

# Individuals with Disabilities Education Act (IDEA) New Directors Curriculum Quarter 1 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

- ☐ 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: Private Proportionate Share Evaluation Reports (3-21) and (3-5) are due
- ☐ Time and Effort—[Personnel Activity Reports \(PARs\)](#) are due at the end of each month