



Master Calendar

Draft Updated 8/17/21

of Reporting Requirements

JULY 2021

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

SUN	MON	TUES	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- ❖ **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:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. [Upload to Epicenter](#)
- ❖ **July 30, 2021:** 2021-22 Academic Professional Development Calendar. [Upload to Epicenter](#)

- ❖ **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](#)



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of Reporting Requirements

SEPTEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- ❖ **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 15, 2021:** 2021-22 Emergency Drill Schedule. Enter electronically on the Wayne County - Office of Homeland Security & Emergency Management website. You should receive a confirmation email. Please upload the confirmation to Epicenter. If you do not receive the confirmation email call Homeland Security at 734-728-3711. [Upload to Epicenter](#)
- ❖ **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

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
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24	25	26	27	28	29	30
31						

- ❖ **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:** July-September Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. [Upload to Epicenter](#)
- ❖ **October 30, 2021:** Quarterly Student Enrollment, [Upload to Epicenter](#)



Master Calendar

of Reporting Requirements

NOVEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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DECEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT
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❖ **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 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](#)



Master Calendar

of Reporting Requirements

JANUARY 2022

SUN	MON	TUES	WED	THU	FRI	SAT
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FEBRUARY 2022

SUN	MON	TUES	WED	THU	FRI	SAT
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27	28					

- ❖ **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:** October-December Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. [Upload to Epicenter](#)
- ❖ **January 31, 2021:** Quarterly Student Enrollment, [Upload to Epicenter](#)
- ❖ **January 31, 2022:** 2020-21 Management response to Annual Audit. [Upload to Epicenter](#)

- ❖ **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](#)



Master Calendar

of Reporting Requirements

MARCH 2022

SUN	MON	TUES	WED	THU	FRI	SAT
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6	7	8	9	10	11	12
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APRIL 2022

SUN	MON	TUES	WED	THU	FRI	SAT
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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 (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:** January-March Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures & Budget vs. Actual Report. [Upload to Epicenter](#)
- ❖ **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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of Reporting Requirements

MAY 2022

SUN	MON	TUES	WED	THU	FRI	SAT
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22	23	24	25	26	27	28
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- ❖ **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, 2021:** 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](#)
- ❖ **May 13, 2022:** 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](#)
- ❖ **May 31, 2022:** 2022-23 PSA State Aid Note Application Authorizer Notification Form. [Upload to Epicenter](#)
- ❖ **May 31, 2022:** 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](#)



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JUNE 2022

SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11
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26	27	28	29	30		

- ❖ **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 2022

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
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24	25	26	27	28	29	30
31						

- ❖ **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:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. [Upload to Epicenter](#)
- ❖ **July 30, 2022:** Quarterly Student Enrollment, [Upload to Epicenter](#)
- ❖ **July 30, 2022:** 2022-23 Academic Professional Development Calendar. [Upload to Epicenter](#)