Ongoing/Through out the Year	June	July	August	September	October	November	December	January	February	March	April	May	AMP Leadership Dimensions
Situational Problem Solving	Part B Payment Request due	Part B Budget Application due	Part B Payment Request due	Part B Payment Request due	High Needs Fund Application due	Part B Payment Request due	Part B Payment Request due	Part B Payment Request due	Part B Payment Request due	Proportionate Share Carryover Release Report due	Part B Payment Request	Part B Payment Request	1) Personal Behavior
Caseload Monitoring	MOSIS Student Core, Enrollment, & Attendance Files due	Part B Payment Request due	Core Data Screen 3 Contacts	Receive Special Education Program Review Report	Part B Payment Request due	Readers for the Blind Application	Continue Self-Assessment	Semi-Annual Certifications	MOSIS Graduate and Dropout Follow-Up due	Part B Payment Request due	Part B Budget Application Revision due	Initial Evaluation Timelines due	2) Resilience
Teacher/Para Evlauations	MOSIS Discipline File due	Semi-Annual Certifications	Student Transfers	Part B Final Expenditure Report due	MOSIS Educator Course and Assignment files due		MOSIS Child Count and Environments of Students with Disabilities	Child Count Verification due	Start analyzing regression/recoupment data for ESY placements	Submit Follow UP timelines in IMACS	Conducting interview for staff vacancies	Part C to B Transition	3) Communication
Strategies used for vision devleopment & goal setting	Parentally Placed Private School Survey due	Student Transfers	Public Notices	Preliminary Special Education District Profiles available	ECSE Final Expenditure Report due			Special Education Finance Self-Assessment due	Reviewing applications and conducting interviews for staff vacancies	Reviewing applications and conducting interviews for staff vacancies	Part B Budget Application Revision due	Conducting interviews for staff vacancies	4) Focus on Student Performance
Working with advocates and/or opposing attorneys		Private/Parochial School Consultation Meeting	Appoint Educational Surrogates		Public Placement Fund Application due			Blind Literacy Survey due	Coordination with testing coordinator for MAP relative to the needs of students with disabilities for accommodations	Submit verfication documentation for the desk review		ESY finalization: staffing, students, related services needed, bussing	5) Situational Problem-Solving
Student Transfers			Confidentiality Training		Start Conducting Self-Assessment			Start planning for staff openings/needs		Submit documentation to clear CAPs			6) Professional Learning
Appoint Educational Surrogates			Notice for employees with access to personally identifiable data					Self-Assessment in IMACS due Feb 1st		Complete Step 2 in IMACS			7) Staff Supervision
Standards & Indicators: Determination requirements			Paraprofessional training					Reviewing applications and conducting interviews for staff vacancies					8) Management of Time & Resources
DESE website/resource needs			Preparations for MAP-A										9) Technology