December 3, 2021:** 2021-22 Highly Qualified Teacher Certification. Upload to Epicenter
- **December 3, 2021:** FERPA Notice to Parents. Upload to Epicenter

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# Master Calendar
of Reporting Requirements

## JANUARY 2022

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- **January 2022 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. Reminder

- **January 6-February 17, 2022:** Optional NWEA MAP Winter testing window. (Schools whose contracts expire June 30, 2022 are required to test all students.) Notice


- **January 31, 2022:** Quarterly Student Enrollment, Upload to Epicenter

- **January 31, 2022:** 2020-21 Management response to Annual Audit. Upload to Epicenter

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- **February 9, 2022:** Supplemental Preliminary Student Count. Upload to Epicenter

- **February 2022 (TBD):** Annual Education Report (AER) please certify completion in Epicenter

- **February 18, 2022:** 2021-22 Board-adopted Enrollment and Selection Procedure to be used if the number of applicants for admission exceeds the grade capacity. Upload to Epicenter

- **February 23, 2022 (Tentative):** Second PSA Quarterly Meeting, location TBD 12-2 p.m. Notice

- **February 25, 2022:** Winter NWEA MAP grade levels tested form. Upload to Epicenter

- **February 25, 2022:** Winter NWEA MAP testing data, if academy opted into Winter testing window. Upload to Epicenter

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## Master Calendar

### of Reporting Requirements

#### MARCH 2022

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- **March 4, 2022**: Dual Enrollment notification to students. *(High Schools Only)* Upload to Epicenter

- **March 23, 2022**: Spring 2022 Michigan School Data System (MSDS). All districts must have data submitted to MSDS by this date. **WRESA, CEPI, Certify in Epicenter**

- **March 31, 2022**: Board-approved changes such as school site, grade configuration, curriculum, educational program or other major changes. *(Submit in Word format on school letterhead)* Upload to Epicenter

#### APRIL 2022

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- **April 2022 (as scheduled)**: Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. **Reminder**

- **April 1, 2022**: March School Tornado Drill to Epicenter. **Upload to Epicenter**

- **April 11-May 20, 2022**: Spring 2021 testing windows for the M-STEP. Online testing for grades 5, 8, and 11: April 11 – May 6, 2022 & Online testing for grades 3, 4, 6, and 7: April 25, 2022 – May 20, 2022. **Notice**

- **April 12-May 26, 2022**: NWEA MAP Data Spring testing window. **Notice**


- **April 29, 2022**: Board-approved recommendation of new board members for 2022-23. Upload DPSCD board application, resume, resolution for each proposed member. *Also as needed* **Upload to Epicenter**

- **April 29, 2021**: Quarterly Student Enrollment, **Upload to Epicenter**

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### May 2022

**Master Calendar of Reporting Requirements**

#### May 2022 (as scheduled)
- Teacher Certification Highly Qualified/Criminal Background Check/ Unprofessional Conduct Check. [Reminder](#)

#### May 6, 2022
- Board-adopted 2022-2023 School Calendar/School Day Schedule. Document must be adopted by the board. [Upload to Epicenter](#)

#### May 13, 2022
- 2021-22 Documentation demonstrating the charter school administered ALL state and authorizer required assessments. Please include name of test, grade levels tested, and date tests given. [Upload to Epicenter](#)
- Board nomination resolution for members whose terms are due to expire at the end of school year. [Upload to Epicenter](#)

#### May 25, 2022 (Tentative)
- Final PSA Quarterly Meeting, Location TBD, 12-2 p.m. [Notice](#)

#### May 31, 2022
- Certificate of Boiler Inspection for 2021-22. [Upload to Epicenter](#)
- 2022-23 PSA State Aid Note Application Authorizer Notification Form. [Upload to Epicenter](#)
- Board-adopted calendar of regularly scheduled meetings for 2022-2023. Must include school name, address, telephone number, dates, times and places of meetings and a statement indicating where the official minutes of school board meetings are stored & available for public inspection and Americans with Disabilities Act notice and post on building entrances. [Upload to Epicenter](#)
## Master Calendar of Reporting Requirements

### JUNE 2022

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- **June 3, 2022**: Spring NWEA MAP testing data. Upload to Epicenter
- **June 10, 2022**: Annual Operating Budget Notice of Public Hearing for 2022-23. Copy of ad in newspaper of record. Upload to Epicenter
- **June 17, 2022**: Amended Budget for 2021-22 or statement that budget was reviewed, and no amendment was required. Upload to Epicenter
- **June 17, 2022**: Board-adopted Letter of Engagement for the independent financial audit of the year ending June 30, 2022. Upload to Epicenter
- **June 22, 2022**: 2022-23 New Pupil Accounting Forms. WRESA, Upload to Epicenter
- **June 30, 2022**: Completed End of Year School Safety Drill Compliance Form. Upload to Epicenter
- **June 30, 2022**: Michigan Student Data System (MSDS) EOY data. All districts must have data submitted to MSDS by this date. Registry of Educational Personnel (REP), School Infrastructure Database (SID). WRESA, CEPI, Certify in Epicenter
- **June 30, 2022**: Single Building District Improvement Plan (SBDIP) and updates for 2022-23 WRESA, CEPI, Certify in Epicenter

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July 7, 2022: Budget Assumptions for the 2021-22 school year for academies reporting general fund balances of less than 5% of revenue for the 20-21 and 21-22 school years. CEPI, Upload to Epicenter

July 8, 2022: Board-adopted 2022-23 budget. Upload to Epicenter

July 8, 2022: Board-adopted 2022-23 budget posted under the Transparency Mitten on the school’s website. Please certify that this requirement has been completed in Epicenter


July 30, 2022: Quarterly Student Enrollment, Upload to Epicenter

July 30, 2022: 2022-23 Academic Professional Development Calendar. Upload to Epicenter