

Individuals with Disabilities Education Act (IDEA) New Directors Curriculum Quarter 4 Checklist

April

- ☐ Work to complete the FY25 CFA
- ☐ Attend the 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 \(PARs\)](#) are due at the end of each month
- ☐ Time and Effort—Semi-Annual Certifications

June

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