

**Independent Charter Schools Calendar
 2018-19 School Year**

Date(s)	Item	Contact Person	Contact Number	Contact E-mail
As Applicable	Update School Administrator Contact Information in Online School Directory Application	Customer Services Helpdesk	800-507-5744	dpistats@dpi.wi.gov
	Update School Administrator Contact Information via the School Financial Services PI-1500 District Contacts Report	Bruce Anderson	608-267-9707	Bruce.Anderson@dpi.wi.gov
Monthly	Claims may be Submitted Monthly for Federal and State Grants	Toni Rossmiller	608-266-2428	Tonja.Rossmiller@dpi.wi.gov
June 30, 2018	Fiscal Year End for 2017-18 Audit (any audit firm changes from the prior year should be reported to DPI)	Kendra Glander	608-266-2819	Kendra.Glander@dpi.wi.gov
July 2018	Schools may begin submitting 2017-18 WISEdata information via their SIS	Visit http://dpi.wi.gov/wisedata/help		
August 22 - October 11, 2018	2017-18 School Performance Report (SPR) Data Collection	Jeff Perry	608-264-9552	Jeffery.Perry@dpi.wi.gov
TBD	2017-18 ESEA Consolidated End-of-Year Report Due - <i>LEAs should record the required data in the EOY Report workbook available in WISEgrants. When the EOY report is available in WISEgrants, the data will need to be copied into the application.</i>	Sharon Suchla	608-266-3983	Sharon.Suchla@dpi.wi.gov
August 30, 2018	2017-18 ESEA Consolidated Application Due	Sharon Suchla	608-266-3983	Sharon.Suchla@dpi.wi.gov
September 2018	September 1 or First Day of School in September Preliminary Count Date	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 7, 2018	Preliminary Pupil Count Report (MC-1567) Due	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 15, 2018	Summer School Count Report Due – <i>Only for schools who offered Summer School in the Summer of 2018</i>	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 21, 2018	3rd Friday September Pupil Count Date	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 21, 2018	PI 1505 –SE Special Education Annual Report and Documentation Worksheet for 2017-18 Due	Roselynn Bittorf	608-267-9212	Roselynn.Bittorf@dpi.wi.gov

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September 24, 2018	First State Charter Aid Payment made – Based on Preliminary Pupil Count	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 24-25, 2018	Wisconsin Resource Center for Charter Schools (WRCCS) Conference-Weston	https://www.wrccs.org/profdev/		
September 28, 2018	3rd Friday September Pupil Count Report (MC-1567) Due	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
September 30, 2018	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2018 (Title I)	Ryan Egan	608-266-1723	Ryan.Egan@dpi.wi.gov
September 30, 2018	ESSA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2018 (Title IIA)	Jacque Jordee	608-267-9134	Jacqueline.Jordee@dpi.wi.gov
September 30, 2018	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2018 (Title III)	Toni Rossmiller	608-266-2428	Tonja.Rossmillar@dpi.wi.gov
September 30, 2018	IDEA (special education) Entitlement Claims Due	Glen Aumann	608-266-3489	Glen.Aumann@dpi.wi.gov
October 9-10, 2018	34 th State Superintendent’s Conference on Special Education & Pupil Services Leadership Issues, Wilderness Resort, Wisconsin Dells, WI	Heike Saynisch	608- 267-9237	Heike.Saynisch@dpi.wi.gov
November 1, 2018	PI-1504 SE Special Education Budget Report for 2018-19 Opens	Roselynn Bittorf	608-267-9212	Roselynn.Bittorf@dpi.wi.gov
November 1, 2018	ESSA School Level Reporting Opens	Dan Bush	608-266-3862	Daniel.Bush@dpi.wi.gov
November 26, 2018	WISEstaff (PI-1202) Reporting Deadline	Susan Rose-Adametz	608-267-9013	Susan.Rose-Adametz@dpi.wi.gov
		Kari Tenley	608-266-1730	Kari.Tenley@dpi.wi.gov
November 30, 2018	PI-1504-SE Special Education Budget Report for 2018-19 Due	Roselynn Bittorf	608-267-9212	Roselynn.Bittorf@dpi.wi.gov

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December 1, 2018	Audited Financial Statements Fiscal Year 2017-18 Due	Kendra Glander	608-266-2819	Kendra.Glander@dpi.wi.gov
December 3, 2018	Second State Charter Aid Payment made – Based on 3 rd Friday September Pupil Count	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
December 3, 2018	Summer School Payment made to Schools who offered Summer School in the Summer of 2018	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
December 3, 2018	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Opens	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
December 4, 2018	WISEdata Snapshot: 2017-18 Attendance and Discipline Data	Customer Services Helpdesk	800-507-5744	Visit http://dpi.wi.gov/wisedata/help/request
December 4, 2018	WISEdata Snapshot: 2017-18 Completion/Exit and Dropout data, 2018-19 3 rd Friday in Sept. Enrollment, and 2018-19 Oct. 1 Child Count	Customer Services Helpdesk	800-507-5744	Visit https://dpi.wi.gov/wisedata/help/request
December 15, 2018	ESSA School Level Reporting Due	Dan Bush	608-266-3862	Daniel.Bush@dpi.wi.gov
January 11, 2019	2 nd Friday January Pupil Count Date	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
January 25, 2019	2 nd Friday January Pupil Count Report (MC-1567) Due	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
February 1, 2019	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Closes	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
February 19, 2019	Third State Charter Aid payment made – based on 3 rd Friday Sept. & 2 nd Friday Jan. Average.	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov

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February 20- March 13, 2019	Administration of the ACT with writing (Grade 11) and ACT WorkKeys (Grade 11) February 20: ACT with writing Grade 11 March 12: ACT with writing Grade 11 Makeup Day February 20-March 6: ACT with writing Grade 11 for Students Testing with Accommodations February 21: ACT WorkKeys Grade 11 March 13: ACT WorkKeys Grade 11 Makeup Day Feb. 21-March 7: ACT WorkKeys Grade 11 for Students Testing with Accommodations	Jennifer Bell	608-267-7268	Jennifer.Bell@dpi.wi.gov
February 26- 27, 2019	Wisconsin Federal Funding Conference-Wisconsin Dells	https://www.wasbo.com/federalfunding		
March 15, 2019	High School Graduation Requirements due (schools with grade 12 only). <i>Submit information via the survey link sent to your school from the Customer Services Team.</i>	Customer Services	800-507-5744	dpistats@dpi.wi.gov
March 18 - May 3, 2019	Forward Exam—English Language Arts and Mathematics Grades 3-8, Science Grades 4 and 8 and Social Studies Grades 4, 8, and 10	Alison O’Hara	608-266-5182	Alison.O’Hara@dpi.wi.gov
	Dynamic Learning Maps—English Language Arts and Mathematics Grades 3-11, Science Grades 4 and 8-11, and Social Studies Grades 4, 8, and 10	Mike Peacy	608-267-1288	Michael.Peacy@dpi.wi.gov
April 8-May 10, 2019	ACT Aspire Grades 9-10	Jennifer Bell	608-267-7268	Jennifer.Bell@dpi.wi.gov
May 1, 2019	Membership Audit Report Due	Kendra Glander	608-266-2819	Kendra.Glander@dpi.wi.gov
June 3, 2019	Fourth State Charter Aid payment made – based on Membership Audit findings	Chanell Crawford	608-266-5880	Chanell.Crawford@dpi.wi.gov
June 30, 2019	Fiscal Year End for 2018-19 Audit (any audit firm changes from the prior year should be reported to DPI)	Kendra Glander	608-266-2819	Kendra.Glander@dpi.wi.gov
June 30, 2019	Last day to expend federal and state grant funds on grant cycle July 1, 2018-June 30, 2019. Final claims due within 90 days - by September 30, 2019.	Toni Rossmiller	608-266-2428	Tonja.Rossmiller@dpi.wi.gov

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June 30, 2019	ESSA LEA Plan must be approved no later than this date.	Sharon Suchla	608-266-3983	Sharon.Suchla@dpi.wi.gov
Annual (July 1- June 30)	WISEdata Roster Collection	Susan Rose-Adametz	608-267-9013	Susan.Rose-Adametz@dpi.wi.gov
July 1, 2019	Kindergarten Programs and School Year Calendar Due (provide information via the online School Directory application)	Customer Services	800-507-5744	dpistats@dpi.wi.gov
July 6, 2019	Pupil Transportation Report-PI 1547 Due	Bruce Anderson	608-267-9707	Bruce.Anderson@dpi.wi.gov
July 31, 2019	School and contact information due for inclusion in printed <i>Wisconsin School Directory</i> (provide information via the online School Directory application)	Customer Services	800-507-5744	dpistats@dpi.wi.gov

Updated November 2018

**Some dates are subject to change, use the contact information provided to inquire about possible date changes.*