



*Calendar of forms
1980-81 school year*

Iowa Department of Public Instruction

area education agency

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DEPARTMENT OF
PUBLIC INSTRUCTION

CALENDAR OF FORMS DUE TO THE DPI

from

AREA EDUCATION AGENCY

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

1980

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

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DEPARTMENT OF PUBLIC INSTRUCTION

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WILLIAM M. BAILEY	Associate Superintendent - Area Schools
DREXEL LANGE	Associate Superintendent - Pupil Services

Planning and Development

ELDERT A. GROENENDYK	Consultant - Statistical Reports
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INTRODUCTION

The Annual Data Acquisition Plan is published and distributed as a guide for reporting data to the Department of Public Instruction by the educational agencies of Iowa. This publication will be revised annually to include all official repetitive collection documents from the Department.

Emergencies which require collection of other data that arise during the year will be accompanied with instructions and justifications for collection. All other collection forms are optional for completion. Forms Control personnel of the Department of Public Instruction are attempting to organize and streamline the collecting, analyzing and dissemination of information concerning education in Iowa.

The arrangement of this publication is by months for documents with specific due dates. All others are listed after the last month. The telephone number of the person responsible for each document has been provided for your convenience. All phone numbers are in area code 515.

ANNUAL DATA ACQUISITION PLAN
As of July 1, 1980

Area Education Agency

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
07-07-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
07-07-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
07-10-80	Title IV ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report of Federal Cash Expenditures Title IV, Part C (PL 93-380)
07-11-80	Programs & Fiscal Services	Vance, Frank	281-5471	C88477-3/78	Quarterly Summary of Part B, E.H.A., PL 94-142 Federal Project Expenditures and Quarterly Request for Funds
07-11-80	Management Information	Nielsen, Evelyn	281-5651	MID-100E	Basic Education Data Survey - Area Education Agency (Summer)
07-16-80	Special Needs	Kroloff, Dan	281-3896	SN-CSPE	Community School Program Evaluation
07-16-80	Special Needs	Kroloff, Dan	281-3896	SN-E	Evaluation Report for Special Needs Program/Support Services
07-21-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-2	School Nutrition Fund Report
07-21-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-135	School Nutrition Fund Report - Supplement

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
08-01-80	Program & Fiscal Services	Vance, Frank	281-5471	D9075-5/79	Equipment Inventory Purchases (Part B, E.H.A.)
08-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
08-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
08-11-80	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report of Federal Cash Expenditures Title IV, Part C (PL 93-380)
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-42A-58	Area Education Agency Statement of Revenue - 11 Operating Fund
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A1-58	Area Education Agency Statement of Expenditures - 500 Special Education Support Services Regular Program
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A2-58	Area Education Agency Statement of Expenditures - 500 Special Education Support Services New and Expanded Programs
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A3-58	Area Education Agency Statement of Expenditures - 600 Media Services
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A4-58	Area Education Agency Statement of Expenditures - 700 Educational Services
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A5-58	Area Education Agency Statement of Expenditures - 800 Administration
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A6-58	Area Education Agency Statement of Expenditures - 300 Special Education Instructional Programs
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43A7-58	Area Education Agency Statement of Expenditures - Special Project
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-45A-58	Area Education Agency Summary - 11 Operating Fund (Revenue and Expenditures)
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-58-58	Area Education Agency Balance Sheet

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-62-58	Area Education Agency Statement of Change in Fund Balance Year Ended June 30
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-IC-1	Restricted Indirect Costs Allocation Plan
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-IC-2	Unrestricted Indirect Costs Allocation Plan
08-15-80	Programs & Fiscal Services	Vance, Frank	281-5471	D9073-5/79	Part B, E.H.A. Project Evaluation Report PL 94-142
08-15-80	Alternative Programs	Spurlock, Paul	281-3715	EMS-AEA-1	Annual AEA Program of Media Services Report for Fiscal Year
08-15-80	Administration & Finance	Obrecht, Gayle	281-4738	G90182	Special Education Supplement

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
09-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-DCPC-1	Special Education Children Placed by District Court Claim against State of Iowa Under the Provisions of Chapter 281, Code of Iowa 1977, Amended 1978.
09-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-JHC-1	Area Education Agency Claim for Reimbursement of Instruction Costs of Children in a Juvenile Home
09-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
09-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
09-10-80	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report of Federal Cash Expenditures Title IV, Part C (PL 93-380)
09-18-80	Management Information	Nielsen, Evelyn	281-5651	MID-200	Basic Educational Data Survey - New Staff (Fall)
09-18-80	Management Information	Nielsen, Evelyn	281-5651	MID-200E	Basic Educational Data Survey - Area Education Agency (Fall)
09-18-80	Management Information	Nielsen, Evelyn	281-5651	MID-200SA	Basic Educational Data Survey - Area Education Agency Special Education Enrollment (Fall)
09-25-80	Special Education	Vance, Frank	281-5471	RHP-4	Weighted Enrollment Form
09-30-80	Special Education	Vance, Frank	281-5471	SE-FED	Application for Utilization of PL 92-142 Funds for Supplemental Assistance

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
10-06-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Programs, Special Milk Program and School Breakfast program
10-06-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
10-10-80	Programs & Fiscal Services	Vance, Frank	281-5471	C88477-3/78	Quarterly Summary of Part B, E.H.A., PL 94-142 Federal Project Expenditures and Quarterly Request for Funds
10-10-80	Management Information	Nielsen, Evelyn	281-5651	MID-200BE	Basic Educational Data Survey - School Board Members Area Education Agency (Fall)
10-10-80	Title IV, ESEA	Morrison, Max	281-5274	Title IV, C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
10-20-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-2	School Nutrition Fund Report
10-20-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-135	School Nutrition Fund Report - Supplement

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
11-03-80	Statewide Computer	Crocker, Dean	281-4802	DP-10	Educational Data Processing Annual Program Plan
11-03-80	Alternative Programs	Spurlock, Paul	281-3715	None	Area Education Agency Program of Media Services
11-03-80	Special Education	Vance, Frank	281-5471	SE-PLAN	Special Education Program and Service Plan
11-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
11-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
11-10-80	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
12-01-80	Programs & Fiscal Services	Vance, Frank	281-5471	RHP-7	Report of Certified Count of Handicapped Children Receiving Special Education and Related Services Part B, E.H.A. PL 94-142
12-03-80	Child Nutrition	Carpenter, L.E.	281-4756	AF-19-13	Indirect Cost Allocation Plan
12-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-20-13	Restricted Indirect Cost Allocation Plan
12-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-42	Area Education Agency - 11 Operating Fund - Revenue
12-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-43	Area Education Agency - Consolidated Budget - 11 Operating Fund - 050 Facility Code
12-03-80	Administration & Finance	Obrecht, Gayle	281-4738	AF-45	Area Education Agency - Budget Summary - 11 Operating Fund-Revenue and Expenditures Summary
12-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
12-05-80	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
12-10-80	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
12-15-80	Career Education	Wold, Kenneth	281-5663	None	Research Evaluation

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
01-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
01-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
01-05-81	Special Education	Vance, Frank	281-5471	None	Registration Blind Pupils
01-09-81	Programs & Fiscal Services	Vance, Frank	281-5471	C88477-3/78	Quarterly Summary of Part B, E.H.A. PL 94-142 Federal Project Expenditures and Quarterly Request for Funds
01-09-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
01-21-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-2	School Nutrition Fund Report
01-21-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-135	School Nutrition Fund Report - Supplement

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
02-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
02-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
02-11-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
03-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
03-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
03-10-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
04-03-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
04-03-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
04-11-81	Programs & Fiscal Services	Vance, Frank	281-5471	C88477-3/78	Quarterly Summary of Part B, E.H.A., PL 94-142 Federal Project Expenditures and Quarterly Request for Funds
04-10-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
04-17-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-2	School Nutrition Fund Report
04-17-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-135	School Nutrition Fund Report - Supplement
04-25-81	Programs & Fiscal Services	Vance, Frank	281-5471	B51985-5/74	Part B, E.H.A. Project Abstract

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
05-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
05-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
05-11-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
05-29-81	Alternative Programs	Spurlock, Paul	281-3715	CURR-G/T	A Report on the Utilization of State Inservice Funds for Gifted and Talented Education

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
06-01-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Project Abstract (ESEA Title IV), Part C
06-02-81	Programs & Fiscal Services	Vance, Frank	281-5471	OE-9025+R	Federal Assistance for the Education of Handicapped Children under Part B, E.H.A., PL-94-142, and Title I, ESEA, PL 89-313, Plan/Application Amendment and Report Form
06-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-1	Claim for Reimbursement - National School Lunch Program, Special Milk Program and School Breakfast Program
06-05-81	Child Nutrition	Carpenter, L.E.	281-4756	CNP-30	School Breakfast Program Financial Information
06-05-81	Special Education	Vance, Frank	281-5471	CSS-1	Clinical Speech Services Report
06-05-81	Special Education	Vance, Frank	281-5471	HCES-1	Hearing Conservation and Education Services Report
06-10-81	Title IV, ESEA	Morrison, Max	281-5274	Title IV C	Monthly Report on Federal Cash Expenditures Title IV, Part C (PL 93-380)
06-15-81	Career Education	Wold, Kenneth	281-5663	None	Research Evaluation
06-30-81	Title IV, ESEA	Morrison, Max	281-5274	Title IVC	ESEA Title IV, Part C Annual/Final Budget Period Report
06-30-81	Special Education	Vance, Frank	281-5471	SE-SSWS	School Social Work Services End of Year Summary Report

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
As Needed	Administration & Finance	Obrecht, Gayle	281-4738	AF-50	Area Education Agency Budget Amendment Request
As Needed	Child Nutrition	Carpenter, L.E.	281-4756	CNP-10	National School Lunch Program Agreement
As Needed	Child Nutrition	Carpenter, L.E.	281-4756	CNP-26	School Breakfast Program Agreement
As Needed	Child Nutrition	Carpenter, L.E.	281-4756	CNP-27	Application for School Breakfast Program
As Needed	Child Nutrition	Carpenter, L.E.	281-4756	CNP-36	Special Milk Program Agreement
After Audit	Child Nutrition	Carpenter, L.E.	281-4756	CNP-132	School Nutrition Fund - Audit Report
90 Days After End of Project	Title IV, ESEA	Morrison, Max	281-5274	ESEA IV B	Final Budget Report Title IV, Part B, PL 95-561 Libraries and Learning Resources.
90 Days After End of Project	Title IV, ESEA	Morrison, Max	281-5274	ESEA IV C	ESEA Title IV, Part C Annual/Final Budget Period Report
90 Days After End of Project	Title IV, ESEA	Morrison, Max	281-5274	ESEA (TCHR)	Teacher Incentive Aware Final Report - Title IV
As Needed	Teacher Education & Certification	Nearhoof, Orrin	281-3611	Form 2-11	Superintendent's Administrative Officer's Statement of Teaching Experience
As Needed	Alternative Programs	Spurlock, Paul	281-3715	None	AEA Administrators and AEAMC Personnel
As Needed	Special Education	Vance, Frank	281-5471	RHP-5 (tape)	Special Education Student Information
As Needed	Special Education	Vance, Frank	281-5471	SE-EVAL-1	Class List (for Evaluation)
As Needed	Special Education	Vance, Frank	281-5471	SP-AUD	Program Approval - Audiometrist
As Needed	Special Education	Vance, Frank	281-5471	SPE-A	Request for Rule Exception
As Needed	Special Education	Vance, Frank	281-5471	SPE-RE	Report of Rule Exception
As Needed	Special Education	Vance, Frank	281-5471	SPH-1	Class List (for Handicapped)

<u>DUE DATE</u>	<u>UNIT</u>	<u>CONTACT PERSON</u>	<u>PHONE NO</u>	<u>FORM NO</u>	<u>FORM NAME</u>
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-CSP	Application for Special Needs - Community School Program
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-INSER	Inservice Application for Vocational Activities for Disadvantaged & Handicapped Persons
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-MINI	Mini-Grant Application for Vocational Activities for Disadvantaged
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-PF	Planning Format for Developing Special Needs Proposals
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-TAP	Teacher Aide Program (TAP) - Mainstreaming the Elderly
As Needed	Special Needs	Kroloff, Dan	281-3896	SN-TCHR	Teacher Incentive Grants
As Needed	Teacher Education & Certification	Nearhoff, Orrin	281-3611	TEC-30	Inservice Professional Credit Form
As Needed	Teacher Education & Certification	Nearhoff, Orrin	281-3611	TEC-31	Application for State Approval of Staff Development Activity
As Needed	Special Education	Vance, Frank	281-5471	VH-1	Student Textbook Request Form

