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III. School calendars

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County
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CALENDAR
OF FORMS
DUE TO
DPI

State of Iowa
1969

CALENDAR OF FORMS DUE TO THE DPI

from

COUNTY UNITS

State Department of Public Instruction

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DEPARTMENT OF PUBLIC INSTRUCTION
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FOREWORD

The CALENDAR OF FORMS DUE TO THE DPI 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
(JULY)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from District (ISLP 2)

	July 1	09-05	School Food Services	School Lunch & Special Milk Application (A-3898)
	July 1	19-06	Guidance Services	NDEA Title V-A Claim Suggested Format for Submitting Supporting Evidence Covering NDEA Title V-A Claims (120SE)
	July 10	20-12	ESEA Title I	Project Completion Financial Report Elementary & Secondary Education (P.L. 89-10) Title I (ESEA-1-F-1)
	July 10	20-13	ESEA Title I	Quarterly Summary of Title I Federal Project Expenditures and Quarterly Request for Title I Federal Funds (Form A)
	July 15	01-02	Assistant & Associate Supt.	Improvement of Instruction Fund Summary (757)
	July 15	04-05	Building & Facilities	School Construction Report (177AF)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(AUGUST)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from District (ISLP 2)

	Aug 15	06-13	Adimnistration & Finance	Certificate of County System General Fund School Tax Asking (432AF)
	Aug 15	20-02	ESEA Title I	Application for Federal Assistance for the Education of Children from Low-Income Families under Title I of Public Law 89-10, Part II, Project Application (ESEA I-1)
	Aug 15	20-07	ESEA Title I	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)
	Aug 15	20-11	ESEA Title I	Statement by Community Action Agency of Other Agency Providing Services in Coordination With a Title I Program under ESEA P.L. 89-10, as Amended (ESEA-T1-3)
	Aug 18	19-02	Guidance Services	Application of Intent to Participate and Program Approval National Defense Educa- tion Act of 1958, Title V-A Public Law 85-864, as Amended, for the Fiscal Year (NDEA V-AA)
	Aug 20	20-15	ESEA Title I	Annual Evaluation Report for Fiscal Year Part I & II Project Evaluation (ESEA E 1)
	Aug 20	20-16	ESEA Title I	Annual Evaluation Report for Fiscal Year Part I (H) Project Evaluation (ESEA E 2)
	Aug 20	20-17	ESEA Title I	Supplementary Report Annual Evaluation Report for Fiscal Year, Part I Project Evaluation (ESEA E 3)
	Aug 20	20-18	ESEA Title I	Annual Evaluation Report for Fiscal Year, Project Participants-Public Schools (ESEA E 4)
	Aug 20	20-19	ESEA Title I	Annual Evaluation Report for Fiscal Year, Part II Project Participants-Non Public Schools (ESEA E 5)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
 (AUGUST CONT'D.)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Aug 20	20-22	ESEA Title I	Standardized Test Results Title I ESEA- Public Schools (ESEA E 6)
	Aug 20	20-23	ESEA Title I	Standardized Test Results Title I ESEA-Non Public Schools (ESEA E 7)
	Aug 31	05-02	Reorganization	School District Organization Report (Organ 1)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(SEPTEMBER)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from District (ISLP 2)

	Sept 1	18-10	Special Education	Renewal of Temporary Approval to Teach Special Education (365SE)
	Sept 10	09-22	School Food Services	Number of Lunches Served to Children During the First Five (5) Days of School Year (SLP-LD-4)
	Sept 15	03-01	Data Processing Division	Iowa Professional School Employees Data Sheet (PB 14329)
	Sept 15	15-02	ESEA Title II	ESEA Title II Inventory Record (ESEA II LR 1)
	Sept 30	19-04	Guidance Services	Application for Reimbursement Approval National Defense Education Act of 1958, Title V-A, Public Law 85-864 - As Amended (NDEA V-A B)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(OCTOBER)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from District (ISLP 2)

	Oct 1	06-09	Administration & Finance	School Officers Form (449AF)
	Oct 1	07-29	Teacher Education	County Superintendent Report of Non-Certificate and Non-Approved Personnel (TEC-13)
	Oct 10	20-13	ESEA Title I	Quarterly Summary of Title I Federal Project Expenditures and Quarterly Request for Title I Federal Funds (Form A)
	Oct 15	01-02	Assistant & Associate Supt.	Improvement of Instruction Fund Summary (757)
	Oct 15	18-04	Special Education	Report of Mentally Retarded Children (1574SE)
	Oct 16	19-05	Guidance Services	Reimbursement Proposal for Guidance Activities (GAP 1)
	Oct 31	06-12	Administration & Finance	Certificate of Distribution of Moneys by County Treasurer from Basic School Tax Equalization Fund (651AF)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(NOVEMBER)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(DECEMBER)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(JANUARY)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

	Jan 10	20-13	ESEA Title I	Quarterly Summary of Title I Federal Project Expenditures & Quarterly Request for Title I Federal Funds (Form A)
	Jan 15	01-02	Assistant Associate Supt.	Improvement of Instruction Fund Summary (757)
	Jan 15	20-02	ESEA Title I	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 Title I-1)
	Jan 15	20-07	ESEA Title I	Certification of Local Educational Agencies for Cooperative Projects for the Education of Children from Low-Income Families under Title I of P.L. 89-10 (OE 4305-1)
	Jan 15	20-11	ESEA Title I	Statement by Community Action Agency or Other Agency Providing Services in Coordination with a Title I Program under ESEA P.L. 89-10, as amended (ESEA-T1-3)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(FEBRUARY)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

Feb 28		13-01	Curriculum	Request Blank for Application Forms under Title III of the National Defense Education Act (Curr 3)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(MARCH)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

	Mar 1	15-01	ESEA Title II	Iowa Title II ESEA Application for School Library Resources and Other Istructional Materials (ESEA II-LR-3)
	Mar 31	06-07	Administration & Finance	County Board of Education Annual Report (287AF)
	Mar 31	07-17	Teacher Education	County Superintendent's Verification of Teachers Assigned in Approved Areas and County Superintendent's Verification of Certificates Registered (TEC-12)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(APRIL)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report for Districts (ISLP 2)

	Apr 10	20-13	ESEA Title I	Quarterly Summary of Title I Federal Project Expenditures and Quarterly Request for Title I Federal Funds (Form A)
	Apr 15	01-02	Assistant & Assoc. Supt.	Improvement of Instruction Fund Summary (757)
	Apr 15	09-32	School Food Services	Annual Inventory of USDA Donated Commodities on Hand March 31 (SLP-CD-1)
	Apr 15	09-33	School Food Services	Follow-up on March 31st Commodity Inventory (314 SLP)
	Apr 30	06-12	Administration & Finance	Certificate of Distribution of Moneys by County Treasurer from Basic School Tax Equalization Fund (651AF)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(MAY)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report from Districts (ISLP 2)

	May 1	20-02	ESEA Title I	Application for Federal Assistance for the Education of Children from Low-Income Families under Title I, of P.L. 89-10, Project Application (ESEA Title I-1)
	May 1	20-07	ESEA Title I	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)
	May 1	20-11	ESEA Title I	Statement by Community Action Agency or Other Agency Providing Services in Coordination with a Title I Program under ESEA P.L.89-10, as Amended (ESEA-TI-3)
	May 10	19-03	Guidance Services	Application for Participation under Title V-A Guidance, Counseling, and Testing, or Testing Only of the National Defense Educa- tion Act of 1958, as amended, for the Fiscal Year (625G)
	May 16	13-02	Curriculum	Title III Project Application (Curr 3)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(JUNE)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Ea month	09-06	School Food Services	Claim for Reimbursement School Lunch, Milk, and Breakfast Programs (ISLP 1)
	Ea month	09-47	School Food Services	Financial Report form Districts (ISLP 2)

	June 1	01-01	Assistant & Associate Supt.	Request for Proir Approval, County Instruction Fund (941S)
	June 1	06-18	Administration & Finance	Assessed Valuation of Property in Whole Dollars (AF-4)
	June 1	18-02	Special Education	Approval Application and Claim for Reimburse- ment for Special Education Programs (SE Claim)
	June 1	18-06	Special Education	List of Approved Individual Programs in Special Education (757 SE)
	June 1	18-08	Special Education	Clinical Speech Services Report (963 SE)
	June 1	18-09	Special Education	Annual Hearing Report (963 SE)
	June 15	20-15	ESEA Title I	Annual Evaluation Report for Fiscal Year, Part I & II Project Evaluation (ESEA E 1)
	June 15	20-16	ESEA Title I	Annual Evaluation Report for Fiscal Year, Part I (H) Project Evaluation (ESEA E 2)
	June 15	20-17	ESEA Title I	Supplementary Report Annual Evaluation Report for Fiscal Year, Part I Project Evaluation (ESEA E 3)
	June 15	20-18	ESEA Title I	Annual Evaluation Report for Fiscal Year, Project Participants-Public Schools (ESEA E 4)
	June 15	20-19	ESEA Title I	Annual Evaluation Report for Fiscal Year, Part II Project Participants-Non Public Schools (ESEA E 5)
	June 15	20-22	ESEA Title I	Standardized Test Results Title I ESEA-Public Schools (ESEA E 6)
	June 15	20-23	ESEA Title I	Standardized Test Results Title I ESEA-Non Public Schools (ESEA E 7)
	June 20	18-03	Special Education	Requisition for Reimbursement for Special Education Service (SE Claim Ind)
	June 30	15-02	ESEA Title II	ESEA Title II Inventory Record (ESEA II LR 1)
	June 30	09-11	School Food Services	School Lunch Short Course Registration (361SL)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(DIFFERENT DATES)

Date snet	Date due	DPI code	Branch or section	Name of form and its code number
	After approval	20-14	ESEA Title I	Personnel for ESEA (287 PD)
	After completion of course	09-46	School Food Services	Evaluation of School Lunch Short Course
	After wiring installed	18-12	Special Education	Confirmation of Wiring Installation for Electrical School-To-Home Telephone System (443 SE)
	After transfer	09-26	School Food Services	Transfer of Commodities (834 SL)
	After visit	09-07	School Food Services	Administrative Review Form-Long (201SL)
	After visit	09-08	School Food Services	Administrative Review Form-Short(202SL)
	After visit	20-20	ESEA Title I	Visitation Report for Title I ESEA Project (ESEA 1 V-5)
	Anytime	19-01	Guidance Services	Application for Participation in Guidance, Counseling, & Related Areas under the Vocational Education Act of 1963, P.L. 88-210, as Amended, Project Proposal Guidelines Request (371G)
	Anytime	20-09	ESEA Title I	Application to Amend Current Programs Title I of P.L. 89-10 (ESEA-1-IA-A-5)
	Before beginning of program	09-01	School Food Services	National School Lunch Program Agreement
	Before beginning of program	09-02	School Food Services	Special Milk Program Agreement
	Before beginning of program	09-03	School Food Services	National School Lunch and Special Milk Program Agreement Civil Rights (1264SLP)
	Before beginning of program	09-04	School Food Services	Non-Food Assistance Application, Claim, Agreement (CFP-65)
	Before beginning of program	09-05	School Food Services	School Lunch and Special Milk Application (A-3898)
	Before beginning of program	09-12	School Food Services	School Breakfast Program Agreement (277SLP)
	Before beginning of program	09-13	School Food Services	Application School Breakfast Program (CFP-66)
	Before beginning of program	09-16	School Food Services	School Lunch Commodity Agreement (873SLP)
	Before beginning of program	09-17	School Food Services	School Lunch Commodity Agreement Civil Rights (1264SLP)

REPORTS DUE TO THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
(DIFFERENT DATES CONT'D)

Date sent	Date due	DPI code	Branch or section	Name of form and its code number
	Before grant	31-06	ESEA Title III	Quarterly Estimated Requirements for Federal Cash (ESEA-III-D)
	Before service	18-01	Special Education	Application for Approval of Service to an Individual Pupil (SE 1)
	Before certificate is issued	07-20	Teacher Education	County or Local Superintendent's Statement of Teaching Experience (Form 2-11)
	Before project approval	33-01	ESEA Title VI	Application for Federal Assistant for the Education of Handicapped Children under Title VI-A, ESEA P.L. 89-10, as Amended (621SE)
	During visit	09-09	School Food Services	School Lunch Audit Report (1316SLP)
	End of the budget period	31-05	ESEA Title III	Monthly Quarterly Report of Disbursements of Federal Cash (ESEA III C)
	End of the budget period	31-04	ESEA Title III	Statistical Report ESEA III P.L. 89-10 as amended (ESEA III A)
	End of project	33-02	ESEA Title VI	Record & Report of Local Expenditures (702-SE-A)
	Once per new pupil	18-13	Special Education	Iowa Interagency Case Information Service
	One year after project completed	31-01	ESEA Title III	Proposal Budget Summary/Expenditure Report of Federal Funds ESEA III, P.L. 89-10, as Amended (ESEA-III B)
	When commodity is available	09-43	School Food Services	Commodity Availability Notice and Request Cards (IBM G33958)
	When dropped	15-03	ESEA Title II	ESEA Title II Record of Materials Dropped from Inventory (ESEA II LR 2)
	When needed	09-42	School Food Services	Information not received Check List (418SL)
	When needed	18-07	Special Education	Waiver Request Form for Mentally Retarded Pupils (class waiver) (SE MR2)
	When needed	18-14	Special Education	Waiver Request Form for Mentally Retarded Pupils (Individual Student Waiver) (971 SE)
	With application	33-03	ESEA Title VI	Resume of Project Application Data (621 SE)

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