

Individuals with Disabilities Education Act (IDEA)

New Directors Curriculum

Monthly Checklist

July

- ☐ Complete the ePlan [User Access form](#)
- ☐ Maintenance of Effort (MOE) review to ensure compliance with LEA finance
- ☐ IDEA Private School Proportionate Amounts (final) will be uploaded into ePlan
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

August

- ☐ I: *Final Expenditure Report* due—once approved—carry-over funds will be uploaded into ePlan
- ☐ Budget revisions for IDEA, Part B and IDEA, Part B, Section 619 (Preschool)—final budget allocations and additional awards completed in the *Consolidated Funding Applications* (CFAs)
- ☐ [Sign-up for electronic newsletters](#) for *Commissioner Updates for Directors*, *Federal Programs Update*, *Special Education Director Update*, TEIS's [TRI-STARTS Newsletter](#), and others from the department as applicable (*Federal Programs Update* newsletters are posted in [ePlan > TDOE Resources](#) > Federal Programs and Oversight > FPO Updates)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

September

- ☐ September 30: Parentally-Placed School Student Evaluations (3-21) and (3-5) are due
- ☐ September 1: State Special Education Expenditure Report (SEER) is due
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

October

- ☐ On-site Results-based Monitoring begins (selected LEAs)—
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

November

- ☐
- ☐ Budget revisions (if necessary)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

December

- ☐ Tennessee Association of Administrators of Special Education (TAASE) Conference in Pigeon Forge
- ☐ IDEA Parentally Placed Private School Reserve calculation forms completed by each LEA (3-21) and (3-5) due (TDOE Resources > ESSA/IDEA Non-public/Private Schools Information & Documents > IDEA Private Schools Parentally Placed Reserve Information & Documents > FY25)
- ☐ Budget revisions (if necessary)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month
- ☐ Time and Effort—Semi-Annual Certifications

January

- ☐ IDEA Partnership for Systemic Change Competitive Grant Monitoring
- ☐ Budget revisions (if necessary)

- ☐ CCEIS Monitoring Due in ePlan
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

February

- ☐ Register for March FPO CFA training in each grand division
- ☐ Budget revisions (if necessary)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

March

- ☐ FY25 CFA opens in ePlan
- ☐ Attend at least one CFA training provided by FPO IDEA Oversight Coordinator
- ☐ Registration for CFA workshops in each grand division opens in April
- ☐ Budget revisions (if necessary)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

April

- ☐ Work to complete the FY25 CFA
- ☐ Attend CFA workshop held by FPO IDEA Oversight Coordinator
- ☐ Budget revisions in FY24 CFA (if necessary)
- ☐ IDEA Private School Proportionate Amounts for FY25 uploaded (preliminary)
- ☐ Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

May

- ☐ May 1: FY25 CFA due in ePlan
- ☐ Budget revisions (if necessary)
- ☐ May 15: Partnership for Systemic Change Grant Monitoring is due
- ☐ Time and Effort—Personnel Activity Reports (PARs) due at the end of each month
- ☐ Time and Effort—Semi-Annual Certifications

June

- ☐ June 30: FY25 CFA approved by the department
- ☐ FY24 CFA Finalize all budget revisions
- ☐ June 30: Reimbursement request(s) for High-Cost Special Education Students due
- ☐ Time and Effort—Personnel Activity Reports (PARs) due at the end of each month