



**Calendar of Compliance Requirements**

Click on a requirement to see more detail.

Requirement Masters Due Dates							July 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>							
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>							
	<b>Lottery Summary</b> for School Due: 127 Submitted: 127					<b>SECA Data Approval Certification</b> for School Due: 149 Submitted: 149							
	<b>Attendance and Truancy Policy*</b> for School Due: 52 Submitted: 52												
	<b>Certificate of Insurance*</b> for School Due: 61 Submitted: 61												
	<b>Discipline Data Collection*</b> for School Due: 46 Submitted: 45												
	<b>Governing Board Bylaws*</b> for Board Due: 47 Submitted: 47												
	<b>Letter of Determination*</b> for School Due: 52 Submitted: 52												
	<b>Promotion and Graduation Policy*</b> for School Due: 52 Submitted: 52												
	<b>School Curriculum Board Update*</b> for School Due: 61 Submitted: 60												
	<b>Discipline Data Collection Certification</b> for School Due: 9 Submitted: 9												

**Calendar of Compliance Requirements**

9	10	11	12	13	14	15
	Articles of Incorporation* for School Due: 61 Submitted: 61					
	Certificate of Good Standing* for School Due: 61 Submitted: 61				Expenditure Tracking Ledger (ETL) - Monthly for School Due: 60 Submitted: 60	Universal Enrollment Memorandum of Understanding (MOU) for School Due: 22 Submitted: 22
					2017 RFP - Redacted Documents (New Operators) for School Due: 5 Submitted: 4	
					2017 RFP - Redacted Documents (Existing Operators) for School Due: 2 Submitted: 2	
					2nd and 5th periods* for School Due: 73 Submitted: 73	
					No Pass No Play* for School Due: 84 Submitted: 84	
					Student Course Entry* for School Due: 128 Submitted: 128	
					Teacher Course Entry* for School Due: 60 Submitted: 58	
					Expenditure Tracking Ledger (ETL) - Monthly - June for School Due: 60 Submitted: 60	
					FY17 Full Year RSP Cost Sheet for School Due: 149 Submitted: 149	
16	17	18	19	20	21	22

**Calendar of Compliance Requirements**

	<b>Plato Staffing Plan</b> for School Due: 2 Submitted: 2	<b>CPS User Account Extension List</b> for School Due: 5 Submitted: 5			<b>Options SQRP Data Collection*</b> for School Due: 31 Submitted: 31	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
		<b>Grants Super Circular Data Collection</b> for School Due: 7 Submitted: 6				
<b>30</b>	<b>31</b>					
	<b>School Contacts Certification</b> for School Due: 61 Submitted: 61					
	<b>Board Member Update Certification</b> for Board Due: 47 Submitted: 47					

Requirement Masters Due Dates		August 2017				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<b>Board Meeting Schedule*</b> for Board Due: 47 Submitted: 45		
				<b>Financial/Fiscal Policies Handbook*</b> for School Due: 61 Submitted: 60		
				<b>FOIA Officer Contact*</b> for School Due: 61 Submitted: 61		
				<b>Open Meeting Act (OMA) Training Certification of Completion*</b> for Board Due: 47 Submitted: 45		
				<b>Deed or Lease*</b> for School Due: 113 Submitted: 113		
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
		<b>Asbestos Management Plan Certification*</b> for School Due: 106 Submitted: 106				
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<b>Plato updated Staffing Plan v2</b> for School Due: 2 Submitted: 0	<b>Expenditure Tracking Ledger (ETL) - Monthly</b> for School Due: 61 Submitted: 59				
		<b>School Calendar - Updates*</b> for School Due: 132 Submitted: 132				
		<b>Statement of Activities and Financial Position* - 4th Quarter</b> for School Due: 61 Submitted: 59				

**Calendar of Compliance Requirements**

		<b>Related Services Providers (RSP) Roster</b> for School Due: 61 Submitted: 61				
		<b>Principal Emergency Contact Form</b> for School Due: 149 Submitted: 149				
		<b>RSP Cost Sheet</b> for School Due: 5 Submitted: 5				
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
					<b>Accreditation*</b> for School Due: 4 Submitted: 3	
					<b>NWEA MAP Assessment Letter of Intent*</b> for School Due: 44 Submitted: 43	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		
		<b>Consolidated Grants Application (CGA)</b> for School Due: 149 Submitted: 148		<b>Course Crosswalk Document*</b> for School Due: 12 Submitted: 12		
				<b>Employee Roster*</b> for School Due: 148 Submitted: 147		
				<b>Master Program Schedule*</b> for School Due: 12 Submitted: 12		
				<b>KIDS Assessment Teacher Course Entry</b> for School Due: 54 Submitted: 53		

## Calendar of Compliance Requirements

Requirement Masters Due Dates		September 2017					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					<b>1</b>	<b>2</b>	
					<b>Final Grades Request Submission</b> for School Due: 27 Submitted: 27		
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
					<b>Appendix 1.2 (Tier II) - Community Meetings Records</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.2 (Tier II) - One-on-One Meetings Records</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.2 (Tier II) - Outreach Materials</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.3 (Tier II) - Communications to/from Elected Officials</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.3 (Tier II) - Intent-to-enroll Forms</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.3 (Tier II) - Letters of Support</b> for School Due: 6 Submitted: 4		
					<b>Appendix 1.3 (Tier II) - Other Documents</b> for School Due: 6 Submitted: 4		

**Calendar of Compliance Requirements**

					<b>Appendix 1.3 (Tier II) - Parent-Community Petitions</b> for School Due: 6 Submitted: 4	
					<b>Appendix 1.2 (Tier II) - Existing Operator - Community Meeting Records</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.2 (Tier II) - Existing Operator - One-on-One Meeting Records</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.2 (Tier II) - Existing Operator - Outreach Materials</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.3 (Tier II) - Existing Operator - Communication to/from Elected Officials</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.3 (Tier II) - Existing Operator - Intent-to-enroll Forms</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.3 (Tier II) - Existing Operator - Letters of Support</b> for School Due: 1 Submitted: 1	
					<b>Appendix 1.3 (Tier II) - Existing Operator - Other Documents</b> for School Due: 1 Submitted: 1	

**Calendar of Compliance Requirements**

					<b>Appendix 1.3 (Tier II) - Existing Operator - Parent-Community Petitions</b> for School Due: 1 Submitted: 1	
					<b>* Proposal Narrative (Tier II)</b> for School Due: 1 Submitted: 1	
					<b>*Proposal Narrative (Tier II)</b> for School Due: 5 Submitted: 4	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
					<b>Expenditure Tracking Ledger (ETL) - Monthly</b> for School Due: 61 Submitted: 54	
					<b>Budget - (Network and Campus)*</b> for School Due: 61 Submitted: 60	
					<b>Unsubmitted Attendance Clean Up</b> for School Due: 131 Submitted: 131	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
		<b>Evidence Based Counseling Plan Certification</b> for School Due: 17 Submitted: 16			<b>Unsubmitted Attendance Clean Up</b> for School Due: 131 Submitted: 129	
		<b>School Counselor/Administrator Annual Agreement</b> for School Due: 17 Submitted: 15			<b>OMB Omni Circular 2 CFR 200 (A-133) Audit Survey</b> for School Due: 61 Submitted: 56	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
					<b>Recognition of Schools Certification*</b> for School Due: 6 Submitted: 5	



**Calendar of Compliance Requirements**

					<b>STLS Liason*</b> for School Due: 148 Submitted: 120	
					<b>6 Month Time and Effort Attestations Certification*</b> for School Due: 13 Submitted: 2	
					<b>Emergency Management Plan Certification*</b> for School Due: 149 Submitted: 96	
					<b>Mandated Reporter Training</b> for School Due: 148 Submitted: 84	
					<b>Unsubmitted Attendance Clean Up</b> for School Due: 131 Submitted: 59	

**Calendar of Compliance Requirements**

Requirement Masters Due Dates		October 2017				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	<b>6 Month Time and Effort Attestations Certification*</b> for School Due: 31 Submitted: 0	<b>Suspensions Summary*</b> for School Due: 121 Submitted: 3			<b>CTA Inventory Report* - September</b> for School Due: 61 Submitted: 7	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
					<b>Immunization &amp; Health Exam Data Certification*</b> for School Due: 61 Submitted: 4	
					<b>Expenditure Tracking Ledger (ETL) - Monthly - September</b> for School Due: 61 Submitted: 0	
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	<b>RSP Cost Sheet</b> for School Due: 149 Submitted: 0					
	<b>Related Services Providers (RSP) Roster</b> for School Due: 61 Submitted: 2					
<b>29</b>	<b>30</b>	<b>31</b>				
		<b>Parents Right to Know Letter*</b> for School Due: 148 Submitted: 5				
		<b>Rights of Homeless Students Certification*</b> for School Due: 148 Submitted: 2				

## Calendar of Compliance Requirements

Requirement Masters Due Dates		November 2017					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
				<b>Finance and Compliance Audit and Board Affidavit*</b> for School Due: 61 Submitted: 0			
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	
		<b>CTA Inventory Report* - October</b> for School Due: 61 Submitted: 0					
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	
			<b>School Calendar - Updates*</b> for School Due: 132 Submitted: 1		<b>Lottery Waitlist*</b> for School Due: 126 Submitted: 0		
			<b>Expenditure Tracking Ledger (ETL) - Monthly - October</b> for School Due: 61 Submitted: 0				
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			



**Calendar of Compliance Requirements**

Requirement Masters Due Dates							December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>							
					Conflict of Interest Policy* for School Due: 61 Submitted: 3								
					Ethics Policy* for School Due: 61 Submitted: 3								
					Family Income Information Forms* for School Due: 61 Submitted: 0								
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>							
		Form 990 / Form 8868 Submission for School Due: 52 Submitted: 0		CTA Inventory Report* - November for School Due: 61 Submitted: 0	Consolidated Grants Application (CGA) Amendment for School Due: 61 Submitted: 0								
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>							
					Expenditure Tracking Ledger (ETL) - Monthly - November for School Due: 61 Submitted: 0								
					Unsubmitted Attendance Clean Up for School Due: 131 Submitted: 0								
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>							
		Network Capacity Form for School Due: 16 Submitted: 0			Statement of Activities and Financial Position* - 1st Quarter for School Due: 61 Submitted: 0								
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>							
					A-133 Audit* for School Due: 21 Submitted: 0								
<b>31</b>													

**Calendar of Compliance Requirements**

Requirement Masters Due Dates		January 2018				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	CTA Inventory Report* - December for School Due: 61 Submitted: 0		Suspensions Summary* for School Due: 121 Submitted: 0		Expenditure Tracking Ledger (ETL) - Monthly - December for School Due: 61 Submitted: 0	
					Pension True Up Form for School Due: 52 Submitted: 0	
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
		School Calendar - Updates* for School Due: 132 Submitted: 0				
		6-month Asbestos Survey* for School Due: 139 Submitted: 0				
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
					Projected Student Enrollment* for School Due: 61 Submitted: 0	
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
		Approved Board Meeting Minutes* - 1st Semester for Board Due: 48 Submitted: 0	Board Member Update Certification for Board Due: 48 Submitted: 0			
			School Contacts Certification for School Due: 61 Submitted: 0			



**Calendar of Compliance Requirements**

Requirement Masters Due Dates							February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>							<b>3</b>
						<b>Employee Roster*</b> for School Due: 148 Submitted: 0							
						<b>Lottery Waitlist*</b> for School Due: 126 Submitted: 0							
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>							
			<b>CTA Inventory Report* - January</b> for School Due: 61 Submitted: 0										
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>							
				<b>Expenditure Tracking Ledger (ETL) - Monthly - January</b> for School Due: 61 Submitted: 0	<b>ESL/Bilingual Endorsed Teacher Staffing Information*</b> for School Due: 149 Submitted: 0								
				<b>Final Form 990 Submission</b> for School Due: 52 Submitted: 0	<b>Unsubmitted Attendance Clean Up</b> for School Due: 131 Submitted: 0								
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>							
				<b>Enrollment Audit - Registration Packets</b> for School Due: 18 Submitted: 0									
				<b>Enrollment Audit - Student Transcripts</b> for School Due: 18 Submitted: 0									
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>										



**Calendar of Compliance Requirements**

Requirement Masters Due Dates							March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3							
					Student Code of Conduct Intent Survey* for School Due: 61 Submitted: 0								
4	5	6	7	8	9	10							
			CTA Inventory Report* - February for School Due: 61 Submitted: 0										
11	12	13	14	15	16	17							
				Expenditure Tracking Ledger (ETL) - Monthly - February for School Due: 61 Submitted: 0									
				School Calendar - Updates* for School Due: 132 Submitted: 0									
18	19	20	21	22	23	24							
	Statement of Activities and Financial Position* - 2nd Quarter for School Due: 61 Submitted: 0				Illinois Science Assessment (ISA) Template for School Due: 28 Submitted: 0								
	RSP Cost Sheet for School Due: 149 Submitted: 0												
	Related Services Providers (RSP) Roster for School Due: 61 Submitted: 0												
25	26	27	28	29	30	31							
					Grants Super Circular Data Collection for School Due: 149 Submitted: 0								

**Calendar of Compliance Requirements**

Requirement Masters Due Dates							April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	8	9	10	11	12	13	14
		<b>Student Code of Conduct (SCC)*</b> for School Due: 52 Submitted: 0			<b>CTA Inventory Report* - March</b> for School Due: 61 Submitted: 0								
		<b>Suspensions Summary*</b> for School Due: 122 Submitted: 0											
					<b>Expenditure Tracking Ledger (ETL) - Monthly - March</b> for School Due: 61 Submitted: 0								
													<b>Lottery Waitlist*</b> for School Due: 126 Submitted: 0
													<b>School Profile Page Update</b> for School Due: 149 Submitted: 0



**Calendar of Compliance Requirements**

Requirement Masters Due Dates		May 2018				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		School Calendar* for School Due: 149 Submitted: 0			STLS Liason* for School Due: 149 Submitted: 0	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	CTA Inventory Report* - April for School Due: 61 Submitted: 0				Dental Exam Data* for School Due: 127 Submitted: 0	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
		Expenditure Tracking Ledger (ETL) - Monthly - April for School Due: 61 Submitted: 0			Medicaid Designee Selection for School Due: 149 Submitted: 0	
					Unsubmitted Attendance Clean Up for School Due: 131 Submitted: 0	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		
				Options SQRP Data Collection* for School Due: 31 Submitted: 0		



**Calendar of Compliance Requirements**

Requirement Masters Due Dates							June 2018	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					<b>1</b>	<b>2</b>		
					Safety Drill Certification* for School Due: 149 Submitted: 0			
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>		
				CTA Inventory Report* - May for School Due: 61 Submitted: 22				
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>		
					Statement of Activities and Financial Position* - 3rd Quarter for School Due: 61 Submitted: 1			
					6-month Asbestos Survey* for School Due: 148 Submitted: 0			
					Expenditure Tracking Ledger (ETL) - Monthly - May for School Due: 61 Submitted: 0			
					RSP Cost Sheet for School Due: 149 Submitted: 0			
					Related Services Providers (RSP) Roster for School Due: 61 Submitted: 0			
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>		
	CTA Inventory Report* - June for School Due: 61 Submitted: 0			0% Attendance Clean-Up for School Due: 149 Submitted: 0				
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		
					Approved Board Meeting Minutes* - 2nd Semester for Board Due: 48 Submitted: 0	Expulsions Summary for School Due: 136 Submitted: 3		

**Calendar of Compliance Requirements**

						<b>Hearing Screening*</b> for School Due: 61 Submitted: 0
						<b>SECA Data Entry Certification</b> for School Due: 149 Submitted: 0
						<b>SMART Program Referral*</b> for School Due: 136 Submitted: 0
						<b>Vision Screening*</b> for School Due: 148 Submitted: 0