

# 2024 September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03 School District Correspondence (free lunch, students lists)	04	05	06	07
08	09	10	11 Send hard copies of 2023/24 COMPLETED PLPs to Odilia Coffta	12	13 •easyCBM-send lists of students that will be tested and staff info to ID&R Office (LR)	14
15	16	17	18	19	20 •OSY data SY23/24 on MIS (profiles, PLPs, services, mini lessons) •iSOSY reports sent to Odilia Coffta	21
22	23	24	25	26	27 All 2024 Summer MSIX MDEs entered/updated on MIS2000 Final Level 2 Report SY23-24 sent to Directors	28
29	30	Due 8-30-24: Outstanding PAC/(non-PAC) Summary & Agenda to TASC Due 8-30-24: 2024-25 Work Plan				

Report due to:

School Districts	MIS2000	TASC	Directors	Odilia Coffta	ID&R
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6/25/24

# 2024 October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		01	02	03	04	05
06	07	08	09	10	11 <ul style="list-style-type: none"> <li>• easyCBM window for Fall Assessments closes</li> <li>• All 2024 Summer Needs and services entered on MIS2000</li> </ul>	12
13	14	15	16 <ul style="list-style-type: none"> <li>• CSPR reports for corrections sent to DSs (school building names, enrollment lines, services)</li> </ul>	17	18	19
20	21	22	23	24	25 <ul style="list-style-type: none"> <li>• 23/24 Algebra 1 sent to Directors</li> <li>• 23/24 ECA pre/post test results on MIS</li> <li>• 23/24 ECA Pre/post hard copies sent to TASC</li> <li>• State Assessments (3-8 &amp; Regents) entered on MIS2000</li> </ul>	26
27	28	29	30	31 SED annual performance report		

Report due to:

	MIS2000		TASC		Directors		ID&R		SED
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# 2024 November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<p style="text-align: center;"><b>01</b></p> <p><i>First day Winter Period to change a Student's Service Level</i></p> <ul style="list-style-type: none"> <li>Credit accrual (created by ID&amp;R) report sent to Directors for revisions</li> </ul>	<p style="text-align: center;"><b>02</b></p>
<p style="text-align: center;"><b>03</b></p>	<p style="text-align: center;"><b>04</b></p>	<p style="text-align: center;"><b>05</b></p>	<p style="text-align: center;"><b>06</b></p> <ul style="list-style-type: none"> <li>ID&amp;R sends Teacher Certification list to METS</li> </ul>	<p style="text-align: center;"><b>07</b></p>	<p style="text-align: center;"><b>08</b></p> <ul style="list-style-type: none"> <li>State Assessment report (created by ID&amp;R) sent to Directors for revisions</li> <li>23/24 ECA report sent to Directors for revisions</li> </ul>	<p style="text-align: center;"><b>09</b></p>
<p style="text-align: center;"><b>10</b></p>	<p style="text-align: center;"><b>11</b></p>	<p style="text-align: center;"><b>12</b></p>	<p style="text-align: center;"><b>13</b></p> <ul style="list-style-type: none"> <li>METS complete Teacher Certification list and forward to ID&amp;R</li> </ul>	<p style="text-align: center;"><b>14</b></p>	<p style="text-align: center;"><b>15</b></p> <p>Initial 2024/25 PAC Parent Lists to TASC</p>	<p style="text-align: center;"><b>16</b></p>
<p style="text-align: center;"><b>17</b></p>	<p style="text-align: center;"><b>18</b></p>	<p style="text-align: center;"><b>19</b></p>	<p style="text-align: center;"><b>20</b></p>	<p style="text-align: center;"><b>21</b></p>	<p style="text-align: center;"><b>22</b></p>	<p style="text-align: center;"><b>23</b></p>
<p style="text-align: center;"><b>24</b></p>	<p style="text-align: center;"><b>25</b></p> <p>CSPR corrections entered on MIS</p>	<p style="text-align: center;"><b>26</b></p>	<p style="text-align: center;"><b>27</b></p> <p>Reminder: Check SDP data and MSIX MDEs (including Needs Assessment) for 2024-25 Academic Period</p> <ul style="list-style-type: none"> <li>23/24 Algebra 1 sent to ID&amp;R</li> </ul>	<p style="text-align: center;"><b>28</b></p>	<p style="text-align: center;"><b>29</b></p>	<p style="text-align: center;"><b>30</b></p>

Report due to:

	MIS2000		TASC		Directors		ID&R		SED
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# 2024 December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05	06 23/24 BOLST (pre/post) entered on MIS <ul style="list-style-type: none"> <li>23/24 ECA report ran by ID&amp;R</li> <li>Final Credit accrual report ran by ID&amp;R</li> </ul>	07
08	09	10	11	12	13 Final State Assessment report created by ID&R	14
15	16	17	18	19	20	21
22	23	24	25	26	27 23/24 BOLST (pre/post) sent to Directors for revisions	28
29	30	31 24/25 Data Pulse (created by ID&R) sent to Directors <ul style="list-style-type: none"> <li>REMINDER: complete SY23-24 MSIX and Data Security certifications and Mandated Reporter training with METS Staff</li> </ul>				

Report due to:

	Directors		TASC
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# 2025 January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01	02 easyCBM window for Winter Assessment 01/02/25- 02/21/25	03	04
05	06 24/25 EasyCBM Fall scores into MIS2000	07	08	09	10 23/24 Evaluation Data will be submitted to Arroyo  23/24 MSIX Snapshot	11
12	13	14	15	16	17 23/24 BOLST report ran by ID&R	18
19/26	20/27 Last day for Winter Period to change a Student's Service Level	21/28	22/29	23/30	24/31 • All 2024/25 services from Sep to Dec entered on MIS • All 2024/25 forms related to SDP and Intake/Summary Forms from Sep to Dec entered on MIS • ECA Pre-Post for Sept-Dec 2024 input on MIS • ECA Pre-Post for Sept-Dec 2024 hard copies to TASC	25

Report due to:

	MIS2000		Directors		TASC
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6/25/24

# 2025 February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						01
02	03 First day Spring Period to change a Student's Service Level.	04	05	06	07	08
09	10	11	12	13	14 TASC disseminates ECA cross-check to METS	15
16	17	18	19	20	21 easyCBM window for Winter Assessment closes	22
23	24	25	26	27	28	

Report due to:

	Directors		TASC
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6/25/24

# 2025 March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						01
02	03	04	05	06	07 Initial 24/25 SIRS Level 2 Data Reconciliation Report distribute to METS	08
09	10	11	12	13	14 24/25 EasyCBM into MIS2000	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Report due to:

	Directors
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6/25/24

# 2025 April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		01	02	03	04 Initial 24/25 SIRS Level 2 Data Reconciliation Report Form due to ID&R	05
06	07	08	09	10	11	12
13	14 •easyCBM window for Spring Assessment 04/14/25-06/13/25	15	16	17	18 Initial 24/25 SIRS Level 2 Data Reconciliation Report missing data entered on MIS2000 (ex. NYSSIDs)	19
20/27	21/28	22/29	23/30	24	25 •Last day for Spring Period to change a Student's Service Level.	26

Report due to:

	MIS2000		ID&R		Directors		TASC
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6/25/24

# 2025 May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				01	02	03
04	05	06	07	08	09 Updated 24/25 SIRS Level 2 Data Reconciliation Report distribute to METS	10
11	12	13	14	15 First day of Summer for PK-OSY students	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Report due to:

	Directors		ID&R Office		MIS2000
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6/25/24

# 2025 June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05	06 • Updated 24/25 SIRS Level 2 Data Reconciliation Form due to ID&R • Updated 24/25 SIRS Level 2 Data Reconciliation Report missing data entered on MIS2000 (ex. NYSSIDs)	07
08	09	10	11	12	13	14
15	16 <i>Last Day to submit NYS Scholarships applications</i> Last day to send School District letters (SIRS report)	17	18	19	20 Updated 24/25 Level 2 Data Report distribute to METS	21
22/29	23/30	24	25 <i>Last Day to submit the Parent Scholarships applications</i>	26	27	28

Report due to:

Directors	Districts	MIS2000	ID&R Office	TASC
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6/25/24

# 2025 July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		01 <i>Last Day to submit national baccalaureate scholarships applications</i>	02	03	04 Updated 24/25 Level 2 Data Report distribute to SED	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20/27	21/28	22/29	23/30	24/31 <ul style="list-style-type: none"> <li>●All 24/25 Academic Period MSIX MDEs entered/updated on MIS2000</li> <li>●All 24/25 Academic Needs and services entered on MIS2000</li> </ul>	25 <ul style="list-style-type: none"> <li>●Remaining balance estimate to SED</li> </ul>	26

Report due to:

	SED		MIS2000		Directors
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6/25/24

# 2025 August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					01 2025 Summer Served data pulse to Directors	02
03	04	05 24/25 PFS students-served and levels	06	07 easyCBM window for Fall Assessments 08/7/25-10/10/25	08	09
10	11	12	13	14	15 24/25 easyCBM data report ran by ID&R/MIS2000 due to Directors 2025 Summer Served data pulse for the State 24/25 Academic "Z" enrollments report ran by ID&R/MIS2000 due to Directors	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29 •Email PAC and/or Parents event(s) agenda & summary to TASC	30

Report due to:

Directors	TASC		SED
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