

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
- Time and Effort—Semi-Annual Certifications

August

- Aug. 15: *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

- Sept. 30: Parentally-Placed School Student Evaluations (3-21) and (3-5) are due
- Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

October

- Oct. 1: State Special Education Expenditure Report (SEER) is due
- 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

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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
- Time and Effort—Semi-Annual Certifications

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

- FY26 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 FY26 CFA
- Attend CFA workshop held by FPO IDEA Oversight Coordinator
- Budget revisions in FY25 CFA (if necessary)
- IDEA Private School Proportionate Amounts for FY26 uploaded (preliminary)
- Time and Effort—Personnel Activity Reports (PARs) are due at the end of each month

May

- May 1: FY26 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: FY26 CFA approved by the department
- FY25 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