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III. School calendars

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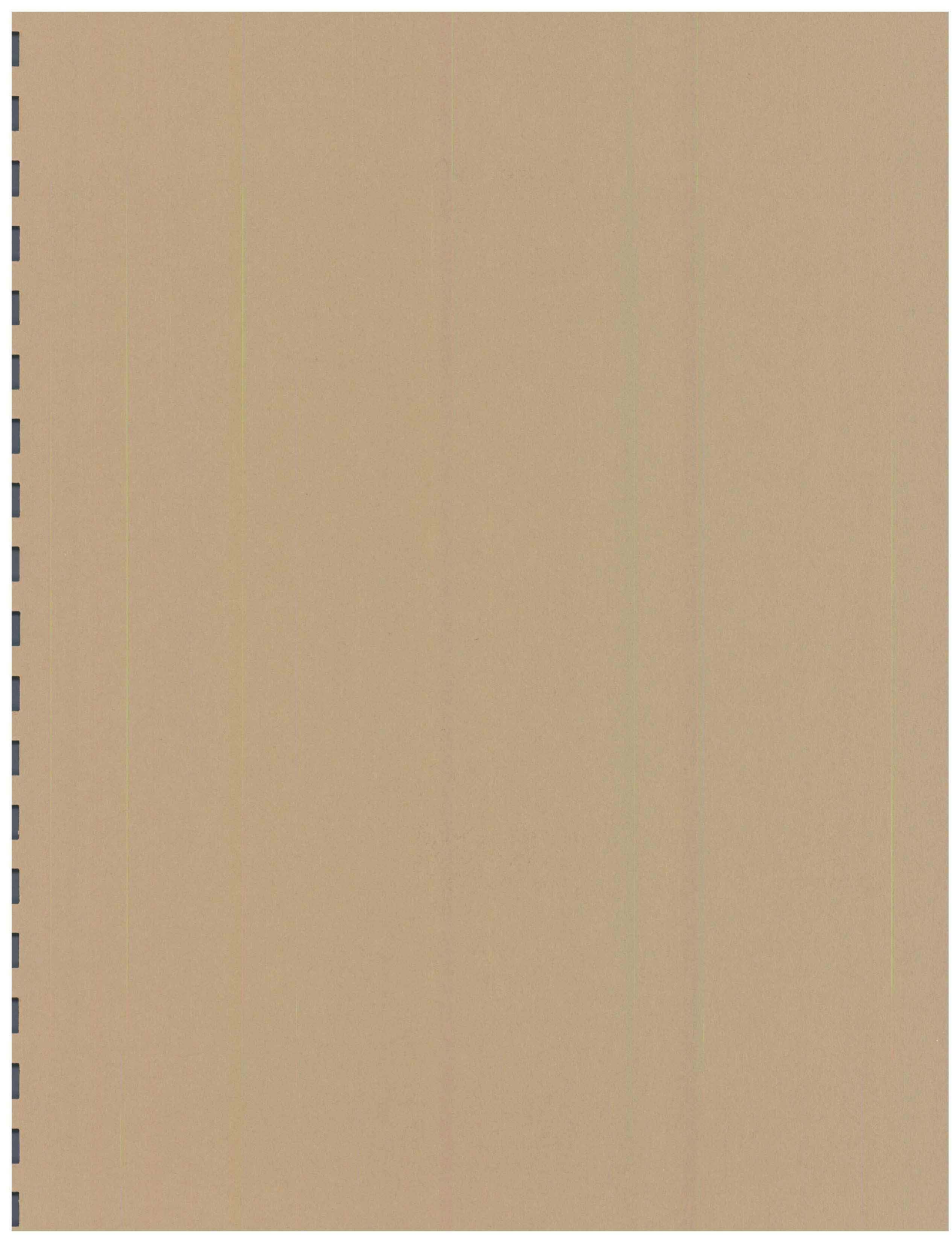
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DEPARTMENT OF
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DES MOINES, IOWA

CALENDAR
OF FORMS
DUE TO
DPI

All



State of Iowa
1968

CALENDAR OF FORMS DUE TO DPI

from

ALL AGENCIES

State Department of Public Instruction

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DEPARTMENT OF PUBLIC INSTRUCTION
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FOREWORD

The CALENDAR OF FORMS DUE TO D.P.I. is published and distributed as a guide for reporting forms that are to be completed and submitted by educational agencies in Iowa. This publication will be revised each year in preparation for the new school year.

Forms Control personnel of the Department of Public Instruction are attempting to organize and streamline the collecting, analyzing, and disseminating of information concerning education in Iowa. Suggestions are welcomed.

This publication is a product of the efforts of all divisions and sections of the Department of Public Instruction. Mr. Eldert A. Groenendyk was responsible for editing and organizing the information. Communication concerning this publication should be directed to him.

PAUL F. JOHNSTON
Superintendent of Public Instruction

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REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION

DPI code	Name of form	Form code	Due date
(Assistant and Associate Supt.)			
01-01	Request for Prior Approval, County Instruction Fund	941S	0601 Before spending
01-02	Improvement of Instruction Fund Summary	757	1015 Quarterly
(Information Center Division)			
02-01	Cardpac Dropout #1	#1	0601 Annually
02-02	Follow-up Card for Cardpac #1	#1	0601 Annually
02-03	Pupil Information Cardpac Card #2	#2	0000 New pupil
02-04	Pupil Answer Card for Cardpac Questionnaire	#4	0601 Annually
02-05	Cardpac Pupil Course Card #5	#5	0601 Annually
02-06	Cardpac Section Card #6	#6	0915 Annually
02-07	Professional Staff Header Card #7	#7	0915 Annually
02-08	Cardpac Curriculum Listing	None	0901 Annually
02-09	Course Information & Section Information #9	#9	0601 Annually
02-10	Non-Teaching Assignment Card #12	#12	0915 Annually
02-11	Iowa Cardpac System of Educational Accounting Pupil Inventory Spring, 1967	None	0601 Annually
02-12	Cardpac Professional Staff Listing	None	0901 Annually
(Data Processing Division)			
03-01	Iowa Professional School Employees Data Sheet	PB14329	0915 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Buildings and Facilities)			
04-01	Application for School Assistance in Federally Affected Areas (Title I of P.L. 874)	RSF-1	0331 Annually
04-02	Application for Financial Assistance for Public School Construction in Areas Affected by Federal Activities Part II Project Assistance	RSF-2	0624 Annually
04-03	Report for Determining Payment Pursuant of Title I of P.L. 874 as Amended	RSF-3	0930 Annually
04-04	Building Survey for Construction Costs	1206AF	0801 Annually
04-05	School Construction Report	177AF	0715 Annually
(Reorganization)			
05-01	Not used		
05-02	School District Organization Report	Organ 1	0831 Annually
(Administration and Finance)			
06-01	District Composite General Annual Report	AF-5	0712 Annually
06-02	Individual School General Annual Report	AF-6	0925 Annually
06-03	Non-Public School General Annual Report Supplement	AF-6	0925 Annually
06-04	Charitable Institution Pupil Information	CIT 3	0630 Annually
06-05	Shared Time Attendance Report	AF-1	0715 Annually
06-06	Secretary's Annual Report to the County Superintendent of Schools for the Fiscal Year Beginning July 1 and Ending June 30	SAR-3	0715 Annually
06-07	County Board of Education Annual Report	287AF	0331 Annually
06-08	None		
06-09	School Officers Form	449AF	1001 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
06-10	Tuition Costs in High School Districts	450AF	0901 Annually
06-11	Report on School Costs for Computing Maximum Tuition Rates	AF-2	0715 Annually
06-12	Certificate of Distribution of Moneys by County Treasurer from Basic School Tax Equalization Fund	651AF	0430 1031
06-13	Certificate of County System General Fund School Tax Asking	432AF	0815 Annually
06-14	Affidavit - Tuition and Transportation Claim for Boarding Home Tuition Children	BHT 1	0630 Annually
06-15	Affidavit for Secretary or Superintendent of Schools Tuition When in Board Home	BHT 2	0630 Annually
06-16	Affidavit, Charitable Institution Reimbursement Claim, Tuition and Transportation	CIT 1	0630 Annually
06-17	Affidavit for Secretary or Superintendent of Schools Tuition Charitable Institutions	CIT 2	0630 Annually
06-18	County Taxable Valuation	AF-4	0601 Annually
06-19	Proposed Reimbursement Expenditures	AF-8	0615 Annually

(Teacher Education)

07-01	Teacher's Request for Application Materials for an Original Iowa Certificate	Form 2-52	0000 Before certified
07-02	Teacher Approval Statement	Form 2-73	0000 Before certified
07-03	None		
07-04	None		
07-05	Application for Renewal of Temporary Teacher's Certificate Based on Circular 175, Basis II	Form 2-72c	0000 Before teaching
07-06	Application for Teacher's Certificate, Non-Iowa Institutions	Form 2-71b	0000 Before teaching
07-07	Application for Teacher's Certificate Non-Iowa Institutions, NCA	Form 2-71c	0000 Before teaching

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
07-08	Application for Renewal of Teacher's Certificate	Form 2-72a	0000 Before teaching
07-09	Application for Teacher's Certificate, When Expired or Substitute	Form 2-71a	0000 Before teaching
07-10	Application for Substitute Teacher's Certificate	Form 2-61	0000 Before teaching
07-11	Declaration of Intent, Temporary Certificate	2062AEI	0000 Before certified
07-12	Application for Temporary Teacher's Certificate Based on Emergency Situation	1563AE	0000 Before teaching
07-13	Application for Temporary Teacher's Certificate Based on Expired Iowa Certificate	Form 2-72b	0000 Before teaching
07-14	Application for a Temporary Teacher's Certificate Based on an Approved Title I, ESEA Program	161TI	0000 Before teaching
07-15	Teacher Birthday Information	1863C	0000 Before certified
07-16	Obsolete		
07-17	County Superintendent's Verification of Teachers Assigned in Approved Areas	364AEI	0331 Annually
07-18	County Superintendent's Verification of Certificates Registered	5TE	0331 Annually
07-19	Dropped		
07-20	County or Local Superintendent's Statement of Teaching Experience	Form 2-11	0000 Before certified
07-21	Superintendent's Report of Changes in Staff	Form 2A	0000 After change
07-22	Part I of the 1964 (Seventeenth Annual) National Teacher Supply and Demand Study -- No. of Students	TS & D Form I	0415 Annually
07-23	National Education Association Research Division Part II of the 1964 National Teacher Supply and Demand Study--The Demand for Teachers	TS & D Form II	0415 Annually
07-24	None		
07-25	None		
07-26	Application for a Temporary Certificate--Teacher Associate	TEC 10	0000 Before service

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Area and Community Colleges)			
08-01	Affidavit of Agreement Merged Area	827PD	0000 Before merging
08-02	Estimate of Area School Enrollment for Submission to State Superintendent of Public Instruction	AS-3	0601 Annually
08-03	None		
08-04	Merged Area Work Sheet for Determining Average Daily Enrollment for Full- or Part-time Students	397AF	0701 Annually
08-05	Dropped		
08-06	Dropped		
08-07	Application for Approval of Programs	434VE	0000 Before program
08-08	Dropped		
08-09	Obsolete		
08-10	Dropped		
08-11	Obsolete		
08-12	Proposed Budget of Receipts and Expenditures General Fund Area School	396AF	0601 Annually
08-13	Quarterly Status Report on Area School Enrollment and Financial Data	AS-10	1010 Quarterly
08-14	General Aid Claim Area School	AS-14	0705 Annually
08-15	Dropped		
08-16	Proposed Budget of Project in Area School	AS VE 7	0315 Annually
08-17	Follow-up for Equipment Purchased with Encumbered Funds	MA VE 3	1231 Annually
08-18	Adult Education Full-Time Equivalent Enrollment Report	AE 12	1010 Quarterly
08-19	Application for Approval of Programs in Adult Education	AS-11	0000 Before program
08-20	Requisition for Reimbursement Due Area School from Funds for Instruction in Occupational Training	AS VE 4	0930 Quarterly
08-21	Secretary's Annual Report from Area Schools	(To be made)	0815 Annually
08-22	General Annual Enrollment Report from Area Schools	(To be made)	0815 Annually
08-23	Obsolete		
08-24	Comprehensive Self Study Area Voc. and Comm. College	AS-12	0415 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(School Lunch and Commodities)			
09-01	National School Lunch Program Agreement	None	0000 Before program
09-02	Special Milk Program Agreement	None	0000 Before program
09-03	National School Lunch and Special Milk Program Agreement, Civil Rights	1264SLP	0000 Before program
09-04	Non-Food Assistance Application, Claim, Agreement	CFP-65	0000 Before program
09-05	School Lunch and Special Milk Application	A-3898	0701 Before program
09-06	Claim for Reimbursement National School Lunch and Special Milk Program	ISLP 1	0000 Each month
09-07	Administrative Review Form (Long)	201SL	0000 After visit
09-08	Administrative Review Form (Short form)	202SL	0000 After visit
09-09	School Lunch Audit Report	1316SLP	0000 During visit
09-10	School Lunch Records Comparision of Potential and Actual Income	None	0630 As required
09-11	School Lunch Short Course Registration	361SL	0630 Annually
09-12	School Breakfast Program Agreement	277SLP	0000 Before program
09-13	Application School Breakfast Program	CFP-66	0000 Before program
09-14	Daily Food Use Record (School Breakfast Program)	CFP-69	0110 Each month
09-15	Claim for Reimbursement School Breakfast Program	CFP-68	0000 Each month
09-16	School Lunch Commodity Agreement	873 SLP	0000 Before program
09-17	School Lunch Commodity Agreement, Civil Rights	1264SLP	0000 Before program
09-18	State Commodities Distribution Agreement (Institutions)	47SLP	0000 Before program
09-19	Commodity Application Agreement Project Head Start or Title I (ESEA) Program	109SL	0000 Before program
09-20	Summer Camp Commodity Application-Agreement	SLP-CD-2	0000 Before program
09-21	Agreement with the State Department of Public Instruction and Certified Distribution Outlet for Storage and Distribution of Commodities Furnished by the United States Department of Agriculture	1315 SLP	0701 Once

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
09-22	Number of Lunches Served to Children During the First Five (5) Days of School Year	439SL	0910 Annually
09-23	First Month's Participation Figures for School Lunch (Non-Public)	187SL	1010 Annually
09-24	Report of Commodity Distribution (Recap Sheet)	449SLP	0000 Each week
09-25	Warehouse Release and Delivery Order	DPI-5000	0000 Each week
09-26	Transfer of Commodities	295SLP	0000 After transfer
09-27	Report of Shipment Received short and/or damaged	FP-57	0000 When found
09-28	Unloading Tally (Commodities)	417SL	0000 After unloading
09-29	Monthly Warehouse Inventory Report	145SL	0000 Each month
09-30	Inventory USDA Donated Commodities on Hand March 31 (Institutions)	534 SLP	0415 Annually
09-31	Monthly Inventory Report of USDA Donated Commodities	438SL	0000 Each month
09-32	Annual Inventory of USDA Donated Commodities on Hand, March 31	SLP-CD-1	0415 Annually
09-33	Follow-up on March 31st Commodity Inventory	314SLP	0415 Annually
09-34	Summer Camp Operations Data	SLP-CD-3	0000 End of camp
09-35	obsolete		
09-36	obsolete		
09-37	obsolete		
09-38	obsolete		
09-39	obsolete		
09-40	Commodity Distribution Information from Private and Parochial Schools	390SL	9831 Annually
09-41	Institutional Review Form	None	0000 During visit
09-42	Information not Received Check List	418SL	0000 When needed
09-43	Commodity Availability Notice and Request Cards	IBM G33958	0000 Comm. available
09-44	Civil Rights Compliance Review-Summer Camps	CFP-75	0000 During visit
09-45	Woodward Central Warehouse Inventory	None	0000 Each month
09-46	Evaluation of School Lunch Short Course	None	0000 After course

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Surplus Property)			
10-01	Application for Eligibility Surplus Property Utilization Program Educational Institution	1234SP	0000 Before eligible
10-02	Application for Eligibility Surplus Property Utilization Program Public Health Institution	894SP	0000 Before eligible
10-03	Warehouse Eligibility Signature Card	SP-R-2	1001 Annually
10-04	Distribution Document - Surplus Properties	None	0000 Before purchase
10-05	Obsolete		

(Veterans Education)

11-01	Application for Approval (Institution) to Train Veterans Within the Purview of Chapt. 36, Title 38, U. S. Code for Accredited Courses	KV 1	0000 Before course
11-02	Application for Approval (Institution) to Train Veterans for Non-Accredited Course	KV 2	0000 Before course
11-03	Application for Approval of Apprenticeship or Other On-the-Job Training Under Public Law 90-77, 90th Congress	KV 3	0000 Before program
11-04	On-the-Job Training Agreement Public Law 90-77 90th Congress	KV 4	0000 Before program
11-05	Agreement of Training Establishment for Maintenance of Records of Attendance, Conduct, and Progress of Veterans in On-the-Job Training	KV 6	0000 Before program
11-06	Veterans On-the-Job Training (Other than Apprenticeship) Initial Inspection Report, Public Law 90-77	KV 9	0000 Before program
11-07	Veterans On-the-Job Training Apprenticeship Training Initial Inspection Report, Public Law 90-77	KV 10	0000 Before program

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
11-08	Request for Program Change in Apprenticeship Training or Other On-the-Job Training Under Public Law 90-77	KV 8	0000 Before change
11-09	Attendance, Conduct and Progress Record for On-the-Job Training	KV 5	0000 After program
11-10	Apprenticeship and Other On-the-Job Training Supervision Report, Public Law 90-77	KV 7	0000 After visit
11-11	Supervisory Report Accredited Courses Section 1775, Chapter 36, Title 38, U.S. Code	156V	0000 After visit
11-12	Supervisory Report Non-Accredited Course Section 1776, Chapter 36, Title 38, U.S. Code	157V	0000 After visit
11-13	Flight School Quarterly Report Public Law 90-77	KV 11	1001 Quarterly

(Transportation)

12-01	Application for School Bus Driver's Permit	TR-6-497B	0000 Before driving
12-02	Application for Careful Drivers' Award	TR-F-10	0630 End school year
12-03	State of Iowa School Bus Inspection	TR-F-27	1115 After inspection
12-04	State of Iowa School Bus Chassis Inspection	TR-F-27A	1115 After inspection
12-05	School Bus Driver's Report	983TR	0215 End 1st sem.
12-06	School Bus Accident Report	TR-F-14R	0000 After accident
12-07	Application for Approval of Driver Education Program for School Year or Summer	DE 1	0815 Annually 0415 Summer
12-08	Application for Driver Education Certificate of Approval	172DE	0000 Before teaching
12-09	Application for Driver Education Reimbursement for 12 Mo. Period	DE 2	0701 Annually
12-10	College and University Report to State Education Agency regarding Driver Education Activities	None	0821 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
12-11	Obsolete		
12-12	Driver Education Car Accident Report	TR-F-14R	0000 After accident
12-13	Application for Reimbursement of Contractual Driver Education Program for 12-month Period July 1 to June 30	DE 3	0701 Annually
12-14	Annual Report on Transportation for Equalization and Program	(To be made)	0701 Annually
(Curriculum)			
13-01	Request Blank for Application Forms Under Title III of the National Defense Education Act	115NDEA	0228 Annually
13-02	Title III Project Application Form	215NDEA	0516 Annually
13-03	Consultant Visit Information Desired	194C	0000 Before visit
(Supervision)			
14-01	Annual Evaluation Guide	(To be made)	1015 Annually
14-02	Self-Evaluative Criteria for Iowa Schools	61S	0000 Optional
(ESEA Title II)			
15-01	Iowa Title II ESEA Application for School Li- brary Resources and Other Instructional Ma- terials	394PD	0301 Annually
15-02	ESEA Title II Inventory Record	ESEA II LR 1	0915 0630
15-03	ESEA Title II Record of Materials Dropped from Inventory	ESEA II LR 2	0000 When dropped

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Adult Education)			
16-01	Application for High School Equivalency Certificate	AES-2	0000 When desired
16-02	Student Information for Adult Basic Education Program	ABE-4	0630 After begins
16-03	Obsolete		
16-04	High School Equivalency Certificate Name Information	AES-6	0000 After pass. test
16-05	Adult Basic Education Quarterly Program Report	ABE-7	1015 Quarterly
16-06	Adult Basic Education Program Proposal for Fiscal Year	ABE-8	0630 Or begin. program
16-07	Fiscal Report for Adult Basic Education	ABE-3	1015 Quarterly
(Civil Defense)			
17-01	Application to Conduct Personal and Family Survival Training Course for 12 Hours	156CD	0000 Before begin.
17-02	Radiological Monitor Training Course Application	CD 51	0000 Before begin.
17-03	Shelter Management Training Course Application	152CD	0000 Before begin.
17-04	Class Attendance "Living in the Nuclear Age"	CD 7	0000 End of course
17-05	Class Attendance Radiological Monitor or Shelter Management	153CD	0000 End of course
17-06	Civil Defense Adult Education Application and Film Order "Living in the Nuclear Age"	63 CD	0000 2 wks. before class

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Special Education)			
18-01	Application for Approval of Service to an Individual Pupil	SE 1	0000 Before service
18-02	Approved Application and Claim for Reimbursement for Special Education Programs	SE-Claim	0601 Annually
18-03	Requisition for Reimbursement for Special Education Service	SE-Claim Ind.	0620 Annually
18-04	Report of Special Classes Serving Mentally Retarded Children	123SE	1015 Annually
18-05	Dropped		
18-06	List of Approved Individual Programs in Special Education	138SE	0601 Annually
18-07	Waiver Request Form for Mentally Retarded pupils (Class Waiver)	SE MR 2	0000 When needed
18-08	Clinical Speech Services Report	SECSS 1	0601 Annually
18-09	Annual Hearing Report	370 SE	0601 Annually
18-10	Renewal of Temporary Approval to Teach Special Education	365SE	0901 Before teaching
18-11	Data for Temporary Approval of Special Class Teachers Working Toward Special Enrollment 35	1842SE	0000 Before teaching
18-12	Confirmation of Wiring Installation for Electrical School-to-Home Telephone System	443SE	0000 After installed
18-13	Iowa Interagency Case Information Service	None	0000 Once per pupil
18-14	Waiver Request Form for Mentally Retarded Pupils (Individual Student Waiver)	SE MR 3	0000 When needed

(Guidance Services)

19-01	Application for Participation in Guidance, Counseling, and Related Areas Under the Vocational Education Act of 1963, P.L. 88-210, as Amended, Project Proposal Guidelines Request	371G	0000 Anytime
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REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
19-02	Application of Intent to Participate and Program Approval National Defense Education Act of 1958 - Title V-A Public Law 85-864, as amended	NDEA V-AA	0818 Annually
19-03	Application for Participation under Title V-A Guidance, Counseling, and Testing, or Testing Only of the National Defense Education Act of 1958, as Amended for the Fiscal Year	625G	0510 Annually
19-04	Application for Reimbursement Approval National Defense Education Act of 1958, Title V-A Public Law 85-864 - as Amended	NDEA V-A B	0929 Annually
19-05	Reimbursement Proposal for Guidance Activities	GAP 1	1016 Annually
19-06	NDEA Title V-A Claim Suggested Format for Submitting Supporting Evidence Covering NDEA, Title V-A Claims	120SE	0701 Annually
19-07	Counselor Preparation Programs Information Fiscal Year	CPP-1	0501 Annually
19-08	Specialized School Information Sheet	151G	0000 New program
19-09	Dropped		
19-10	Vocational Education Student Follow-up	MRC 1764	1020 Annually

(ESEA Title I)

20-01	Combined With 20-02		
20-02	Application for Federal Assistance for the Education of Children from Low-Income Families under Title I, of P.L. 89-10, Part II - Project Application	ESEA I 1	0930 0115 0501

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
20-03	Combined With 20-02		
20-04	Combined With 20-02		
20-05	Combined With 20-02		
20-06	Combined With 20-02		
20-07	Certification of Local Educational Agencies for Cooperative Projects for the Education of Children From Low-Income Families Under Title I of Public Law 89-10	OE 4305-1	0930 0115 0501
20-08	Application for Reallocated Funds - Title I of Public Law 89-10	336 T1	0000 Where available
20-09	Application to Amend Project Approved Under Title I of Public Law 89-10	309PD	0000 Anytime
20-10	Dropped		
20-11	Statement by Community Action Agency on Pro- ject to be Funded under Title I, Public Law, 89-10	OE 4305-2	0930 0115 0501
20-12	Project Completion Financial Report Elemen- tary and Secondary Education (P.L. 89-10) Title I	267T1	0710 Annually
20-13	Quarterly Summary of Title I Federal Project Expenditures and Quarterly Request for Title I, Federal Funds	Form A	1010 Quarterly
20-14	Title I Personnel for ESEA	287PD	0000 After approval
20-15	Annual Evaluation Report for Fiscal Year Part I and II - Project Evaluation	ESEA E1	[0615 Annually 0820 Summer
20-16	Annual Evaluation Report for Fiscal Year Part I (H) - Project Evaluation	ESEA E 2	[0615 Annually 0820 Summer

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
20-17	Supplementary Report Annual Evaluation Report for Fiscal Year Part I - Project Evaluation	(ESEA 1) E-3	0615 Annually 0820 Summer
20-18	Annual Evaluation Report for Fiscal Year Part II - Project Participants - Public Schools	(ESEA 1) E-4	
20-19	Annual Evaluation Report for Fiscal Year Part II - Project Participants - Non-Public Schools	(ESEA 1) E-5	0615 Annually 0820 Summer
20-20	Visitation Report for Title I ESEA Project	(ESEA 1) V-5	
20-21	Record and Report of Local Expenditures	304 T1	0000 After visit
20-22	Standardized Test Results Title I ESEA Public Schools	(ESEA 1) E-6	0615 Annually 0820 Summer
20-23	Standardized Test Results Title I ESEA Non-Public Schools	(ESEA 1) E-7	

(Industrial Education)

(Manpower Development Training Act)

22-01	Application for Institutional Training Program Under the Manpower Development and Training Act	MT-2	0000 Before program
22-02	Training Plan Guide Manpower Development and Training Act (Public Law 87-415) Area Re-development Act (Sec. 16, P.L. 87-27)	OE 4014	0000 After approval
22-03	Authorization for Individual Certification for Manpower Training	MT 3	0000 After approval
22-04	Requisition for Reimbursement Due School Corporation from Funds for Instruction in Occupational Training MDTA	VEM-2	0000 Each 3 months
22-05	MDTA Request for Advance Payment to the School Corporation from Funds for Instruction in Occupational Training	VEM-1	0000 Before program

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
22-06	Obsolete		
22-07	Compliance with Circular Letter 5036	1295VE	0000 Before program
22-08	School or Training Agency Project Report Manpower Development and Training and Area Re-development Acts	OE 4021	0000 After 1 week
22-09	Certificate of Training Manpower Development and Training Program	OE 4146	0000 After finished
22-10	Individual Trainee Termination Training or Services	MT 102	0000 When terminated
22-11	Report on Termination under the Manpower Development and Training Act and the Area Re-development Act	MT 104	0000 After 15th each month
22-12	Surplus Property Equipment Needs MDTA	1310VE	0000 After approval program
22-13	Transfer Order Excess Personal property MDTA	SF 122	0000 When available
22-14	Record of Transfer of Equipment to Another Training Facility MDTA	VEM-5	0000 When transferred
22-15	Plan for Local Supervision - MDTA	VEM-4	0000 Before begin.
22-16	Cost of Occupational Training Manpower Development and Training Act, P.L. 87-415	OE-4000	0000 After begin.
22-17	Authorization for Training Under Manpower Development Training Act	VEM 8	0000 When needed

(Vocational Agriculture)

23-01	Vocational Agriculture Education Class Schedule Card	A-2	0915 0215
23-02	Vocational Agriculture Department Record	A-13	0000 After visit
23-03	Training Record Agricultural Education	A-12	1001 Annually
23-04	Supervisory Report Vocational Agriculture	853VE	0000 After visit
23-05	Vocational Agriculture Workshop Report	257VE	0000 After meeting
23-06	Supervised Farming Program Report of Vocational Agriculture Students	A-3	0131 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
23-07	Preliminary Report Young Farmer Class in Vocational Agriculture	A-7	0000 Before begin
23-08	Attendance Summary and Selected Supervised Practice Report Young Farmer Class in Vocational Agriculture	A-8	0630 After class
23-09	Completed Supervised Practice Report Young Farmer Class	A-33	0131 Annually
23-10	Preliminary Report Adult Farmer Class in Agriculture	A-9	0000 Before begin.
23-11	Attendance and Selected Supervised Practice Report Adult Farmer Class in Agriculture	A-10	0000 End of course
23-12	Future Farmers of America Membership Roster	None	1101 Annually
23-13	Annual F. F. A. Program Plan	FFA-3	1001 Annually
23-14	Annual FFA Chapter Report Fiscal Year Ending June 30	FFA-2	0630 Annually
23-15	Annual Vocational Agriculture Report	A-5	0630 Annually
23-16	Application Summer School Attendance Vocational Agriculture Summer Activity Report	531VE	0501 Annually
23-17	Vocational Agriculture Summer Activity Report	A-23	0701 0810 0910
23-18	Application for State Fair FFA Usher	FFA 160	0807 Annually

(Business Occupations)

24-01	Semester Report for Cooperative, Project, or Laboratory Class in Distributive and Office Education	OE-13 DE-13	0915 0215
24-02	Office Education Year-End Report	1080VE	0615 Annually
24-03	Distributive Education Clubs of America Membership Roster	103	1031 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
24-04	Office Education Association Application for Membership	OEA 10	1031 Annually
24-05	Distributive Year-End Report	1078 VE	0615 Annually
(Home Economics)			
25-01	Vocational Home Economics Education Class Schedule Card	HM 4	0915 0215
25-02	Calendar of Work	HM 3	0915 Annually
25-03	Financial Summary and Budget Homemaking Department	HM 5	0515 Annually
25-04	Preliminary Plan for Program of Adult Education in Homemaking	HM 1	0000 Before program
25-05	Dropped		
25-06	Report of Program of Adult Education in Homemaking	HM 2	0515 Annually
25-07	Application for FHA Affiliation	FHA 1	1201 Annually
25-08	FHA Calendar	FHA 61	1201 Annually
25-09	Final Report Iowa Association of Future Homemakers of America	FHA 13	0610 Annually
25-10	Report of Occupational Programs in Home Economics	HM 7	0101 Annually
25-11	Final Report for Vocational Homemaking Departments in Iowa and Extended Employment Plans	HM 6	0415 Annually
25-12	None		
25-13	Obsolete		
25-14	Dropped		
25-15	Final Report of Adult Class in Homemaking	HM 8	0000 End of class

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Internal Services)			
(Vocational Rehabilitation)			
27-01	Client Application Request - Vocational Rehabilitation	R-360	0000 Before service
27-02	Case Service Report: State-Federal Program of Vocational Rehabilitation Referral	R-300	0000 Before service
27-03	General Medical Examination Report - Vocational Rehabilitation	R-3	0000 Before service
27-04	Medical Report-Visual Disability - Vocational Rehabilitation	R-3c	0000 Before service
27-05	Medical Report Cardiac Disability - Vocational Rehabilitation	R-3b	0000 Annually
27-06	Medical Report Hearing Disability - Vocational Rehabilitation	R-3b	0000 Annually
27-07	Case Service Report State-Federal Program of Vocational Rehabilitation Complete Referral Process	R-300	0000 When completed
27-08	Prescription Form - Vocational Rehabilitation	R-553	0000 Before service
27-09	Rehabilitation	R-430	0000 After received
27-10	Claim for Payment of Rehabilitation Expense	R-409	0000 After service
27-11	Affidavit to Send Clients Clinical Record - Vocational Rehabilitation	R-505	0000 Before use
27-12	Statement to Release Clinical Data - Vocational Rehabilitation	None	0000 Before use

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
27-13	Release Form for Medical Record - Vocational Rehabilitation	R-407	0000 Before use
27-14	Authorization for Release of Medical Information- Voc. Rehabilitation	R-359	0000 Before use
27-15	Training Progress Report - Vocational Rehabilitation	R-8	0000 Before payment
27-16	Case Service Report, State-Federal Program of Vocational Rehabilitation Completed Extended Evaluation Process	R-300	0000 When evaluated
27-17	Case Service Report, State-Federal Program of Vocational Rehabilitation, Completed Case Services	R-300	0000 End of case

(Vocational Education--All Areas)

28-01	Application for Approval to Purchase Equipment and Teaching Aids	VE 1/VE 2	0000 Before purchase
28-02	State of Teacher's Qualification Vocational Technical Education Personal Data	TEC-10	0000 Before hired
28-03	Requisition for Reimbursement Due School Corporation From Vocational Education Funds for Instruction in Secondary Vocational and Technical Education	VE 5	0515 Annually
28-04	Application for Program Approval in Vocational and Technical Education	VE 6	0701 Annually
28-05	Requisition for Reimbursement Due Institution From Federal/State Funds for Vocational Teacher Education	VE-TE-10	1000 Quarterly
28-06	Application for Budget Approval Vocational Adult Supplementary Educational Course	MA VE 9/OE-14	0000 Before program
28-07	Final Report Vocational Adult Supplementary Educational Course	MA VE 9	0000 After program

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

DPI code	Name of form	Form code	Due date
(Health Occupations)			
29-01	HOE 3 Enrollment--Supplemental Course	HOE 3	0000 After begin
29-02	HOE 2 Program Enrollment and Advisory Committee Report	HOE 2	0000 After begin.
29-03	Applicant or Student Drop-Out Information	HOE 5	0000 When needed
29-04	Application for Approval for Reimbursement for Health Occupations Education Program	HOE 1	0701 Annually
(Work Study Program)			
30-01	Application by Local Educational Agency to Participate in the Work-Study Program	VEWS-1	0000 Before program
30-02	Agreement to Participate in Work-Study Program	VEWS-2	0000 Before program
30-03	Vocational Work-Study Program Monthly Report of Enrollees	VEWS-3	0910 Monthly
30-04	Application by Local Education Agency to Participate in the Summer Vocational Work-Study Program Fiscal Year	VEWS-1(S)	0000 Before program
30-05	Request for Reimbursement Due School District or Other Educational Agency from Vocational Education Funds for Compensation Paid in Vocational Work-Study	VEWS-7	0701 Annually
30-06	Status of Vocational Education Work-Study Program for Fiscal Year	VEWS-8	0701 Annually

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION (CONTD.)

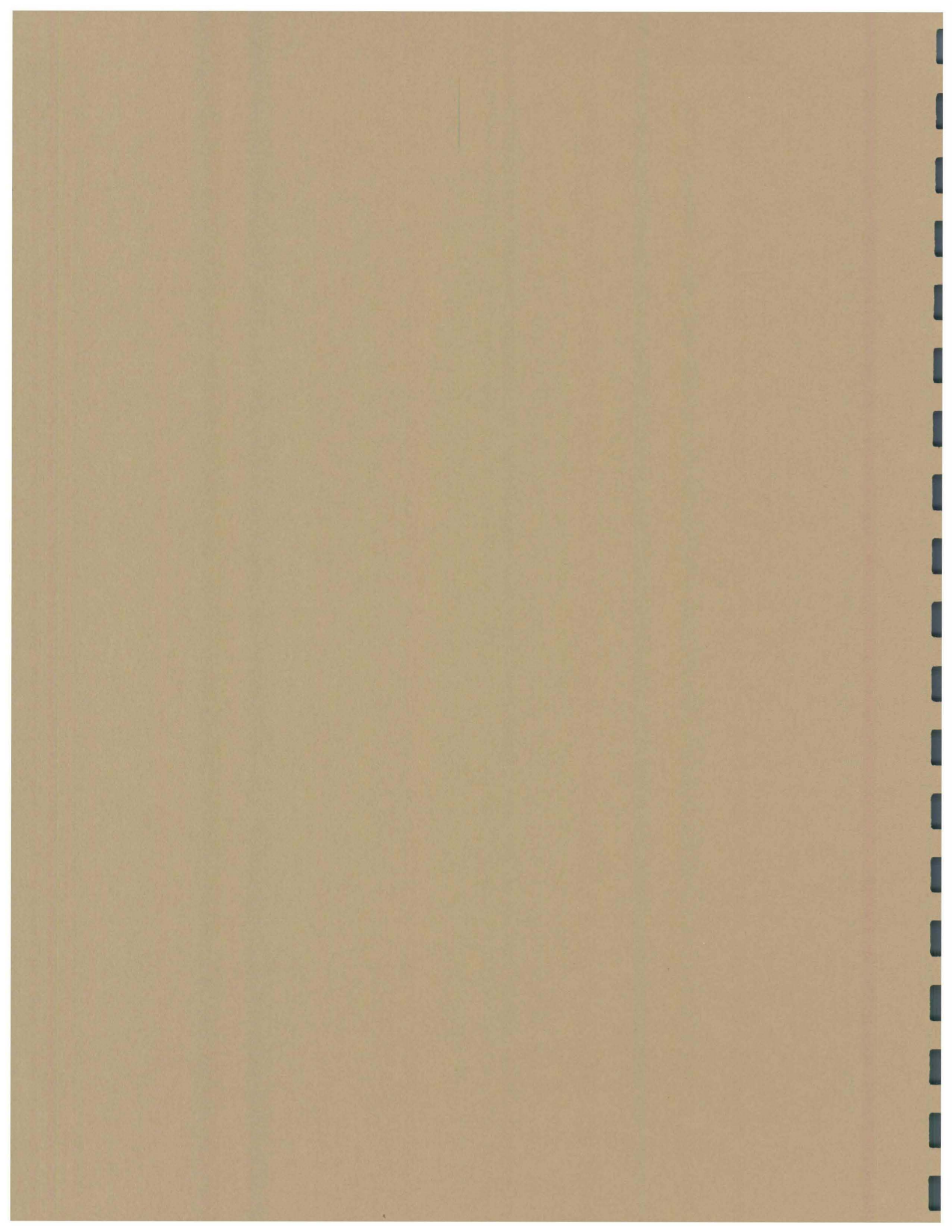
DPI code	Name of Form	Form code	Due date
(ESEA Title III)			
31-01	Proposed Budget Summary/Expenditure Report of Federal Funds	OE 4351	0000 Yr. after program
31-02	Part II - Narrative Report Application for Continuation Grant or End of Budget Period	OE 4382	0000 End budget period
31-03	Part III - Projected Activities	OE 4383	0000 Before grant
31-04	ESEA Title III Statistical Data	OE 4381	0000 End budget period

(Research Coordinating Unit)

32-01	Obsolete		
32-02	Final Report for 4(a) Funded Project - RCU	RCU-1	0000 End of project

(ESEA Title VI)

33-01	Application for Federal Assistant for the Education of Handicapped Children Under Title VI-A, ESEA P.L. 89-10, as Amended	621SE	0000 Before project approved
33-02	Record & Report of Local Expenditures	ESEA VI-A	0000 End of project



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