

7690-1799PD

III. School calendars

3-587

All

L  
148  
.C31  
1969

CALENDAR  
OF FORMS  
DUE TO  
DPI

State of Iowa  
1969

CALENDAR OF FORMS DUE TO DPI

from

ALL AGENCIES

State Department of Public Instruction

Published by  
The State of Iowa  
Des Moines 50319

July 1969

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Des Moines 50319

STATE BOARD OF PUBLIC INSTRUCTION

LESTER D. MENKE . . . . . Calumet - President  
JOHN D. WARIN . . . . . Maloy - Vice President  
RICHARD H. DELANEY. . . . . Burlington  
DR. JACK D. FICKEL. . . . . Red Oak  
NOLDEN GENTRY . . . . . Des Moines  
MRS. RICHARD COLE . . . . . Decorah  
MRS. VIRGIL E. SHEPARD. . Allison  
MRS. EARL G. SIEVERS. . . Avoca  
DR. JAMES M. WALTER . . . . Ames

DEPARTMENT OF PUBLIC INSTRUCTION

Administration

PAUL F. JOHNSTON. . . . . Superintendent of Public Instruction  
and Executive Officer of the State  
Board of Public Instruction  
DAVID H. BECHTEL. . . . . Administrative Assistant  
W. T. EDGREN. . . . . Assistant Superintendent - Administration  
L. N. JENSEN. . . . . Assistant Superintendent - Instruction  
WILLIAM M. BAILEY. . . . . Assistant Superintendent - Area Schools

## 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 welcome.

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

FORMS INDEX

<u>Code</u>	<u>Branch or Section</u>	<u>Number of forms</u>	<u>Page</u>
01	Assistant and Associate . . . . .	2	5
02	Information Center Division . . . . .	-	5
03	Data Processing Division . . . . .	1	5
04	Buildings and Facilities . . . . .	5	5
05	Reorganization . . . . .	1	6
06	Administration and Finance . . . . .	18	6-7
07	Teacher Education . . . . .	17	7-8
08	Area and Community Colleges . . . . .	13	9-10
09	School Food Services . . . . .	39	10-11
10	Surplus Property . . . . .	14	12
11	Veterans Education . . . . .	13	12-13
12	Transportation and Driver Education . . . . .	15	13-14
13	Curriculum . . . . .	3	14
14	Supervision . . . . .	2	14
15	ESEA Title II . . . . .	9	14-15
16	Adult Education . . . . .	6	15
17	Civil Defense . . . . .	5	15
18	Special Education . . . . .	12	16
19	Guidance Services . . . . .	12	16-17
20	ESEA Title I . . . . .	19	15-19
21	Industrial Education . . . . .	-	19
22	Manpower Development Training Act . . . . .	19	19-20
23	Vocational Agriculture . . . . .	15	20-21
24	Business Occupations . . . . .	5	21-22
25	Home Economics . . . . .	10	22
26	Internal Services . . . . .	-	22
27	Vocational Rehabilitation . . . . .	18	23
28	Vocational Education (all areas) . . . . .	7	24
29	Health Occupations . . . . .	3	24
30	Work Study Program . . . . .	6	25
31	ESEA Title III . . . . .	4	25
32	Research Coordinating Unit . . . . .	1	26
33	ESEA Title VI . . . . .	3	26

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	June 1	Before spending
01-02	Improvement of Instruction Fund Summary	757	Oct 15	Quarterly
(Information Center Division)				
02-	(None)			
(Data Processing Division)				
03-01	Iowa Professional School Employees Data Sheet	PB14329	Sept 15	Annually
(Buildings and Facilities)				
04-01	Application for School Assistance in Federally Affected Areas (Title I of P.L. 874)	RSF-1	Mar 31	Annually
04-02	Application for Financial Assistance for Public School Construction in Areas Affected by Federal Activities Part II Project Assistance	RSF-2	June 24	Annually
04-03	Report for Determining Payment Pursuant of Title I of P.L. 874 as Amended	RSF-3	Sept 30	Annually
04-04	Building Survey for Construction Costs	1206AF	Aug 1	Annually
04-05	School Construction Report	177AF	July 15	Annually

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

DPI code	Name of form	Form code	Date due
(Reorganization)			
05-01	Not used		
05-02	School District Organization Report	Organ 1	Aug. 31 Annually
(Administration and Finance)			
06-01	District Composite General Annual Report	AF-5	July 12 Annually
06-02	Individual School General Annual Report	AF-6	Sept 25 Annually
06-03	Non-Public School General Annual Report Supplement	AF-6	Sept 25 Annually
06-04	Charitable Institution Pupil Information	CIT 3	June 30 Annually
06-05	Shared Time Attendance Report	AF-1	July 15 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	July 15 Annually
06-07	County Board of Education Annual Report	287AF	Mar. 31 Annually
06-08	None		
06-09	School Officers Forms	449AF	Oct. 1 Annually
06-10	Tuition Costs in High School Districts	450AF	Sept. 1 Annually
06-11	Report on School Costs for Computing Maximum Tuition Rates	AF-2	July 15 Annually
06-12	Certificate of Distribution of Moneys by County Treasurer from Basic School Tax Equalization Fund	651AF	Apr. 30 ; Oct 31
06-13	Certificate of County System General Fund School Tax Asking	432AF	Aug. 15 Annually
06-14	Affidavit - Tuition and Transportation Claim for Boarding Home Tuition Children	BHT 1	June 30 Annually
06-15	Affidavit for Secretary or Superintendent of Schools Tuition When in Board Home	BHT 2	June 30 Annually
06-16	Affidavit, Charitable Institution Reimbursement Claim, Tuition and Transportation	CIT 1	June 30 Annually

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

DPI code	Name of form	Form code	Date due
06-17	Affidavit for Secretary or Superintendent of Schools Tuition Charitable Institutions	CIT 2	June 30 Annually
06-18	Assessed Valuation of Property in Whole Dollars	AF-4	June 1 Annually
06-19	Proposed Reimbursement Expenditures	AF-8	June 15 Annually
(Teacher Education)			
07-01	Teacher's Request for Application Materials for an Original Iowa Certificate	Form 2-52	Before certified
07-02	Teacher Approval Statement	Form 2-73	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	Before teaching
07-06	Obsolete		
07-07	Obsolete		
07-08	Application for renewal of Teacher's Certifi- cate	Form 2-72a	Before teaching
07-09	Obsolete		
07-10	Obsolete		
07-11	Declaration of Intent, Temporary Certificate	2062AEI	Before certified
07-12	Application for Temporary Teacher's Certificate Based on Emergency Situation	1563AE	Before teaching
07-13	Application for Temporary Teacher's Certificate Based on Expired Iowa Certificate	Form 2-72b	Before Teaching
07-14	Application for Temporary Teacher's Certificate Based on an Approved Title I, ESEA Program	161T1	Before teaching
07-15	Teacher Birthday Information	1863C	Before certified
07-16	Obsolete		



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

DPI code	Name of form	Form of code	Due date
07-17	Country Superintendent's Verification of Teacher's Assigned in Approved Areas and County Superintendent's Verification of Certificates Registered	TEC-12	Mar 31 annually
07-18	Obsolete		
07-19	Dropped		
07-20	County or Local Superintendent's Statement of Teaching Experience	Form 2-11	Before certified
07-21	Dropped		
07-22	Part I of the 1964 (Seventeenth Annual) Nation- al Teacher Supply and Demand Study -- No. of Students	TS & D Form I	Apr. 15 Annually
07-23	National Education Association Research Divi- sion Part II of the 1964 National Teacher Supply and Demand Study--The Demand for Teachers	TS & D Form II	Apr. 15 Annually
07-24	None		
07-25	None		
07-26	Application for a Temporary Certificate -- Teachers Associate	TEC 10	Before service
07-27	Application for Teacher's Certificate	TEC 11	Before teaching
07-28	Obsolete		
07-29	County Superintendent Report of Non- Certified and Non-Approved Personnel	TEC 13	Oct. 1 Annually
07-30	Application for Temporary Teacher's Certificate Based on an Emergency Situation	TEC 14	Before teaching

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

DPI code	Name of form	Form code	Date due
(Area and Community Colleges)			
08-01	Affidavit of Agreement Merged Area	827PD	Before merging
08-02	Estimate of Area School Enrollment for Sub- mission to State Superintendent of Public Instruction	AS-3	June 1 Annually
08-03	None		
08-04	Obsolete		
08-05	Dropped		
08-06	Dropped		
08-07	Obsolete		
08-08	Dropped		
08-09	Obsolete		
08-10	Dropped		
08-11	Obsolete		
08-12	Proposed Budget of Receipts and Expenditures General Fund Area School	(New)	May 7 Annually
08-13	Quarterly Status Report on Area School Enrollment and Financial Data	AS-10	Oct 10 Quarterly
08-14	General Aid Claim Area School	AS-14	July 5 Annually
08-15	Dropped		
08-16	Proposed Budget of project in Area School	AS VE 7	Mar 15 Annually
08-17	Dropped		
08-18	Adult Education Full-Time Equivalent Enroll- ment Report	AE 12	Oct 10 Annually
08-19	Application for Approval of Programs in Adult Education	AS-11	Before program
08-20	Requisition for Reimbursement Due Area School from Funds for Instruction in Occupational Training	AS VE 4	Sept 30 Quarterly
08-21	Annual Report from Area Schools	AS-15	Aug. 15 Annually
08-22	Full-Time Term Enrollment at End of Second Week of Term	AS-16	2 wks. after term begins
08-23	Obsolete		
08-24	Obsolete		

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

DPI code	Name of form	Form code	Date due
08-25	Application for State Board Approval of Area School Programs in Preparatory Vocational Programs	AS-17	Before program
08-26	Application for Approval Arts & Science Program	AS-18	Before program
08-27	Obsolete		
(School Food Services)			
09-01	National School Lunch Program Agreement	None	Before program
09-02	Special Milk Program Agreement	None	Before program
09-03	National School Lunch and Special Milk Program Agreement, Civil Rights	1264SLP	Before program
09-04	Non-Food assistance Application, Claim, Agree- ment	CFP-65	Before program
09-05	School Lunch and Special Milk Application	A-3898	July 1 - Before program
09-06	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs	ISLP 1	Each month
09-07	Administrative Review Form (Long)	201SL	After visit
09-08	Administrative Review Form (Short form)	202SL	After visit
09-09	School Lunch Audit Report	1316SLP	During visit
09-10	Obsolete		
09-11	School Lunch Short Course Registration	361SL	June 30 Annually
09-12	School Breakfast Program Agreement	277SLP	Before program
09-13	Application School Breakfast Program	CFP-66	Before program
09-14	Obsolete		
09-15	Obsolete		
09-16	School Lunch Commodity Agreement	873SLP	Before program
09-17	School Lunch Commodity Agreement, Civil Rights	1264SLP	Before program
09-18	State Commodities Distribution Agreement (Institutions)	47SLP	Before program
09-19	Commodity Application Agreement	879SL	Before program
09-20	Summer Camp Commodity Application Agreement	SLP-CD-2	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	1315SLP	July 1-Once

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

DPI code	Name of form	Form code	Date due
09-22	Number of Lunches Served to Children During the First Five (5) Days of the School Year	SLP-CD-4	Sept 10-Annually
09-23	First month's Participation Figures for School Lunch (Non-Public)	SLP-CD-5	Oct. 10-Annually
09-24	Report of Commodity Distribution (Recap Sheet)	449SLP	Each week
09-25	Warehouse Release and Delivery Order	DPI-5000	Each week
09-26	Transfer of Commodities	834SL	After transfer
09-27	Report of Shipment Received short and/or damaged	CFP-57	When found
09-28	Unloading Tally (Commodities)	417SL	After unloading
09-29	Monthly Warehouse Inventory Report	145SL	Each month
09-30	Inventory USDA Donated Commodities on Hand March 31 (Institutions)	534SLP	Apr. 15 Annually
09-31	Monthly Inventory Report of USDA Donated Commodities	438SL	Each month
09-32	Annual Inventory of USDA Donated Commodities on Hand, March 31	SLP-CD-1	Apr. 15 Annually
09-33	Follow-up on March 31st Commodity Inventory	314 SLP	Apr. 15 Annually
09-34	Summer Camp Operations Data	SLP-CD-3	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	698SL	Annually
09-41	Institutional Review Form	None	During visit
09-42	Information not Received Check List	418SL	When needed
09-43	Commodity Availability Notice and Request Cards	IBM G33958-F	Comm. available
09-44	Civil Rights Compliance Review-Summer Camps	CFP-75	During visit
09-45	Woodward Central Warehouse Inventory	None	Each month
09-46	Evaluation of School Lunch Short Course	None	After course
09-47	Financial Report from District	ISLP 2	Each month
09-48	Evaluation Guide for School Lunch Programs	SL E-1,2,3	30 days after received
09-49	Policy Statement Regarding Serving Reduced-Priced meals	773 SL	Before beginning program
09-50	Policy Statement Regarding Serving Reduced-Priced Meals other than Type A	900 SL	Before beginning program

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

DPI code	Name of form	Form code	Date due
(Surplus Property)			
10-01	Application for Eligibility Surplus Property Utilization Program Educational Institution	1234SP	Before eligible
10-02	Application for Eligibility Surplus Property Utilization Program Public Health Institution	894SP	Before eligible
10-03	Warehouse Eligibility Signature Card	SP-R-2	Oct. 1 annually
10-04	Distribution Document - Surplus Property	None	Before purchase
10-05	Obsolete		
(Veterans Education)			
11-01	Application for Approval (Institution) to Train Veterans Within the Purview of Chapter 36, Title 38, U. S. Code for Accredited Courses	KV 1	Before course
11-02	Application for Approval (Institution) to Train Veterans for Non-Accredited Courses	KV 2	Before course
11-03	Application for Approval of Apprenticeship or Other On-The-Job Training Under Public Law 90-77, 90th Congress	KV 3	Before program
11-04	On-The-Job Training Agreement Public Law 90-77 90th Congress	KV 4	Before program
11-05	Agreement of Training Establishment for Main- tenance of Records of Attendance, Conduct, and Progress of Veterans in On-The-Job Training	KV 6	Before program
11-06	Veterans On-The-Job Training (Other than Appren- ticeship) Initial Inspection Report, Public Law 90-77	KV 9	Before program
11-07	Veterans On-The-Job Training Apprenticeship Training Initial Inspection Report, Public Law 90-77	KV 10	Before program

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

DPI code	Name of form	Form code	Date due
11-08	Request for Program Change in Apprenticeship Training or Other On-the-Job Training Under Public Law 90-77	KV 8	Before change
11-09	Attendance, Conduct and Progress Record for On-the-Job Training	KV 5	After program
11-10	Apprenticeship and Other On-the-Job Training Supervision Report, Public Law 90-77	KV 7	After visit
11-11	Obsolete		
11-12	Obsolete		
11-13	Flight School Monthly Report P.L. 90-77	KV 11	Monthly
11-14	Summary of Program of On-the-Job and Apprenticeship Training	KV 12	Before program
11-15	Supervisory Report, Section 1775 of 1776, Chapter 36, Title 38, U.S. Code	KV 13	After program
(Transportation)			
12-01	Application for School Bus Driver's Permit	TR-6-497B	Before driving
12-02	Application for Careful Driver's Award	TR-F-10	June 30/End school year
12-03	State of Iowa School Bus Inspection	TR-F-27	At inspection
12-04	State of Iowa School Bus Chassis Inspection	TR-F-27A	Prior to begin of school year
12-05	School Bus Driver's Report	983TR	Feb. 15/End of 1st semester
12-06	School Bus Accident Report	TR-F-14R	After accident
12-07	Driver Education Program Evaluation	DE 1	Aug. 15 Annually
12-08	Application for Driver Education Certificate of Approval	172DE	Before teaching
12-09	Application for Driver Education Reimbursement for 12 month Period	DE 2	July 1 Annually
12-10	College and University Report to State Education Agency regarding Driver Education Activities	None	Aug. 21 Annually

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

DPI code	Name of form	Form code	Date due
12-11	Obsolete		
12-12	Driver Education Car Accident Report	TR-F-14R	After accident
12-13	Application for Reimbursement of Conrtactual Driver Education Program for 12-month Period July 1 to June 30	DE 3	July 1 annually
12-14	Annual Report on Transportation for Equaliza- tion and Program	TR-20-1	July 1 annually
12-15	Financial Report for Driver Education Programs in Non-public Schools	DE 5	July 1 annually
12-16	Application for Approval of Driver Education Programs for School Year & Summer	DE 4	Before program begins

(Curriculum)

13-01	Request Blank for Application Forms Under Title III of the National Defense Education Act	Curr 3	Feb. 28 annually
13-02	Title III Project Application Form	Curr 4	May 16 annually
13-03	Consultant Visit Information Desired	194C	Before visit

(Supervision)

14-01	Annual Evaluation Guide	PB-15376	Oct. 1 annually
14-02	Self-Evaluation Criteria for Iowa Schools	61S	Optional

(ESEA Title II)

15-01	Iowa Title II ESEA Application for School Library Resources and Other Instructional Materials	ESEA II LR 3	Mar. 1 annually
15-02	ESEA Title II Inventory Record	ESEA II LR 1	Sept. 15/June 30
15-03	ESEA Title II Record of Materials Dropped from Inventory	ESEA II LR 2	When dropped

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

DPI code	Name of form	Form code	Date due
(Adult Education)			
16-01	Application for High School Equivalency Certificate	AES-2	When desired
16-02	Student Information for Adult Basic Education Program	ABE-4	June 30/After beginning
16-03	Obsolete		
16-04	High School Equivalency Certificate Name Information	AES-6	After passing test
16-05	Adult Basic Education Quarterly Program Report	ABE-7	Oct. 15 Quarterly
16-06	Adult Basic Education Program Proposal for Fiscal Year	ABE-8	June 30/Start of program
16-07	Fiscal Report for Adult Basic Education	ABE-9	Oct. 15 Quarterly
(Civil Defense)			
17-01	Obsolete		
17-02	Radiological Monitor Training Course Application	CD 51	Before beginning
17-03	Shelter Management Training Course Application	152CD	Before beginning
17-04	Class Attendance "Living in the Nuclear Age"	CD 7	End of course
17-05	Class Attendance Radiological Monitor of Shelter Management	153CD	End of course
17-06	Civil Defense Adult Education Application and Film Order "Living in the Nuclear Age"	63 CD	2 wks. before class



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

DPI code	Name of form	Form code	Date due
(Special Education)			
18-01	Application for Approval of Service to an Individual Pupil	SE 1	Before service
18-02	Approved Application and Claim for Reimbursement for Special Education Programs	SE-Claim	June 1 annually
18-03	Requisition for Reimbursement for Special Education Service	SE-Claim Ind.	June 20 annually
18-04	Report of Special Classes Serving Mentally Retarded Children	1574SE	Oct. 15 annually
18-05	Dropped		
18-06	List of Approved Individual Programs in Special Education	757SE	June 1 annually
18-07	Wavier Request Form for Mentally Retarded pupils (Class Waiver)	SE MR 2	When needed
18-08	Clinical Speech Services Report	963 SE	June 1 annually
18-09	Annual Hearing Report	963 SE	June 1 annually
18-10	Obsolete		
18-11	Dropped		
18-12	Confirmation of Wiring Installation for Electrical School-to-Home Telephone System	443 SE	After installed
18-13	Iowa Interagency Case Information Service	None	Once per pupil
18-14	Wavier Request Form for Mentally Retarded Pupils (Individual Student Wavier)	971 SE	When needed
18-15	Report of Secondary Special Educational Services and Programs	SE MAN 1	Feb. 1 annually

(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	Anytime
-------	--	------	---------

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

DPI code	Name of form	Form code	Date due
19-02	Application of Intent to Participate and Program Approval National Defense Education Act of 1958 - Title V-V Public Law 85-864, as amended	NDEA V-AA	Aug. 18 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	May 10 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	Sept. 30 annually
19-05	Reimbursement Proposal for Guidance Activities	GAP 1	Oct. 16 annually
19-06	NDEA Title V-A Claim Suggested Format For Submitting Supporting Evidence Covering NDEA, Title V-A Claims	120SE	July 1 annually
19-07	Counselor Preparation Programs Information Fiscal Year	CPP-1	May 1 annually
19-08	Specialized School Information Sheet	151G	New program
19-09	Dropped		
19-10	Vocational Education Student Follow-up	MRC 1949	Oct. 20 annually
19-11	Student Termination	(To be made)	Nov. 15 annually
19-12	Graduate Follow-up	(To be made)	Nov. 15 annually
19-13	Statewide Standardized Measurement Survey	(To be made)	Nov. 15 annually

(ESEA Title I)

20-01	Obsolete		
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	Aug. 15 Jan. 15 May 1

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

DPI code	Name of form	Form code	Date due
20-03	Obsolete		
20-04	Obsolete		
20-05	Obsolete		
20-06	Obsolete		
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	OE4305-1	Aug. 15 Jan. 15 May 1
20-08	Obsolete		
20-09	Application to Amend Current Program Title I of Public Law 89-10	ESEA-1-IA-A-5	Anytime
20-10	Dropped		
20-11	Statement by Community Action Agency of Other Agency Providing Services in Coordination with a Title I Program under ESEA Public Law, 89-10 as Amended	ESEA-T1-3	Aug. 15 Jan. 15 May 1
20-12	Project Completion Financial Report Elementary and Secondary Education (P.L. 89-10) Title I	ESEA-1-F-1	July 10 annually
20-13	Quarterly Summary of Title I Federal Project Expenditures and Quarterly Request for Title I, Federal Funds	Form A 287PD	Oct. 10 Quarterly After approval
20-14	Title I Personnel for ESEA		June 15 annually
20-15	Annual Evaluation Report for Fiscal Year Part I and II - Project Evaluation	ESEA E1	Aug. 20 Summer
20-16	Annual Evaluation Report for Fiscal Year Part I (H) - Project Evaluation	ESEA E2	June 15 annually Aug. 20 Summer
20-17	Supplementary Report Annual Evaluation Report for Fiscal Year Part I - Project Evaluation	(ESEA 1) E-3	June 15 annually Aug. 20 Summer
20-18	Annual Evaluation Report for Fiscal Year Part II-Project Participants - Public Schools	(ESEA 1) E-4	June 15 annually Aug. 20 Summer
20-19	Annual Evaluation Report for Fiscal Year Part II - Project Participants - Non-Public Schools	(ESEA 1) E-5	June 15 annually Aug. 20 Summer
20-20	Visitation Report for Title I ESEA Project	(ESEA 1) V-5	After visit
20-21	Record and Report of Local Expenditures	304 T1	School use only
20-22	Standardized Test Results Title I ESEA Public Schools	(ESEA 1) E-6	June 15 annually Aug. 20 Summer
20-23	Standardized Test Results Title I ESEA Non-Public Schools	(ESEA 1) E-7	June 15 annually Aug. 20 Summer

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

DPI code	Name of form	Form code	Date due
20-24	Children Living in Institutions for Neglected or Delinquent Children	ESEA-T1-4	Sept. 30 May 1
20-25	Application for Federal Assistance for the Education of Handicapped Children In the Schools Supported or Operated by State	OE-9010	Aug. 15 annually
20-26	Application for Grant to Meet the Special Needs of Children in State Institutions for Neglected or Delinquent Children under Title I, P.L. 89-10 as Amended	ESEA-Title I-5	Aug. 15 annually
21-	None (Industrial Education)		
	(Manpower Development Training Act)		
22-01	Application for Institutional Training Program Under the Manpower Development and Training Act	MT-2	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	With proposal
22-03	Dropped		
22-04	Requisition for Reimbursement Due School Corporation from Funds for Instruction in Occupational Training MDTA	VEM-2	Each 3 months
22-05	MDTA Request for Advance Payment to the School Corporation from Funds for Instruction in Occupational Training	VEM-1	Before program

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

DPI code	Name of form	Form code	Date due
22-06	Obsolete		
22-07	Compliance with Circular Letter 5036	1295VE	Before program
22-08	School or Training Agency Project Report Manpower Development and Training and Area Redevelopment Acts	OE 4021	After 1 week
22-09	Certificate of Training Manpower Development and Training Program	OE 4146	After program completed
22-10	Individual Trainee Termination Training or Services	MT 102	When trainee terminates
22-11	Report on Termination under the Manpower Development and Training Act and the Area Redevelopment Act	MT 104	After 15th of each month
22-12	Surplus Property Equipment Needs MDTA	1310VE	After program approval
22-13	Transfer Order Excess Personal property MDTA	SF122	When available
22-14	Record of Transfer of Equipment to Another Training Facility MDTA	VEM-5	When transferred
22-15	Plan for Local Supervision - MDTA	VEM-4	Before beginning
22-16	Cost of Occupational Training Manpower Develop- ment and Training Act, P.L. 87-415	OE-4000	With proposal
22-17	Authorization for Training Under Manpower Develop- ment Training Act	VEM-8	When needed
22-18	Excess Property Transfer Request	VEM-9	When needed
22-19	Within State Transfer Permit	VEM-10	When needed
22-20	MDT Want List	VEM-11	With proposal
22-21	OE-4000 Auxiliary List Amendment	VEM-12	When needed

(Vocational Agriculture)

23-01	Vocational Agriculture Education Class Schedule Card	A-2	Sept. 15 Feb. 15
23-02	Vocational Agriculture Department Record	A-13	After visit
23-03	Training Record Vocational Agriculture Instructor	A-12	Oct. 1 annually
23-04	Dropped		
23-05	Vocational Agriculture Workshop Report	257VE	After workshop
23-06	Supervised Agriculture Program Report of Vocational Agriculture Students	A-3	Jan. 31 annually

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

DPI code	Name of form	Form code	Date due
23-07	Preliminary Report Young Farmer Class in Vocational Agriculture	A-7	Before beginning
23-08	Attendance Summary and Selected Supervised Practice Report Young Farmer Class in Vocational Agriculture	A-8	June 30/After class
23-09	Dropped		
23-10	Preliminary Report Adult Farmer Class in Agriculture	A-9	Before beginning
23-11	Attendance and Selected Supervised Practice Report Adult Farmer Class in Agriculture	A-10	End of course
23-12	Future Farmers of America Membership Roster	None	Nov. 1 annually
23-13	Annual F. F. A. Program Plan	FFA-3	Oct. 1 annually
23-14	Annual FFA Chapter Report Fiscal Year Ending June 30	FFA-2	June 30 annually
23-15	Annual Vocational Agriculture Report	A-5	June 30 annually
23-16	Application Summer School Attendance	531VE	May 1 annually
23-17	Vocational Agriculture Summer Activity Report	A-23	July 1; Aug. 10; Sept. 10
23-18	Obsolete		

(Business Occupations)

24-01	Semester Report for Cooperative Laboratory Class in Distributive and Office Education	OE-13 DE-13	Sept. 15; Feb. 15
24-02	Office Education Year-End Report	1080VE	June 15 annually
24-03	Distributive Education Clubs of America Membership Roster	103	Oct. 31 annually

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

DPI code	Name of form	Form code	Date due
24-04	Office Education Association Application for Membership	OEA 10	Oct. 31 annually
24-05	Distributive Year-End Report	1078 VE	June 15 annually
(Home Economics)			
25-01	Vocational Home Economics Education Class Schedule Card	HM 4	Sept. 15;Feb. 15
25-02	Calendar of Work	HM 3	Sept. 15 annually
25-03	Financial Summary and Budget Homemaking Department	HM 5	May 15 annually
25-04	Preliminary Plan for Program of Adult Education in Homemaking	HM 1	Before program
25-05	Dropped		
25-06	Report of Program of Adult Education in Homemaking	HM 2	End of class
25-07	Application for FHA Affiliation	FHA 1	Dec. 1 annually
25-08	FHA Calendar	FHA 61	Dec. 1 annually
25-09	Final Report Iowa Association of Future Homemakers of America	FHA 13	June 10 annually
25-10	Report of Occupational Programs in Home Economics	HM 7	Jan. 1 annually
25-11	Final Report for Vocational Homemaking Departments in Iowa and Extended Employment Plans	HM 6	Apr. 15 annually
25-12	Obsolete		
25-13	Obsolete		
25-14	Dropped		
25-15	Dropped		

26-

(Internal Services)

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

DPI code	Name of form	Form code	Date due
(Vocational Rehabilitation)			
27-01	Client Application-Request - Vocational Rehabilitation	R-360	Before service
27-02	Case Service Report: State Federal Program of Vocational Rehabilitation Referral	R-300	Before service
27-03	General Medical Examination Report-Vocational Rehabilitation	R-3	Before service
27-04	Medical Report Visual Disability-Vocational Rehabilitation	R-3c	Before service
27-05	Medical Report Cardiac Disability-Vocational Rehabilitation	R-3b	Annually
27-06	Medical Report Hearing Disability-Vocational Rehabilitation	R-3b	Annually
27-07	Case Service Report State-Federal Program of Vocational Rehabilitation Complete Referral Process	R-300	When completed
27-08	Prescription Form-Vocational Rehabilitation	R-553	Before service
27-09	Acceptance of Prosthetic Appliance	R-430	After received
27-10	Claim for Payment of Rehabilitation Expenses	R-409	After service
27-11	Affidavit to Send Clients Clinical Records-Vocational Rehabilitation	R-505	Before use
27-12	Statement to Release Clinical Data-Vocational Rehabilitation	None	Before use
27-13	Release Form for Medical Record-Vocational Rehabilitation	R-407	Before use
27-14	Authorization for Release of Medical Information-Vocational Rehabilitation	R-359	Before use
27-15	Training Progress Report-Vocational Rehabilitation	R-8	Before paymnet
27-16	Case Service Report State-Federal Program of Vocational Rehabilitation Completed Extended Evaluation Process	R-300	When evaluated
27-17	Case Service Report, State-Federal Program of Vocational Rehabilitation, Completed Case Services	R-300	End of case
27-18	Statement of Understanding	1344	Before program



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

DPI code	Name of form	Form code	Date due
(Vocational Education--All Areas)			
28-01	Application for Approval to Purchase Equipment and Teaching Aids	VE 1/VE 2	Before purchase
28-02	State of Teacher's Qualification Vocational Technical Education Personal Data	TEC-10	Before hired
28-03	Requisition for Reimbursement Due School Corporation From Vocational Education Funds for Instruction in Secondary Vocational and Technical Education	VE 5	May 15 annually
28-04	Application for Program Approval in Vocational and Technical Education	VE 6	July 1 annually
28-05	Requisition for Reimbursement Due Institution From Federal/State Funds for Vocational Teacher Education	VE-TE-10	July 15 annually
28-06	Application for Budget Approval Vocational Adult Supplementary Educational Course	MA VE 9/OE-14	Before program
28-07	Final Report Vocational Adult Supplementary Educational Course	MA VE 9	After program
(Health Occupations)			
29-01	Obsolete		
29-02	HOE 2 Program Enrollment and Advisory Committee Report	HOE 2	10 days after beginning
29-03	Applicant or Student Drop-Out Information	HOE 5	When needed
29-04	Application for Approval for Reimbursement for Health Occupations Education Program	HOE 1	July 1 annually

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

DPI code	Name of form	Form code	Date due
(Work Study Program)			
30-01	Application by Local Educational Agency to Participate in the Work-Study Program	VEWS-1	Before program
30-02	Agreement to Participate in Work-Study Program	VEWS-2	Before program
30-03	Vocational Work-Study Program Monthly Report of Enrollees	VEWS-3	Sept. 10 monthly
30-04	Application by Local Education Agency to Participate in the Summer Vocational Work-Study Program Fiscal Year	VEWS-1(S)	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	July 1 annually
30-06	Status of Vocational Education Work-Study Program for Fiscal Year	VEWS-8	July 1 annually
(ESEA Title III)			
31-01	Proposed Budget Summary/Expenditure Report of Federal Funds, ESEA Title III, P.L. 89-10 as Amended	ESEA III-B	Year after program
31-02	Obsolete		
31-03	Obsolete		
31-04	Statistical Report ESEA III, P.L. 89-10 as Amended	ESEA III-A	End budget period
31-05	Monthly/Quarterly Report of Disbursements of Federal Cash	ESEA III-C	End budget period
31-06	Quarterly Estimated Requirements for Federal Cash	ESEA III-D	Before grant

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

DPI code	Name of form	Form code	Date due
(Research Coordinating Unit)			
32-01	Obsolete		
32-02	Final Report for 4(a) Funded Project - RCU	RCU-1	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	Before project approved
33-02	Record & Report of Local Expenditures	702 SE Form A	End of project
33-03	Resume of Project Application Data	621SE	With application
33-04	Application to Amend Approved Title VI-A Project	ESEA VI-D	When amending

STATE LIBRARY OF IOWA



3 1723 02115 9264