

Calendar of Important Due Dates

Subject	Department	Due Date
MAY		
Begin assigning Student's Academic Programs – Elementary Schools (Begin earlier if the Course Record (PF9) screen has been completed)	Information Technology Services	5/1/2012
EESAC Waiver form 2011-2012	C & I - Office of School Improvement	5/3/2012
Certificates of Eligibility for children selected in the VPK Lottery	C & I - Office of Early Childhood Programs	5/4/2012
Final Roster and Waiting List for the Voluntary Prekindergarten (VPK) Program	C & I - Office of Early Childhood Programs	5/4/2012
Schools implementing a Summer Reading List and Independent Reading Activities	C & I - Div. of Language Arts/Reading	5/4/2012
Summer Camp applicants – please create waiting list for interested summer camp students and verify that all staff members needed to implement the camp will be available to work.	Community Education, Before and After School Care, and Middle School Enrichment	5/7/2012
Diploma Designations	C & I - Div. of Student Services	5/11/2012
Schedule a faculty and EESAC meeting to review 2011-2012 SIP	C & I - Office of School Improvement	5/11/2012
SIP End-Of-Year (EOY) Verification Form due	C & I - Office of School Improvement	5/11/2012
Summer Requisitions Deadline	Stores and Mail Distribution	5/15/2012
Middle School Gender Equity Report Due	Division of Athletics, Activities, and Accreditation	5/16/2012

Subject	Department	Due Date
Senior High School Gender Equity Report Due	Division of Athletics, Activities, and Accreditation	5/16/2012
AVID Senior Data Collection is Due	Advancement Via Individual Determination (AVID)	5/18/2012
Houghton-Mifflin-Harcourt (HMH) Pre-K Early Growth Indicators Benchmark Assessment	C & I - Office of Early Childhood Programs	5/18/2012
Secondary schools complete the Fall File Preparation Survey for 2011-12	Information Technology Services	5/18/2012
Senior Exit Survey	C & I - Div. of Student Services	5/18/2012
Due date for Certificates of Eligibility for VPK Role Models	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	5/21/2012
Due date for Full Day SPED Classroom VPK Role Models	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	5/21/2012
Entry of funds reservation for General Authorization requests	Procurement Management Services	5/21/2012
Entry of shopping carts for outside vendors	Procurement Management Services	5/21/2012
Final Class reports for secondary students must be returned to ITS	Information Technology Services	5/25/2012

Calendar of Important Due Dates

Revised as of 5/9/12

Subject	Department	Due Date
2012 Educational Summer Services: Summer Implementation Document	C & I - Summer Services	5/25/2012
All DVDs and videos from WLRN Instructional Television must be returned	WLRN - Instructional Television	5/25/2012
AVID Certification Self Study (CSS) is Due	Advancement Via Individual Determination (AVID)	5/25/2012
Career Technical Education: Secondary Final Class Reports due	C & I - Career & Technical Education	5/25/2012
Data transmittal for placement into reading classes	C & I - Div. of Language Arts/Reading	5/25/2012
Flag "At-Risk Program" Students participating in Women of Tomorrow and Take Stock in Children mentoring scholarship programs	Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	5/25/2012
Identify discrepancies and document attempts to collect fees in arrears.	Community Education, Before and After School Care, and Middle School Enrichment	5/25/2012
In-County Travel	Office of the Controller	5/25/2012
Last day to request new bus assignments for students and to request changes to existing bus assignments for 2011-2012 school year	Transportation	5/25/2012
Last Day to Identify Employees Attending AVID Summer Training	Advancement Via Individual Determination (AVID)	5/28/2012

Calendar of Important Due Dates

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Subject	Department	Due Date
Due date of End-of-the-Year Program Evaluation by Pre-K SPED Teachers	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	5/29/2012
Last Day to Approve 2011-2012 S&MD shopping carts	Stores and Mail Distribution	5/29/2012
F.A.I.R. School Student Status Report due	C & I - Div. of Language Arts/Reading	5/31/2012
June		
Input of ratings for IPEGS Professional Practices (Performance Standards 2-8 or 2-7) for all school site and non-school site Instructional Professionals using the <i>NEW online Performance Evaluation System</i>	C & I - Professional Development - IPEGS	06/01/2012 - 6/12/2012
Senior High School Graduations (see Appendix B)	Division of Athletics, Activities, and Accreditation	6/1 – 6/8-2012
Athletic Ticket Audit Report completed	Division of Athletics, Activities, and Accreditation	6/1/2012
Carl D. Perking funding: Schools are not to accept goods received after	C & I - Career & Technical Education	6/1/2012
Completion of all <i>IPEGS Summative Performance Evaluation (SPE)</i> Meetings with Provisional Recommendation for Continued Employment	C & I - Professional Development - IPEGS	6/1/2012
Deadline to FUTURE all students in ISIS	Transportation	6/1/2012

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Subject	Department	Due Date
Due date for End-of-the Year Parent Evaluations.	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	6/1/2012
Due date for Post-Test Assessments for Pre-K Special Education Students (SPED)	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	6/1/2012
Due date for receipt of materials, equipment, and supplies at school sites.	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	6/1/2012
electronic Personal Education Plan (ePEP)	C & I - Div. of Student Services	6/1/2012
Industry Certifications: Schools must ensure that all CTE Instructors complete grade book entry results for students who took industry certification exams. Additionally teachers should submit documentation supporting industry certification results to school administration.	C & I - Career & Technical Education	6/1/2012
Submit teacher logs for the 2011-12 school year for services provided in the Home language program Assistance (HLAP) program.	C & I - Div. of Bilingual Education and World Languages	6/2/2012
Special student dismissal times	Transportation	6/5, 6/6, & 6/7, 2012

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Subject	Department	Due Date
Due date for Individual Educational Plan (IEP) for Pre-K Special Education Students	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	6/6/2012
Ending date for all Comprehensive Health Services health screeners	C & I - Div. of Student Services	6/6/2012
Ending date for entering health information in students cumulative record (DH-3041)	C & I - Div. of Student Services	6/6/2012
Ending date for health screening follow-up submission	C & I - Div. of Student Services	6/6/2012
All schools will serve breakfast and lunch thru the last day of school for students	Food and Nutrition	6/7/2012
Attendance corrections must be completed	Information Technology Services	6/7/2012
Ending date for all Food Service Assistants to the Manager	Food and Nutrition	6/7/2012
Ending date for all Food Service Managers	Food and Nutrition	6/7/2012
Ending date for all Food Service Workers (part time)	Food and Nutrition	6/7/2012
Ending date for all Motorized Vehicle Drivers	Food and Nutrition	6/7/2012
Ending date for all Satellite Food Service Assistants	Food and Nutrition	6/7/2012
Ending date for hourly paraprofessionals in Pre-K SPED Classrooms	C & I - Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities	6/7/2012
Hold EESAC elections per by-laws	C & I - Office of School Improvement	6/7/2012

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Subject	Department	Due Date
Post final EESAC minutes	C & I - Office of School Improvement	6/7/2012
Verify pending EESAC minutes	C & I - Office of School Improvement	6/7/2012
All elementary students scheduled into an Academic Program (schedule)	Information Technology Services	6/8/2012
All new and existing students must have a Future school designation in ISIS	Information Technology Services	6/8/2012
Annual Community Ed. and After School programs will stop (unless the date has been revised by the principal)	Community Education, Before and After School Care, and Middle School Enrichment	6/8/2012
Annual Fire Alarm Test log Due	Division of Safety and Emergency Management	6/8/2012
Completion of Student Records	C & I - Div. of Student Services	6/8/2012
Electronic Gradebook uploads due to ITS	Information Technology Services	6/8/2012
Ending date for ALL Reading Coaches	C & I - Div. of Language Arts/Reading	6/8/2012
Ending Date for Instructional Staff, Paraprofessionals and Security	Division of Athletics, Activities, and Accreditation	6/8/2012
Last Day for AVID Tutors	Advancement Via Individual Determination (AVID)	6/8/2012

Calendar of Important Due Dates

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Subject	Department	Due Date
Last day of work for program 6500 or 6502 personnel (unless the end date has been revised by the principal)	Community Education, Before and After School Care, and Middle School Enrichment	6/8/2012
Library Media Center Inventory Due	C & I - Instructional Technology & Library Media Services	6/8/2012
Middle School End of Year Athletic Reports	Division of Athletics, Activities, and Accreditation	6/8/2012
Program supplies and equipment should be inventoried and secured as soon as possible but no later than	Community Education, Before and After School Care, and Middle School Enrichment	6/8/2012
Remaining Student Injury Reports – Input in CICS	Division of Safety and Emergency Management	6/8/2012
Scholarship End-of-the-year report	C & I - Div. of Student Services	6/8/2012
School Volunteer End of Year Download	Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	6/8/2012
Senior High Athletic End of Year Reports Due	Division of Athletics, Activities, and Accreditation	6/8/2012
Senior High School Diploma Expenditures Report	Division of Athletics, Activities, and Accreditation	6/8/2012

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Subject	Department	Due Date
Last day for Instructional Staff, Paraprofessionals and Security	Human Resources, Recruiting, Performance Management and Labor Relations	6/8/2012
Update Emergency Evacuations and Lockdowns	Division of Safety and Emergency Management	6/8/2012
Update Student Grade Promotion status	Information Technology Services	6/8/2012
Tentative Summer Camp dates and hours of operation (Tentative dates 6-11-12 to 8-3-12 from 7am to 6pm)	Community Education, Before and After School Care, and Middle School Enrichment	6/11/2012
Principal's Report on Attendance	Information Technology Services	6/14/2012
Accounts Payable – Goods/Services – On-Line Receiving	Office of the Controller	6/15 and 6/29/2012
2012-2013 Textbook Requisition Deadline	Stores and Mail Distribution	6/15/2012
Accounts Payable – Fund 9 Replenishment Request	Office of the Controller	6/15/2012
Annual Evaluations for Instructional and Non-Instructional employees (school-site)	Human Resources, Recruiting, Performance Management and Labor Relations	6/15/2012
Annual Evaluations with Provisional Recommendations for school site employees on Probationary, Annual, Professional Services, and Continuing Contracts are due to Personnel Records and Transcript Analysis Management	C & I - Professional Development - IPEGS	6/15/2012

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Subject	Department	Due Date
Ending Date for 10 month clerical	Division of Athletics, Activities, and Accreditation	6/15/2012
Ending Date for Assistant Principals	Division of Athletics, Activities, and Accreditation	6/15/2012
Instructional Materials Requisitions for 2012-2013 – Approval Deadline	C & I - Instructional Technology & Library Media Services	6/15/2012
Last day for Assistant Principals and 10-month Clerical staff	Human Resources, Recruiting, Performance Management and Labor Relations	6/15/2012
Textbook Inventory Approval (<i>Student Textbook Automated Inventory System – STAIRS</i>) Deadline	C & I - Instructional Technology & Library Media Services	6/15/2012
Perfect Attendance Letters available for schools to pick up at ITS	Information Technology Services	6/19/2012
Report Cards available for schools to pick up (Ninth grade report cards will be held pending receipt of End of Course results.)	Information Technology Services	6/19/2012
Grant funded Professional Development (including Title I)	Office of the Controller	6/20/2012
ITS will update the Twelfth Grade Student File with Final GPA and credit update	Information Technology Services	6/20/2012
Ending date for Paraprofessionals, Title I	C & I - Title I	6/21/2012
Ending date for Title I Teachers	C & I - Title I	6/21/2012

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Subject	Department	Due Date
ITS will update the Twelfth Grade Student File with withdrawal code information – Graduation Type Codes must be updated prior to 5:00 p.m. – Senior High Schools	Information Technology Services	6/21/2012
Cumulative Record Folders	C & I - Div. of Student Services	6/22/2012
First Draft of the 2011-2012 School Improvement Plan	C & I - Office of School Improvement	6/22/2012
Last Date to Order Athletic Tickets for senior high schools	Division of Athletics, Activities, and Accreditation	6/22/2012
Stores and Mail Distribution (S&MD) Annual Inventory Begins	Stores and Mail Distribution	6/22/2012
Annual Evaluations for CEP employees	Human Resources, Recruiting, Performance Management and Labor Relations	6/29/2012
Annual Evaluations for DCSAA employees	Human Resources, Recruiting, Performance Management and Labor Relations	6/29/2012
Annual Evaluations for Instructional and Non-Instructional employees (non school-site)	Human Resources, Recruiting, Performance Management and Labor Relations	6/29/2012
Annual Evaluations with Provisional Recommendations for non-school site employees on Probationary, Annual, Professional Services, and Continuing Contracts are due to Personnel Records and Transcript Analysis Management	C & I - Professional Development - IPEGS	6/29/2012

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Subject	Department	Due Date
Grants Closing June 30, 2012 – Receipt of Goods Ends	Office of the Controller	6/29/2012
Internal Fund (Fiscal Year Closing)	Division of General Accounting	6/29/2012
Internal Fund Closing for Adult, Skill, and Technical Centers	Division of General Accounting	6/29/2012
June fee collection checks required to be dated and posted	Community Education, Before and After School Care, and Middle School Enrichment	6/29/2012
Receipts of Services – no On-Line receiving – Approve Electronic workflows	Office of the Controller	6/29/2012
Title I purchases must be received, Receipt of Goods	C & I - Title I	6/29/2012
Inventory of Site Records	Information Technology Services	6/30/2012
Title I Program numbers 34550000, 34960000-34970000 close	C & I - Title I	6/30/2012
July		
Internal Fund Fiscal Year 2012-2013 Begins	Division of General Accounting	7/2/2012
MSAF Opens for New Fiscal Year Transactions	Division of General Accounting	7/2/2012
End of year checks forwarded to Treasury Management no later than	Community Education, Before and After School Care, and Middle School Enrichment	7/6/2012
Monthly Credit Card Reconciliation – Journal Voucher	Office of the Controller	7/6/2012

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Subject	Department	Due Date
Community Education Programs Checks for June	Division of General Accounting	7/9/2012
Middle School Enrichment Program Checks- must be dated by 6/29/2012	Division of General Accounting	7/9/2012
Monthly Financial Report, Bank Reconciliation Due	Division of General Accounting	7/9/2012
Office of Adult/Vocational Checks – must be dated by 6/29/12	Division of General Accounting	7/9/2012
South Florida Workforce Investment Board (SFWIB)- Voucher Close Out Procedures	Division of Adult and Workforce Education	7/12/2012

District/School Operations

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End of Year Online Procedures Guide

Department: Division of Bilingual Education and World languages

Department Head(s): Ms. Karen Spigler

Department Website: <http://bilingual.dadeschools.net>

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Division of Bilingual Education	End of Year teacher logs	WL 9609 Room 341 Rosy Ugalde rugalde@dadeschools.net	Submit teacher logs for the 2011-12 school year for services provided in the Home language program Assistance (HLAP) program.	6-8-12

Department: Division of Bilingual Education and World languages

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End of Year Online Procedures Guide

Department: Office of Early Childhood Programs

Department Head(s): Dr. Marisel Elias-Miranda, Administrative Director

Department Website: <http://earlychildhood.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Final Roster and Waiting List for the Voluntary Prekindergarten (VPK) Program	May	5-4-12
Certificates of Eligibility for children selected in the VPK Lottery	May	5-4-12
Houghton-Mifflin-Harcourt (HMH) Pre-K Early Growth Indicators Benchmark Assessment	May	5-18-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Early Childhood Programs	Due date for Final Roster and Waiting List for VPK Programs	W/L: 9613 Dr. Marisel Elias-Miranda SBAB Annex, Suite 234 Phone: (305) 995-7689 melias@dadeschools.net	The Final Roster and Waiting List for the Voluntary Prekindergarten Program.	May 4, 2012
Early Childhood Programs	Due date for Certificates of Eligibility (COE)	W/L: 9613 Dr. Marisel Elias-Miranda SBAB Annex, Suite 234 Phone: (305) 995-7689 melias@dadeschools.net	The Certificates of Eligibility for children selected in the VPK Lottery.	May 4, 2012

Department: Office of Early Childhood

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Early Childhood Programs	Due date for HMH Pre-K Early Growth Indicators Benchmark Assessment	W/L: 9613 Dr. Marisel Elias-Miranda SBAB Annex, Suite 234 Phone: (305) 995-7689 melias@dadeschools.net	The Houghton-Mifflin-Harcourt Pre-K Early Growth Indicators Benchmark Assessment listing the Beginning, Middle and End Administration Periods.	May 18, 2012

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End of Year Online Procedures Guide

Department: Instructional Technology, Instructional Materials and Library Media Services

Department Head(s): Dr. Sylvia J. Diaz, Ms. Valentina Pasarón

Department Website: <http://im.dadeschools.net/index.htm>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Instructional Materials Requisitions for 2012-2013 – Approval Deadline	June	6-15-12
Textbook Inventory Approval Deadline - (<i>Student Textbook Automated Inventory System – STAIRS</i>)	June	6-15-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Instructional Technology, Instructional Materials and Library Media Services	Approval of the <i>Student Textbook Automated Inventory System – STAIRS</i> by school principal	WL # 9629 Valentina Pasarón 305-995-1291 vpasaron1@dadeschools.net	<p>The <i>Year-End School Textbook Inventory Report</i> (Product # M64YR110) will be mailed to schools in May. This report will assist schools as they try to locate and count their instructional materials. Schools may also receive the <i>Obsolete Textbooks Report</i> (Product # M64YR110-02) if there are any instructional materials listed on the school's inventory that are no longer in adoption. These obsolete titles must be deleted from the <i>Student Textbook Automated Inventory System – STAIRS</i>.</p> <p>In order for the textbook inventory to be finalized, it must be approved in <i>STAIRS</i> by the school principal by the due date of June 15, 2012.</p> <p>Instructions for completing these procedures can be found in sections 3 and 4 of the online version of the <i>STAIRS</i> handbook located at http://ehandbooks.dadeschools.net/user_guides/94.pdf</p>	June 15, 2012

District/School Operations

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End of Year Online Procedures Guide

Department: Curriculum & Instruction: Division of Language Arts/Reading

Department Head(s): Ms. Karen Spigler

Department Website: <http://curriculum.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Schools implementing a Summer Reading List and Independent Reading Activities	May	5-04-12
Data transmittal for placement into reading classes	May	5-25-12
F.A.I.R. School Student Status Report due	May	5-31-12
Ending date for ALL Reading Coaches regardless of funding source	June	6-08-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Language Arts/Reading	Data transmittal for placement into reading classes	WL 9627 Karen Spigler Administrative Director 305-995-3122 SBAB, Annex 327 kspigler@dadeschools.net	Weekly Briefing 11725 includes Technical Assistance Paper (TAP)	5-25-12

Department: Curriculum & Instruction: Division of Language Arts/Reading

District/School Operations

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Language Arts/Reading	Post to school website the summer reading book lists and activities	WL 9627 Karen Spigler Administrative Director 305-995-3122 SBAB, Annex 327 kspigler@dadeschools.net	Weekly Briefing 11655 includes information regarding required actions for all schools implementing a summer reading plan: <ul style="list-style-type: none">• select books that are readily available and reasonable in cost, so as not to create a financial burden to students and their families;• publish reading lists no later than one month prior to the end of the school year;• assign a realistic number of books that can be read during the summer recess (consider the length of the books and the time it would take to read them);• consider the length of the assignment and the amount of time that will be required to complete it when assigning summer reading activities;• create a plan with strategies for ensuring that all students have access to required books for summer reading;• establish a uniform grading policy if summer reading assignments are required;• inform parents of required reading assignments and grading policy before the end of the school year; and• present students who enroll during the summer months with the required summer reading assignment.	5-04-12

Department: Curriculum & Instruction: Division of Language Arts/Reading

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End of Year Online Procedures Guide

Department: Instructional Technology, Instructional Materials, and Library Media Services

Department Head(s): Dr. Sylvia Diaz, Mr. Albert Pimienta

Department Website: <http://library.dadeschools.net/>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Library Media Center Inventory Due	June	06-08-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Instructional Technology, Instructional Materials, and Library Media Services	Library Media Center Inventory Due	Loc# 9629 Albert Pimienta 305-995-2295	A Media Center Inventory and Statistical Report is due to the Library Media Services Department by June 8, 2012. Library Media Specialists will be directed to submit inventory and statistical data on-line via the Library Media Services web site at: http://library.dadeschools.net/support.htm .	June 8, 2012

Appendix: Yes _____ No X

District/School Operations

2011-2012

End of Year Online Procedures Guide

Department: Office of Early Childhood Programs, Prekindergarten Program for Children with Disabilities

Department Head(s): Dr. Marisel Elias-Miranda

Department Website: <http://prekese.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Due date for Full Day SPED Classroom VPK Role Models	May	5-21-12
Due date for Certificates of Eligibility for VPK Role Models	May	5-21-12
Due date for Individual Educational Plan (IEP) for Pre-K Special Education Students	June	6-06-12
Due date for Post-Test Assessments for Pre-K Special Education Students (SPED)	June	6-01-12
Due date for receipt of materials, equipment, and supplies at school sites.	June	6-01-12
Due date of End-of-the-Year Program Evaluation by Pre-K SPED Teachers	May	5-29-12
Due date for End-of-the Year Parent Evaluations.	June	6-01-12
Ending date for hourly paraprofessionals in Pre-K SPED Classrooms	June	6-07-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due date for Full Day SPED Classroom VPK Role Models	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 dmendoza@dadeschools.net	Roster of VPK Role Models due for 2012-2013 School Year on May 21, 2012.	May 21, 2012

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End of Year Online Procedures Guide

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due date for Certificates of Eligibility for VPK Role Models	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	The Certificates of Eligibility for VPK Role Models for 2012-2013 School Year due on May 21, 2012	May 21, 2012
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due date for Individual Educational Plan (IEP) for Pre-K Special Education Students	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	All IEPs which become due in June, July, August and/or Early September 2012, must be completed by June 6, 2012.	June 6, 2012
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due Date for Post-Test Assessments for Pre-K Special Education Students (SPED)	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	The Post Test Assessment Summary Charts for All Pre-K SPED students: Battelle Developmental Inventory-2 (BDI-2); Devereux Early Childhood Assessment (DECA); Phonological and Early Literacy Inventory (PELI) must be e-mailed to Dmendoza@dadeschools.net by June 1, 2012. PELI results for VPK Role Models must also be e-mailed to Dmendoza@dadeschools.net .	June 1, 2012
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due date for receipt of materials, equipment, and supplies at school sites.	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	All materials, equipment, and supplies purchased through Prekindergarten Programs for Children with Disabilities Grant must be received on-line by June 1, 2012.	June 1, 2012

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End of Year Online Procedures Guide

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due Date for End-of-the-Year Program Evaluation by Pre-K SPED Teachers	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	Pre-K SPED Teachers complete the End-of-the-Year Pre-K Program Evaluation on-line by May 29, 2012.	May 29, 2012
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Due Date for End-of-Year Parent Evaluations.	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	Teachers collect and return to District Office the End-of-the-Year Parent Evaluations by June 1, 2012.	June 1, 2012
Early Childhood Programs Prekindergarten Program for Children with Disabilities	Ending date for hourly paraprofessionals in Pre-K SPED Classrooms	Dolores G. Mendoza W/L: 9614 Phone: 305-271-5701 Dmendoza@dadeschools.net	The ending date for all hourly paraprofessionals paid under the Prekindergarten Program for Children with Disabilities Grant is June 7, 2012.	June 7, 2012

District/School Operations
2011 - 2012
End of Year Online Procedures Guide

Department: Professional Development -- IPEGS

Department Head(s): Dr. Christine Master, Dr. Donna Riley

Department Website: www.ipegs.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Completion of all <i>IPEGS Summative Performance Evaluation (SPE)</i> Meetings with Provisional Recommendation for Continued Employment	June	6-1-12
Input of ratings for IPEGS Professional Practices (Performance Standards 2-8 or 2-7) for all school site and non-school site Instructional Professionals using the <i>NEW online Performance Evaluation System</i>	June	6- 1 thru 6-12, 2012
Annual Evaluations with Provisional Recommendations for school site employees on Probationary, Annual, Professional Services, and Continuing Contracts are due to Personnel Records and Transcript Analysis Management	June	6- 15-12
Annual Evaluations with Provisional Recommendations for non-school site employees on Probationary, Annual, Professional Services, and Continuing Contracts are due to Personnel Records and Transcript Analysis Management	June	6-29-12
Value-Added Model (VAM) data for IPEGS Performance Standard 1: Learner Progress, the Unified Summative Rating, and Performance Level for each employee on Probationary, Annual, Professional Services, and Continuing Contracts will be provided on-line to all work locations by the Assessment, Research, and Data Analysis Department to finalize the 2011-2012 Summative Performance Evaluations	August	Pending Release of VAM Data from the F-DOE
Completion of final <i>IPEGS Summative Performance Evaluations</i> with Unified Summative Rating (USR) and Performance Level for all school site and non-school site employees on Probationary, Annual, Professional Services, and Continuing Contracts by all school site/work location administrators	August	Pending Release of VAM Data from the F-DOE

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END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Human Resources	Annual Evaluations-Instructional and Non-Instructional	Mail Code: 9324 Annex Rm. 115 Phone: 305-995-7238	<p>Principals and work site administrators will ensure that the original copy of the end-of-year evaluation forms with Provisional Recommendation for Continued Employment for Probationary, Annual, Professional Services, and Continuing Contract teachers, media specialists, counselors, psychologists, school social workers, speech/language pathologists, and UTD clerical staff, etc., who are assigned to school sites, have been filed in Personnel Records. The <u>original hard copy</u> of the <i>IPEGS Summative Performance Evaluation</i> form indicating a Provisional Recommendation for Continued Employment must be submitted. For school site employees, submit no later than June 15, 2012; and for non-school site employees, no later than June 29, 2012, to Ms. Maritza de la Cerda, Executive Director, Personnel Records and Transcript Analysis Department.</p> <p>The following completed forms should be maintained in the school site/work location Personnel File of all instructional personnel:</p> <ul style="list-style-type: none"> • <i>Individual Professional Development Plan (IPDP)</i> • <i>IPEGS Documentation Cover Sheet</i> • <i>Formative Performance Evaluation-Probationary Only</i> (if applicable) • Hard copy of the <i>Summative Performance Evaluation</i> with Provisional Recommendation for Continued Employment • Hard copy of the <i>Final Summative Performance Evaluation</i> with Unified Summative Rating (USR) and Performance Level 	<p>School Site Employees: June 15, 2012</p> <p>Non-School Site Employees: June 29, 2012</p>

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<p>After the data are populated for IPEGs Performance Standard 1: Learner Progress (scheduled to take place by mid-August 2012), the following completed form should be included in the school site/work location Personnel File of all instructional personnel:</p> <ul style="list-style-type: none"> • Hard copy of the Final <i>Summative Performance Evaluation</i> with Unified Summative Rating (USR) and Performance Level must be sent to Ms. Maritza de la Cerda, Executive Director, Personnel Records and Transcript Analysis Department no later than August 31, 2012. 	School Site and Non-School Site Employees: Pending Release of VAM Data from the F-DOE

Appendix: Yes _____ No X

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Department: Curriculum & Instruction I: Office of School Improvement

Department Head(s): Linda G. Fife

Department Website: <http://curriculum.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Schedule a faculty and EESAC meeting to review 2011-2012 SIP	May	5-11-12
SIP End-Of-Year (EOY) Verification Form due	May	5-11-12
EESAC Waiver form	May	5-03-12
First Draft of the 2012-2013 School Improvement Plan	June	6-22-12
Hold EESAC elections per by-laws	June	6-07-12
Post final EESAC minutes	June	6-07-12
Verify pending EESAC minutes	June	6-07-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
C & I - Office of School Improvement		WL 9046 Linda G. Fife Supervisor SBAB, Annex 326 (305) 995-2692 lfife@dadeschools.net	<u>Final SIP Review</u>	
			1. Schedule an Educational Excellence School Advisory Council (EESAC) meeting prior to May 11, 2012, to review the 2011-2012 SIP.	5-11-12
			2. Schedule a faculty meeting prior to May 11, 2012, to review the 2011-2012 SIP. Use the 2011-2012 SIP EOY worksheet (refer to WB #11541) to compile staff responses and identify a committee to update and begin writing the 2012-2013 SIP.	5-11-12

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<ol style="list-style-type: none"> 3. May 11, 2012 – The “2011-2012 SIP Verification Form” is due to the OSI (refer to WB #11541). 4. The OSI website is: http://osi.dadeschools.net to access EOY worksheets, forms, and 2012-2013 SIP workshop dates. 5. Send your writing team for the 2012-2013 SIP to your scheduled Technical Assistance meeting (refer to WB #11713). 6. Upload the First Draft of the 2012-2013 SIP, to the OSI website (http://osi.dadeschools.net) by Friday, June 22, 2012. 	<p>5-11-12</p> <p>5-11-12</p> <p>5-2012</p> <p>6-22-12</p>
C & I - Office of School Improvement		WL 9046 Linda G. Fife Supervisor SBAB, Annex 326 (305) 995-2692 lfife@dadeschools.net	<u>Educational Excellence School Advisory councils (EESAC)</u> A. Schedule meetings during April and/or May 2012. <ol style="list-style-type: none"> 1. Review the 2011-2012 SIP, using the 2011-2012 SIP EOY worksheet (refer to WB #11539), to document the EESAC’s responses. 2. EESAC Chair and the principal sign the “SIP Verification” form (refer to WB #11539) and fax to OSI at 305-995-2910 by May 11, 2012. 3. Approve all pending minutes and principal verifies on-line (except for the last meeting of the year). 4. Schedule a meeting for April or May 2012 to review by-laws and update as needed. 5. Submit the “EESAC Waiver” (form #7292 as referenced in WB #11541) for 2012-2013 EESAC composition changes and supporting EESAC minutes on Thursday, May 3, 2012, via fax: 305-995-2910. 	<p>5-11-12</p> <p>5-11-12</p> <p>5-11-12</p> <p>6-07-12</p> <p>5-25-12</p> <p>5-03-12</p>

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			B. Hold elections for vacant positions as per by-laws.	6-07-12
			C. Post the minutes of the last EESAC meeting, which will remain as pending until approved at the first meeting of 2012-2013.	6-07-12

Appendix: Yes _____ No X

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Department: Curriculum & Instruction – Division of Special Education

Department Head(s): Mr. Will Gordillo, Ms. Sonja Clay

Department Website: ese@dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Referral of Students for Initial Evaluations for Special Education (SPED)	April	4-23-12
Individual Educational Plan (IEP) Reviews Completed	April	4-23-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
C & I – Division of Special Education (SPED)	Individual Educational Plan (IEP) Reviews	NORTH CENTRAL SPED OFFICE: Ms. Alfredia Robinson, Instructional Supervisor, SPED (305) 305-827-3025 or via email at alfrediaRob@dadeschools.net NORTH SPED OFFICE: Ms. Kathryn Cadieux, Instructional Supervisor, SPED at (305) 827- 3025 or via email at KCadieux@dadeschools.net SOUTH CENTRAL SPED OFFICE: Ms. Kathy Maguire, Instructional Supervisor, SPED at (786) 268-4757 or via email	Annual review conference for IEP's, which expire prior to the September 30, 2012, must be completed by April 30, 2012.	April 30, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		KMaguire@dadeschools.net SOUTH SPED OFFICE: Ms. Helene Chait, Instructional Supervisor, SPED at (786) 268-4757 or via email chaith@dadeschools.net SPED/CHARTER SCHOOLS: Ms. Arlene Exelbert, Instructional Supervisor, SPED at (305) 995-2733 or via email at AExelbert@dadeschools.net		
C & I – Division of Special Education (SPED)		NORTH CENTRAL SPED OFFICE: Ms. Alfredia Robinson, Instructional Supervisor, SPED (305) 305-827-3025 or via email at alfrediaRob@dadeschools.net NORTH SPED OFFICE: Ms. Kathryn Cadieux, Instructional Supervisor, SPED at (305) 827-3025 or via email at KCadieux@dadeschools.net SOUTH CENTRAL SPED OFFICE: Ms. Kathy Maguire, Instructional Supervisor, SPED at (786) 268-4757 or via email KMaguire@dadeschools.net SOUTH SPED OFFICE: Ms. Helene Chait, Instructional Supervisor, SPED at (786) 268-	Re-evaluation Team (RT) review meeting information and referrals for formal reevaluations of students with disabilities that are beyond the three-year time limit must be forwarded to the Regional Center by May 18, 2012.	May 18, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		4757 or via email chaith@dadeschools.net SPED/CHARTER SCHOOLS: Ms. Arlene Exelbert, Instructional Supervisor, SPED at (305) 995-2733 or via email at AExelbert@dadeschools.net		
C & I – Division of Special Education (SPED)	Students Referred Initial M-Team Evaluations	NORTH CENTRAL SPED OFFICE: Ms. Alfredia Robinson, Instructional Supervisor, SPED (305) 305-827-3025 or via email at alfrediaRob@dadeschools.net NORTH SPED OFFICE: Ms. Kathryn Cadieux, Instructional Supervisor, SPED at (305) 827-3025 or via email at KCadieux@dadeschools.net SOUTH CENTRAL SPED OFFICE: Ms. Kathy Maguire, Instructional Supervisor, SPED at (786) 268-4757 or via email KMaguire@dadeschools.net SOUTH SPED OFFICE: Ms. Helene Chait, Instructional Supervisor, SPED at (786) 268-4757 or via email chaith@dadeschools.net SPED/CHARTER SCHOOLS: Ms. Arlene Exelbert, Instructional	School Support Team (SST) meeting information and referrals for initial M-Team evaluations of students must be forwarded to the Regional Center/Program by April 30, 2012.	April 30, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		Supervisor, SPED at (305) 995-2733 or via email at AExelbert@dadeschools.net		

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Department: Curriculum & Instruction

Department Head(s): Ms. Milagros Fornell, Dr. Maria De Armas

Department Website: <http://curriculum.dadeschools.net>

STUDENT ACTIVITIES

Title: **Determining Final Grades - Grades 6-12**

Department: **Student Progression Plan**

Elimination of Midterm and Finals/Determining Final Grades:

A new districtwide policy eliminating midterm and final examinations in grades 6-12 became effective during the 2011-2012 school year. Consequently, the process for determining final grades for authorized annual and semester courses changed. The 2011-2012 Student Progression Plan and Weekly Briefings #10679 and #10782 communicated these new procedures to staff. The following is a summary of this policy:

In authorized annual courses, each nine-week grading period will have a 25% value and for semester courses and each nine-week grading period will have a 50% value. Teachers may choose to administer an assessment at the end of each nine-week grading period. The assessment may not exceed 5% of the nine-week grade for annual courses or 10% of the nine-week grade for semester courses. The provision for teacher override is applicable to both semester and annual courses.

The complete language addressing this policy may be accessed via the 2011-2012 Student Progression Plan, page 40, at the following link: <http://ehandbooks.dadeschools.net/policies/93/index.asp>

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Students' Withdrawal Before the End of the School Year:

When parents or students request permission to withdraw prior to the end of the reporting period, the following guidelines should be observed:

- Report cards and/or Permanent Records will be posted to the date of withdrawal.
- Report card is to be given to the student with the following advice:

_____ If possible, he/she should attend another school for the remainder of the year. The receiving school will be responsible for promotion or grade classification.

_____ If the student returns to any Miami-Dade County Public School without promotion, the receiving school will examine the student's record to determine appropriate grade placement. At the principal's discretion, examination(s) may be required in major subject(s).

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Department: Division of Student Services

Department Head(s): Ms. Deborah A. Montilla

Department Website: <http://studentservices.dadeschools.net/>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Completion of Student Records	June	06-08-12
Cumulative Record Folders	June	06-22-12
Diploma Designations	May	05-11-12
electronic Personal Education Plan (ePEP)	June	06-01-12
Scholarship End-of-the-Year Report	June	06-08-12
Senior Exit Survey	May	05-18-12
Ending date for all Comprehensive Health Services Health Screeners	June	06-06-12
Ending date for health screening follow-up submission	June	06-06-12
Ending date for entering health information in students cumulative record (DH-3041)	June	06-06-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
DIVISION OF STUDENT SERVICES School Counseling Programs		Ms. Barbara Mallard BMallard@dadeschools.net Phone: 305-995-2737 Mail Code: 9721 SBAB ANNEX Rm. 409	<u>Completion of Student Records:</u> Prior to the departure of teachers, each principal will ensure that all student records have been completed according to the principal's published guidelines. Specific information regarding the maintenance of records in the Cumulative Record Folder was provided in Weekly Briefing (#11732) from the Division of Student Services.	June 8, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
DIVISION OF <u>STUDENT SERVICES</u> School Counseling Programs		Ms. Barbara Mallard BMallard@dadeschools.net Phone: 305-995-2737 Mail Code: 9721 SBAB ANNEX Rm. 409	<u>Cumulative Record Folders</u> : Cumulative Record Folders for groups of students promoted or transferred are to be sent in bulk with a transmittal list to the receiving school as soon as possible, but no later than ten (10) school days after the close of the grading period, with the exception of students transferring to new schools opening in the fall. Prior to the transfer of cumulative records, principals and/or assistant principals are to ensure that all LEP/SPED documents are properly completed to include signatures and dates.	June 22, 2012
DIVISION OF <u>STUDENT SERVICES</u> School Counseling Programs		Ms. Corina Mills Cpmills4@dadeschools.net Phone: 305-995-7320 Mail Code: 9721 SBAB ANNEX Rm. 409	<u>Diploma Designations</u> : Designations will be noted in the form of a seal. There may be no more than three state designations, and district-determined seals must be placed below designations. Schools should contact Herff Jones at 305-418-8547 no later than May 11, 2012 to arrange for the purchase of the seals needed for the diplomas as per Weekly Briefing (#11817)	May 11, 2012
DIVISION OF <u>STUDENT SERVICES</u> School Counseling Programs		Ms. Angelica M. Yanez amyanez@dadeschools.net Phone: 305-995-7325 Mail Code: 9721 SBAB ANNEX Rm. 409	<u>Electronic Personal Education Plan (ePEP)</u> All current 8 th graders must have a completed ePEP and current 9 th graders must have their ePEP's reviewed/updated.	June 1, 2012
DIVISION OF <u>STUDENT SERVICES</u> College Assistance Program	Submit Scholarship End- of-the-Year Report	Ms. Corina Mills Cpmills4@dadeschools.net Phone: 305-995-7320 Mail Code: 9721 SBAB ANNEX Rm. 409	<u>Scholarship End-of-the-Year Report</u> : The district office requires that CAP advisors submit an End-of-the-Year report (Form# 6093).	June 8, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
DIVISION OF <u>STUDENT SERVICES</u> College Assistance Program	Completion and inputting of Senior Exit Surveys	Ms. Corina Mills Cpmills4@dadeschools.net Phone: 305-995-7320 Mail Code: 9721 SBAB ANNEX Rm. 409	Senior Exit Survey: All 12 th grade students must complete this survey via Survey Gold before graduating. Information from this survey is used to generate the Post-Secondary Education Plan reports for the District. This information is electronically submitted to the State and appears on the school profiles printed by the FLDOE.	May 18, 2012
DIVISION OF <u>STUDENT SERVICES</u> Comprehensive Health	Submission of vision follow-up information	Comprehensive Health Services Staff Wilma Steiner or Lourdes Ponce at 305-995-1235 wilmasteiner@dadeschools.net lponce@dadeschools.net	All vision screenings referral list including completed follow-up information for each referred student (forms # 6899, 6902, 6903, 6904) must be mailed to the office of Comprehensive Health Services, Loc #9721, Room 407, or faxed to 305-995-2720. Refer to briefing # 10215 for Information regarding guidelines and procedures for State and Board mandated annual vision and hearing screenings and follow-up.	June 6, 2012
DIVISION OF <u>STUDENT SERVICES</u> Comprehensive Health	Submission of hearing follow-up information	Comprehensive Health Services Staff Wilma Steiner or Lourdes Ponce at 305-995-1235 wilmasteiner@dadeschools.net lponce@dadeschools.net	<u>Department of Health mandates that all hearing screening referral lists including completed follow-up information</u> for each referred student (form # 6899) must be mailed to the office of Comprehensive Health Services, Loc # 9721, Room 407, or faxed to 305-995-2720. Refer to briefing # 10215 for Information regarding guidelines and procedures for State and Board mandated annual vision and hearing screenings and follow-up.	June 6, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
DIVISION OF <u>STUDENT SERVICES</u> Comprehensive Health	Entering health information in the students' cumulative Record (form DH 3041)	Comprehensive Health Services Staff Wilma Steiner or Lourdes Ponce at 305-995-1235 wilmasteiner@dadeschools.net lponce@dadeschools.net	All health screenings, conducted at the school site, outcome and follow-up must be properly documented in students' cumulative record specifically in form DH-3041. Health screenings include vision, hearing, Body Mass Index, scoliosis, and dental screenings.	June 6, 2012
DIVISION OF <u>STUDENT SERVICES</u> Comprehensive Health	Notify parents about new immunization requirements	Comprehensive Health Services Staff Wilma Steiner or Lourdes Ponce at 305-995-1235 wilmasteiner@dadeschools.net lponce@dadeschools.net	To avoid the summer rush, school principals must notify parents of immunization requirements for school year 2012-2013. Refer to briefing #1136 for updated information regarding NEW compulsory immunization requirements for school attendance.	June 6, 2012

STUDENT ACTIVITIES

Title: electronic Personal Education Plan (ePEP)	Department: Division of Student Services School Counseling Programs
The ePEP, which was initiated in middle school, is a planning tool to help students plan their academic progress through high school and beyond. All schools have been issued a username and password. ePEPs are to be reviewed on an annual basis by students and their counselors to monitor the students' progress and the accuracy of the ePEP.	
Title: Basic Health Services	Department: Division of Student Services Comprehensive Health
All schools are to provide basic health services to students through June 6, 2012.	

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Title: Senior Exit Interview Survey	Department: Division of Student Services School Counseling Programs
The Graduate Exit Survey was created to meet F.S. 1008.385 (2), related to data reporting. This information will be reported directly to the Florida Department of Education to comply with state mandate. The survey is to be conducted no later than May 18, 2012.	

BUSINESS/MANAGEMENT

Title: Health Screenings Follow-up	Department: Division of Student Services Comprehensive Health
Health screenings follow-up information must be submitted to the office of Comprehensive Health Services by mail Loc #9721 (Room 407) or by fax to 305-995-2720 by June 6, 2012.	

PERSONNEL

Title: Last day of work	Department: Division of Student Services Comprehensive Health
The last day of work for all comprehensive health screeners is June 6, 2012. Health screeners will perform age mandated screenings through June 6, 2012.	

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GENERAL EOY INFORMATION

Title: Completion of Student Records	Department: Division of Student Services School Counseling Programs
<p>Elementary schools must adhere to the requirements regarding the grade three student promotion (1008.25, Florida Statutes) as it applies to good cause number four. File the approved, stamped, Grade Three Reading Student Portfolio Recommendation form in the cumulative record folder of eligible students.</p> <p>The principal shall arrange to have the appropriate records of students who may be attending a summer session available for transmittal to summer centers. The records for students with disabilities must include a valid Individual Educational Plan (IEP), and the records for limited English language learners (ELL) students must include the Individual LEP Student Plan. These records shall be available until the last date of summer school registration. (See Summer Services 2012 bulletin).</p>	

GENERAL EOY INFORMATION

Title: Cumulative Record Folders	Department: Division of Student Services School Counseling Program
<p>PLEASE NOTE: If a student fails to appear at the receiving school, his/her Cumulative Record Folder and all registration materials are to remain at the receiving school. These records should not be returned to the sending school. http://ehandbooks.dadeschools.net/policies/91.pdf</p>	

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GENERAL EOY INFORMATION

Title: Diploma Designations	Department: Division of Student Services School Counseling Programs
Three designations are to be included on the standard high school diploma: <ul style="list-style-type: none">○ A designation reflecting completion of four or more accelerated college credit courses if the student is eligible for college credit pursuant to section 1007.27 or section 1007.271 in Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), or dual enrollment courses.○ A designation reflecting career education certification in accordance with section 1003.431.○ A designation reflecting a Florida Ready to Work Credential in accordance with section 1004.99.	

Title: Scholarship End-of-the-year report	Department: Division of Student Services College Assistance Program
This is a statistical report collected by the College Assistance Program Advisor which summarizes scholarship awards offered and accepted to students at their school who have reported this information to the CAP office. Information to be submitted to: Ms. Corina Mills, Cpmills4@dadeschools.net Phone: 305-995-7320 Mail Code: 9721 SBAB ANNEX Rm. 409	

Appendix: Yes _____ No ✓

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Department: Summer Services

Department Head(s): Mrs. Rhoda O. Shirley

Department Website: <http://summerschool.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
2012 Educational Summer Services: Summer Implementation Document	May	5-25-12
2012 Educational Summer Services registration activities	May-July	7-6-12
2012 summer employment schedule includes two half day professional development days for teachers at elementary and middle schools	July	7-2-12 7-3-12
2012 Educational Summer Services recess day for staff and students	July	7-4-12

GENERAL EOY INFORMATION

Title: 2012 Educational Summer Services	Department: Summer Services
<p>Summer School</p> <p>Effective May 29, 2012, for complete summer school information, including the 2012 Summer Implementation Document, visit the website at: http://summerschool.dadeschools.net.</p> <p>2012 Educational Summer Services: Registration The 2012 Educational Summer Services registration activities will be available May 29, 2012 –July 6, 2012.</p> <p>2012 Educational Summer Services: General Operational Schedule The 2012 Educational Summer Services general schedule is a five day model (Monday thru Friday) from July 5, 2012 through August 1, 2012. The student schedule for elementary students is 8:30 a.m. – 11:30 a.m. and from 9:15 a.m. -12:15 p.m. for middle school students; schedules for specific programs may vary. Breakfast and lunch will be provided to all participating students.</p>	

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Title: 2012 Educational Summer Services	Department: Summer Services
<p>2012 Educational Summer Services: Professional Development The summer employment schedule includes two half day professional development days for teachers at elementary and middle schools. Professional Development days are July 2 and 3, 2012.</p> <p>Recess Wednesday, July 4, 2012 is a recess day for staff and students.</p> <p>2012 Educational Summer Services: Voluntary Pre-K students The 2012 Educational Summer Services are for those four/five year old students who did not participate in the regular 2011-2012 school year program.</p> <p>2012 Educational Summer Services: Elementary The 2012 Educational Summer Services for elementary schools are for grades 3, 4 & 5 grades. The Grade Three Summer Reading Camp is offered to retained grade 3 students. Literacy instructional services for rising grade 3 students who scored below the 50th percentile on the SAT-10 Reading Comprehension subtest. Web Based Digital Learning for students in grades 3, 4 & 5 based on summer center space availability.</p> <p>2012 Educational Summer Services: Middle The 2012 Educational Summer Services for middle schools are for grades 6, 7 & 8 grades. Course credit recovery/promotion for eligible students in grades 6-8. Literacy instructional services for rising grade 6 students who scored level 1 or 2 on the FCAT 2.0 Grade 5 Reading subtest.</p> <p>2012 Educational Summer Services: Algebra I End of Course (EOC) Remediation and Testing The 2012 Educational Summer Services are for middle school grades 6-8 who have not passed the EOC exam for Algebra I</p> <p>2012 Educational Summer Services: Postsecondary Education Readiness Test (PERT) The 2012 Educational Summer Services are virtual remedial services for eligible students.</p> <p>2012 Educational Summer Services: Neglected/Delinquent and Migrant</p>	

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Title: 2012 Educational Summer Services	Department: Summer Services
<p>The 2012 Educational Summer Services are for remediation of eligible N/D students in grades 6-12 and eligible migrant students in grades K-12.</p> <p>2012 Educational Summer Services: Extended School Year (ESY) Services The 2012 Educational Summer Services are for eligible special education students, as specified in the Individual Educational Plan (IEP).</p> <p>2012 Educational Summer Services: Grades 9-12 The 2012 Educational Summer Services for grades 9-12 co-enrolled will only include select core courses required for graduation.</p>	

Appendix: Yes _____ No X

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Department: Title I Administration

Department Head(s): Dr. Magaly C. Abrahante

Department Website: <http://title1.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Ending date for Paraprofessionals. Title I	June	6-21-12
Ending date for Teachers, Title I	June	6-21-12
Title I purchases must be received, Receipt of Goods	June	6-29-12
Title I Program numbers 34550000, 34960000-34970000 close	June	6-30-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Title I	Ending date for Paraprofessionals	Dr. Magaly C. Abrahante W/L: 9617 Room: 500 Phone: 305-995-1253 Abrahante@dadeschools.net	The ending date for all full-time and part-time paraprofessionals paid under Title I, Migrant, and Neglected and Delinquent Programs 34550000, 34960000-34970000 respectively is June 21, 2012. The last payroll pay period is June 8, 2012 – June 21, 2012.	June 21, 2012
	Ending date for Teachers	Dr. Magaly C. Abrahante W/L: 9617 Room: 500 Phone: 305-995-1253 Abrahante@dadeschools.net	The ending date for teachers paid under Title I, Migrant, and Neglected and Delinquent Programs 34550000, 34960000-34970000 respectively is June 21, 2012. The last payroll pay period is June 8, 2012 – June 21, 2012.	June 21, 2012
	Receipt of Goods	Dr. Magaly C. Abrahante W/L: 9617 Room: 500	All merchandise purchased through Title I funding must be received, and invoices bearing "Receipt of Goods" stamp must be sent to the Accounts Payable	June 29, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		Phone: 305-995-1253 Abrahante@dadeschools.net	Department on or before June 29, 2012. Programs 34550000-34970000 for Title I, Title I Migrant, and Neglected and Delinquent will close on June 29, 2012, and all merchandise received after June 29, 2012, will be paid out of the school's 2012-2013 budget.	

Appendix: Yes _____ No X

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Department: Division of Adult and Workforce Education

Department Head(s): Mr. Carlos A. Manrique

Department Website: workforce.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
South Florida Workforce Investment Board (SFWIB)- Voucher Close Out Procedures	July	July 9, 2012

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Workforce Development	Close-Out Procedures	Annex 343 (305) 995-1834 cmanrique@dadeschools.net	In order to comply with the contractual agreement from South Florida Workforce Investment Board (SFWIB), invoices for all outstanding voucher students enrolled for the 2011-2012 school term, must be forwarded directly to: Ms. Carlena Mitchell, 750 NW 20th Street, Room A-120, Miami, Florida 33127, Mail Code: 8005, by July 9, 2012.	July 9, 2012

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BUSINESS/MANAGEMENT

Title: Close-Out Term Procedures	Department: Adult and Workforce Education
The Division of Workforce Development Education will not accept any invoices after July 9, 2012. SFWIB guidelines state that: "invoices and final close out packages submitted after the established cutoff date will be returned, unpaid, without exception." In addition, please do not accept any vouchers issued prior to July 1, 2012 after you have submitted your final invoice.	

Appendix: Yes _____ No X

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Department: Division of Athletics, Activities, and Accreditation

Department Head(s): Dr. Marcos M. Moran, Assistant Superintendent

Department Website: <http://athleticsactivities.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Scholar-Athlete Luncheon	April	4-30-12
Senior High School Gender Equity Report Due	May	5-16-12
Middle School Gender Equity Report Due	May	5-16-12
Senior High School Graduations (see Appendix B)	June	6-1 – 6-8-12
Athletic Ticket Audit Report completed	June	6-1-12
Senior High Athletic End of Year Reports Due	June	6-8-12
Senior High School Diploma Expenditures Report	June	6-8-12
Middle School End of Year Athletic Reports	June	6-8-12
Ending Date for Instructional Staff, Paraprofessionals and Security	June	6-8-12
Ending Date for Assistant Principals	June	6-15-12
Ending Date for 10 month clerical	June	6-15-12
Last Date to Order Athletic Tickets for senior high schools	June	6-22-12

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END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Athletics/Activities	Athletic Ticket Audit Report	Karen D. Cohn 305-995-7576 Kdcohn@dadeschools.net	Inventory of all athletic tickets must be completed	6-1-12
Athletics/Activities	Athletic Ticket Order form for 2012-2013	#9723	Athletic Ticket Order for 2012-2013 must be submitted to selected ticket vendor (TBA)	6-22-12
Athletics/Activities	Senior High School Gender Equity Report for 2011-12	Cheryl A. Golden 305-995-2306 cgolden@dadeschools.net #9723	Gender Equity report for 2011-2012 must be submitted to GMAC/Athletics/Activities	5-16-12
Athletics/Activities	Senior High School End of Year Athletic Reports 2011-2012	Cheryl A. Golden cgolden@dadeschools.net or Anna Echevarria aechevarria@dadeschool.net 305-995-1250 #9723	End of year reports for athletics must be submitted to GMAC/Athletics/Activities	6-8-12
Athletics/Activities	Senior High School Diploma Expenditures Report for 2011-2012	Dr. Marcos M. Moran Mmoran5555@dadeschools.net or Addys Lopez alopez1@dadeschools.net 305-995-7626 #9630	All senior high schools must submit End of Year reports for diploma expenditures to Athletics/Activities	6-8-12
Athletics/Activities	Middle School End of Year Athletic Reports 2011-2012	Dr. Marcos M. Moran Mmoran5555@dadeschools.net or Josephine McGhee jmcghee@dadeschools.net 305-995-2658 #9723	End of year reports for Middle School athletics must be submitted to Athletics/Activities	6-8-12

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Athletics/Activities	Middle School Gender Equity Report for 2011-12	Dr. Marcos M. Moran Mmoran5555@dadeschools.net or Josephine McGhee jmcghee@dadeschools.net 305-995-2658 #9723	Gender Equity report for 2011-2012 must be submitted to Athletics/Activities	5-16-12

STUDENT ACTIVITIES

Title: Graduation Exercises	Department: Division of Athletics and Activities
<u>Senior High Schools</u> All senior high school graduations will take place from Friday, June 1, 2012, through Friday, June 8, 2012. For dates, times and locations please refer to Appendix B. For titles of Superintendent's Cabinet and Senior Staff please refer to Appendix A.	

Appendix: Yes X No

Appendix: Appendix A: Published Titles for Graduation Introductions

Appendix B: 2012 Graduation Schedule

APPENDIX A

PUBLISHED TITLES FOR GRADUATION INTRODUCTIONS

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair
 Dr. Lawrence S. Feldman, Vice Chair
 Dr. Dorothy Bendross-Mindingall
 Mr. Carlos L. Curbelo
 Mr. Renier Diaz de la Portilla
 Dr. Wilbert "Tee" Holloway
 Dr. Martin Karp
 Dr. Marta Pérez
 Ms. Raquel A. Regalado

Mr. Alberto M. Carvalho, Superintendent of Schools

Superintendent's Cabinet Staff		
Ms. Milagros R. Fornell	Associate Superintendent	Curriculum and Instruction
Mr. Walter Harvey	School Board Attorney	Office of School Board Attorney
Dr. Richard H. Hinds	Associate Superintendent and Chief Financial Officer	Financial Affairs
Mr. Charles J. Hurley	Chief of Police & District Security	Miami-Dade County School Police
Ms. Iraida R. Mendez-Cartaya	Assistant Superintendent	Intergovernmental Affairs & Grants Administration and Community Services
Mr. Jose Montes de Oca	Chief Auditor	Office of Management and Compliance Audits
Mr. Carl Nicoleau	Assistant Superintendent	Maintenance Operations
Mr. John J. Schuster	Chief Communication Officer	Office of Public Relations
Mr. Jaime G. Torrens	Chief Facilities Officer	Office of School Facilities
Dr. Nikolai Vitti	Assistant Superintendent	Education Transformation
Ms. Enid Weisman	Assistant Superintendent	Human Resources/Performance Management
Mr. Freddie Woodson	Deputy Superintendent	District/School Operations
Superintendent's Senior Staff		
Dr. Magaly C. Abrahante	Assistant Superintendent	Title I Administration, Early Childhood Programs, Summer Services
Mr. Victor Alonso	Administrative Director	Design and Sustainability
Mr. Nicolas A. Betancourt	Senior Design and Construction Officer	Office of School Facilities/Construction
Dr. Helen Blanch	Assistant Superintendent	Schools of Choice, School Operations
Ms. Valtena G. Brown	Regional Superintendent	South Regional Center
Mr. Scott B. Clark	Risk and Benefits Officer	Office of Risk and Benefits Management
Dr. Maria de Armas	Assistant Superintendent	Curriculum and Instruction, K-12 Core Curriculum
Mr. James J. Dillard	Inspections Officer	District Inspections, Operations and Emergency Management
Mr. Jose Dotres	Regional Center Superintendent	North Regional Center
Mr. Luis M. Garcia	Deputy Assistant School Board Attorney	School Board Attorney
Ms. Marie Izquierdo	Administrative Director	District Operations
Ms. Deborah C. Karcher	Chief Information Officer	Information Technology Services
Dr. Carmen B. Marinelli	Regional Center Superintendent	North Central Regional Center
Ms. Judith M. Marte	Chief Budget Officer	Office of Budget Management
Dr. Alexis Martinez	Regional Center Superintendent	South Central Regional Center
Mr. Barry S. Meltz	District Director	Procurement Management
Ms. Connie Pou	Controller	Office of the Controller
Dr. Ana Rasco	Administrative Director	Office of Professional Standards
Ms. Ana F. Rijo-Conde	Eco-Sustainability Officer	Design and Sustainability Department
Ms. Silvia R. Rojas	Treasurer	Office of Treasury Management

APPENDIX B

2012 GRADUATION SCHEDULE

Date	Time	School	Location	Region	District
Fri., June 1	9:00 a.m.	Coral Gables Sr.	BankUnited Center at UM	SC	6
	2:00 p.m.	John A. Ferguson Sr.	BankUnited Center at UM	SC	8
	4:00 p.m.	ACE Academy	Turner Tech Auditorium	ALT	2
Mon., June 4	9:00 a.m.	Felix Varela Sr.	BankUnited Center at UM	S	7
	10:00 a.m.	Hialeah-Miami Lakes Sr.	U.S. Century Bank Arena at FIU	N	4
	10:00 a.m.	Miami Central Sr.	The Fillmore Miami Beach at The Jackie Gleason Theater	ETO	2
	2:00 p.m.	South Dade Sr.	BankUnited Center at UM	S	9
	3:00 p.m.	Miami Carol City Sr.	U.S. Century Bank Arena at FIU	ETO	1
	3:00 p.m.	Miami Beach Sr.	The Fillmore Miami Beach at The Jackie Gleason Theater	N	3
	7:00 p.m.	Robert Morgan Ed. Center	BankUnited Center at UM	S	7
	8:00 p.m.	South Miami Sr.	U.S. Century Bank Arena at FIU	SC	6
	8:00 p.m.	Alonzo and Tracy Mourning Sr.	The Fillmore Miami Beach at The Jackie Gleason Theater	N	3
Tues., June 5	9:00 a.m.	Hialeah Sr.	BankUnited Center at UM	N	4
	10:00 a.m.	Miami Southridge Sr.	U.S. Century Bank Arena at FIU	ETO	7
	2:00 p.m.	G. Holmes Braddock Sr.	BankUnited Center at UM	SC	8
	3:00 p.m.	Homestead Sr.	U.S. Century Bank Arena at FIU	ETO	9
	3:00 p.m.	DASH	Gusman Center for the Performing Arts	N	2
	7:00 p.m.	Miami Palmetto Sr.	BankUnited Center at UM	S	9
	8:00 p.m.	Hialeah Gardens Sr.	U.S. Century Bank Arena at FIU	N	4
	7:00 p.m.	New World School of the Arts	Gusman Center for the Performing Arts	SC	3
Wed., June 6	9:00 a.m.	Miami Coral Park Sr.	BankUnited Center at UM	SC	8
	10:00 a.m.	School for Advanced Studies	Gusman Center for the Performing Arts	S	2,3,7,9
	10:00 a.m.	American Sr.	U.S. Century Bank Arena at FIU	NC	4
	2:00 p.m.	Coral Reef Sr.	BankUnited Center at UM	S	9
	3:00 p.m.	Miami Northwestern Sr.	U.S. Century Bank Arena at FIU	ETO	2
	3:00 p.m.	MAST Academy	Gusman Center for the Performing Arts	SC	6
	7:00 p.m.	Dr. Michael Krop Sr.	BankUnited Center at UM	N	3
	7:00 p.m.	iPrep Academy	Gusman Center for the Performing Arts	SC	2
	8:00 p.m.	Ronald W. Reagan/Doral Sr.	U.S. Century Bank Arena at FIU	NC	5

APPENDIX B

2012 GRADUATION SCHEDULE

Date	Time	School	Location	Region	District
Thurs., June 7	9:00 a.m.	North Miami Beach Sr.	BankUnited Center at UM	NC	3
	10:00 a.m.	Miami Lakes Ed. Center	U.S. Century Bank Arena at FIU	N	4
	10:00 a.m.	Young Women's Prep.	School Board Administration Building Auditorium	SC	6
	10:00 a.m.	Booker T. Washington Sr.	Miami-Dade County Auditorium	ETO	2
	2:00 p.m.	Southwest Miami Sr.	BankUnited Center at UM	SC	6
	3:00 p.m.	Miami Springs Sr.	U.S. Century Bank Arena at FIU	NC	5
	3:00 p.m.	Miami Jackson Sr.	Miami-Dade County Auditorium	ETO	2
	3:00 p.m.	Jan Mann/Mac South	School Board Administration Building Auditorium	ALT	1,9
	7:00 p.m.	Miami Sunset Sr.	BankUnited Center at UM	S	8
	7:00 p.m.	Young Men's Prep	Young Men's Prep Auditorium	SC	2
	8:00 p.m.	Miami Norland Sr.	U.S. Century Bank Arena at FIU	ETO	1
	8:00 p.m.	Westland Hialeah Sr.	Miami-Dade County Auditorium	N	4
Fri., June 8	9:00 a.m.	Miami High	BankUnited Center at UM	SC	6
	10:00 a.m.	Barbara Goleman Sr.	U.S. Century Bank Arena at FIU	N	4
	10:00 a.m.	Miami Edison Sr.	Miami-Dade County Auditorium	ETO	2
	10:00 a.m.	On Line Academy	School Board Administration Building Auditorium		
	2:00 p.m.	Miami Killian Sr.	BankUnited Center at UM	S	7
	3:00 p.m.	North Miami Sr.	U.S. Century Bank Arena at FIU	ETO	1
	3:00 p.m.	William Turner Tech.	Miami-Dade County Auditorium	NC	2
Addresses:					
BankUnited Center at UM University of Miami 1245 Dauer Drive Coral Gables, Florida 33146			The Fillmore Miami Beach at The Jackie Gleason Theater (TOPA) 1700 Washington Avenue Miami Beach, Florida 33139		
Gusman Center for the Performing Arts 174 East Flagler Street Miami, Florida 33131			U.S. Century Bank Arena Florida International University 1180 SW 113th Avenue Miami, Florida 33199		
Miami-Dade County Auditorium 2901 West Flagler Street Miami, Florida 33135			William H. Turner Technical Arts High School - Auditorium 10151 NW 19 Avenue Miami, Florida 33147		
School Board Administration Building - Auditorium 1450 NE 2 Avenue Miami, Florida 33132			Young Men's Preparatory Academy – Auditorium 3001 NW 2 Avenue Miami, Florida 33127		

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Department: District/School Operations- Advancement Via Individual Determination (AVID)

Department Head(s): Mr. Freddie Woodson, Mr. Mark E. Zaher, Ms. Eva M. Regueira

Department Website: <http://AVID.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
AVID Senior Data Collection is Due	May	5/18/12
AVID Certification Self Study (CSS) is Due	May	5/25/12
Last Day to Identify Employees Attending AVID Summer Training	May	5/28/12
Last Day for AVID Tutors	June	6/08/12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
District/School Operations- AVID	Senior Data Collection	WL: 9719 Ms. Eva M. Regueira emregueira@dadeschools.net 305-805-4600	Advancement Via Individual Determination (AVID) Elective Teachers must ensure all graduating seniors in the AVID program have submitted the Senior Data Collection document on www.avid.org . AVID Elective teachers must review and verify student submissions via the MyAVID system on www.AVID.org . All verifications must be completed by Friday, May 18, 2012.	May 18, 2012
District/School Operations- AVID	Certification Self-Study (CSS)	WL: 9719 Ms. Eva M. Regueira emregueira@dadeschools.net 305-805-4600	Advancement Via Individual Determination (AVID) Site Teams, led by the AVID Site Coordinator, must review and complete the Certification Self Study (CSS) and submit it online at http://www.avid.org/login.html by Friday, May 25, 2012.	May 25, 2012

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PERSONNEL

Title: Last Day for AVID Tutors	Department: District/School Operations- AVID
The last day of work for AVID tutors is June 8, 2012 .	
Title: Last day to identify employees attending AVID Summer training	Department: District/School Operations- AVID
The last day to identify employees attending AVID Summer training, being held in Miami, FL in June 2012, is May 28, 2012 . All school participant lists should be sent to Eva M. Regueira at emregueira@dadeschools.net .	

Appendix: Yes _____ No X

District/School Operations

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End of Year Online Procedures Guide

Department: Charter School Operations

Department Head(s): Mr. Freddie Woodson, Dr. Helen Blanch, Ms. Tiffanie Pauline

Department Website: charterschools.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Emergency Evacuation	May	05-31-12
New Charter School Applicants Information Meeting	May	05-04-12
Fire Inspection Report due	May	5-14-12
Notification in writing to CSO intention to open for 2012-2013 school year	May	5-29-12
Letter of Approval from Public Works Department after submittal of site plans/traffic impact study	May	5-29-12
Notification in writing to CSO intention to open for 2012-2013 school year to commence contract negotiations	May	05-29-12
April's Monthly Financial Statement due	May	05-31-12
Emergency Evacuation Plan due	May	05-31-12
Charter School Principals' Liaison Committee Meeting	July	07-2-12
Payroll Rosters for April, May, and June	June	06-22-12
EESAC Minutes	June	06-22-12
Action Plan for Compliance Review	June	06-1-12
May's Monthly Financial Statement due	June	06-29-12
New Charter Applicant Training Standards	July	07-18-12
Facility Certification due all Licenses, Permits, Use Approval, Facility Certification for New Charter Contracts	July	07-26-12
Parent Contract due	July	07-30-12
Fire Safety Permit due	July	07-30-12
Property Lease, Deed or Space Usage Agreement	July	07-30-12
Certificate of Insurance due	July	07-30-12
Certificate of Occupancy, Certificate of Use, Occupational License due	July	07-30-12

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Health Permit due	July	07-30-12
Asbestos Hazard Emergency Response Act. Existing schools must submit if location changed or added	July	07-30-12
Request for one-year deferral of Charter School Contract Process due	July	07-30-12
Annual Unaudited Financial Statement and Annual Cost Report due	August	08-1-12
Bank Transfer Information Letter due	August	08-1-12
Annual Budget due	August	08-15-12
Audited Financial Statement due	August	08-31-12
Capital Outlay Plan due	August	08-31-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Operations	Emergency Evacuation	Charter School Operations 9632 Ms. Susan Cooper 305-995-1843 sjcooper@dadeschools.net	All Charter Schools Emergency Evacuations are due in CSCMS no later than May 31, 2012	May 31, 2012
Charter School Operations	New Charter School Applicants Information Meeting	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	New Charter School Applicants Information Meeting in the SBAB Auditorium	May 4, 2012
Charter School Operations	Fire Inspection Reports	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	All Charter Schools' Fire Inspection Reports are due in CSCMS no later than May 14, 2012	May 14, 2012
Charter School Operations	Notification of Intention to Open	Charter School Operations 9632 Ms. Dahlia Gonzalez	Notification in writing to CSO intention to open for 2012-2013 school year	May 29, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		305-995-1901 dmgonzalez@dadeschools.net		
Charter School Operations	Letter of Approval from Public Works Department	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	Letter of Approval from Public Works Department after submittal of site plans/traffic impact study	May 29, 2012
Charter School Operations	Notification of Intention to Commence Contract Negotiations	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	Notification in writing to CSO intention to open for 2011-2012 school year to commence contract negotiations	May 29, 2012
Charter School Operations	April's Monthly Financial Statement	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	April's Monthly Financial Statement due	May 31, 2012
Charter School Operations	Emergency Evacuation	Charter School Operations 9632 Ms. Susan Cooper 305-995-1843 sjcooper@dadeschools.net	All Charter Schools Emergency Evacuations are due in CSCMS no later than May 31, 2011	May 31, 2012
Charter School Operations	Charter School Principals' Liaison Committee Meeting	Charter School Operations 9632 Ms. Deloise B. Brown 305-995-4273 dbrown1@dadeschools.net	Charter School Principals' Liaison Committee Meeting at TBA, July 2, 2012	July 2, 2012
Charter School Operations	Payroll Rosters for April, May, and June	Charter School Operations 9632 Ms. Deloise B. Brown	All Charter Schools' Payroll Rosters for April, May, and June are due in CSCMS no later than June 22, 2012	June 22, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		305-995-4273 dbrown1@dadeschools.net		
Charter School Operations	EESAC Minutes	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	All Charter Schools' EESAC minutes are due in CSCMS no later than June 22, 2012	June 22, 2012
Charter School Operations	Action Plan for Compliance Review	Charter School Operations 9632 Ms. Nicki Brisson 305-995-1530 nbrisson@dadeschools.net	Action Plans for Compliance Reviews are due in CSCMS no later than June 1, 2012	June 1, 2012
Charter School Operations	May's Monthly Financial Statement	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	May's Monthly Financial Statement due	June 29, 2012
Charter School Operations	New Charter Applicant Training Standards	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	New Charter Applicant Training Standards Meeting	July 18, 2012
Charter School Operations	Facility Certification for New Charter Schools	Charter School Operations 9632 Ms. Dahlia Gonzalez 305-995-1901 dmgonzalez@dadeschools.net	All Licenses, Permits, Use Approval, Facility Certification for New Charter Contracts	July 26, 2012
Charter School Operations	Parent Contract	Charter School Operations 9632 Ms. Dahlia Gonzalez	All Charter Schools' Parent Contracts are due in CSCMS no later than July 26, 2011	July 30, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
		305-995-1901 dmgonzalez@dadeschools.net		
Charter School Operations	Fire Safety Permit	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	All Charter Schools Fire Safety Permits are due in CSCMS no later than July 30, 2012	July 30, 2012
Charter School Operations	Property Lease or Deed or Space Usage Agreement	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	All Charter Schools' Property Lease or Deed or Space Usage Agreement is due in CSCMS no later than July 30, 2012	July 30, 2012
Charter School Operations	Certificate of Insurance	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	All Charter Schools' Certificate of Insurance is due in CSCMS no later than July 30, 2012	July 30, 2012
Charter School Operations	Certificate of Occupancy, Certificate of Use, Occupational License	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	All Charter Schools' Certificate of Occupancy, Certificate of Use, and Occupational License are due in CSCMS no later than July 30, 2012	July 30, 2012
Charter School Operations	Health Permit	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	All Charter Schools' Health Permits are due in CSCMS no later than July 30, 2012	July 30, 2012
Charter School Operations	Asbestos Hazard Emergency	Charter School Operations 9632	All Charter Schools' Asbestos Hazard Emergency Response Act, Existing Schools must submit to Charter	July 30, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
	Response Act, Existing Schools	Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	School Operations via CSCMS if location changed or added no later than July 30, 2012	
Charter School Operations	Request for One-Year Deferral	Charter School Operations 9632 Ms. Emma Garcia 305-995-1230 elgarcia1@dadeschools.net	Request for one-year deferral of Charter School Contract Process	July 30, 2012
Charter School Operations	Annual Unaudited Financial Statement and Annual Cost Report	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	All Charter Schools' Annual Unaudited Financial Statements and Annual Cost Reports are due in CSCMS no later than August 1, 2012	August 1, 2012
Charter School Operations	Bank Transfer Information Letter	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	All Charter Schools' Bank Transfer Information Letter is due in CSCMS no later than August 1, 2012	August 1, 2012
Charter School Operations	Annual Budget	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	Annual Budget due	August 15, 2012
Charter School Operations	Audited Financial Statement	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	Audited Financial Statements due	August 31, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Charter School Operations	Capital Outlay Plan	Charter School Operations 9632 Mr. Christopher Morgan 305-995-2809 cmorgan@dadeschools.net	Capital Outlay Plan due	August 31, 2012

Appendix: Yes _____ No X

District/School Operations

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End of Year Online Procedures Guide

DEPARTMENT: Community Education, Before and After School Care, and Middle School Enrichment

DEPARTMENT HEAD(S): Mr. Freddie Woodson, Mr. Robert Gornto, Mr. Antonio Martinez, Mr. Victor Ferrante

DEPARTMENT WEBSITE: WWW.DADECOMMUNITYSCHOOLS.NET

CALENDAR OF IMPORTANT DUE DATES:

SUBJECT	MONTH DUE	DUE DATE
Summer Camp applicants – please create waiting list for interested summer camp students and verify that all staff members needed to implement the camp will be available to work.	May	May 07, 2012
Identify discrepancies and document attempts to collect fees in arrears.	May	May 25, 2012
Program supplies and equipment should be inventoried and secured as soon as possible but no later than	June	June 08, 2012
Annual Community Ed. and After School programs will stop (unless the date has been revised by the principal)	June	June 08, 2012
Last day of work for program 6500 or 6502 personnel (unless the end date has been revised by the principal)	June	June 08, 2012
Tentative Summer Camp dates and hours of operation (Tentative dates 6-11-12 to 8-3-12 from 7am to 6pm)	June	June 11, 2012
June fee collection checks required to be dated and posted	June	June 29, 2012
End of year checks forwarded to Treasury Management no later than	July	July 06, 2012

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Community Education	June checks and End of Year checks	Victor Ferrante, Executive Director 305-817-0014 x 2500 vicferrante@dadeschools.net Karen Hargreaves, Manager III 305-817-0014 x 2506 khargreaves@dadeschools.net Estrella Diaz, MSE Coordinator 305-995-2304 ediaz@dadeschools.net	Checks for June collections are required to be dated and posted by June 29, 2012.	June 29, 2012
Before and After School Care				
Middle School Enrichment (MSE)			End of Year checks are to be forwarded to Treasury Management no later than July 06, 2012.	July 06, 2012

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STUDENT ACTIVITIES

TITLE: Annual Programming activities and preparation for approved Principal Operated Summer Camp locations	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
2011-2012 Principal Operated Fee-based After School Care program sites and Fee-based Middle School Enrichment After School program sites that have indicated an interest in operating a Fee-based Summer Camp program should begin marketing and establishing a student wait list until confirmation that your school site will be open for the summer is finalized and approved.		May 07, 2012
The approved site list for Summer Camps and operational dates will be forthcoming and will be posted on our website. WWW.DADECOMMUNITYSCHOOLS.NET (Tentative dates are 6-11-12 to 8-3-12 from 7am to 6pm)		
Principal Operated Summer Camp sites that will be utilizing summer food service through the Office of Food and Nutrition should contact Ms. Olga Botero, Executive Director at 786-275-0445.		May 07, 2012
Annual Community Education Courses, Before and After School Care programs, and Fee-Based Middle School Enrichment programs should continue through June 08, 2012 unless a change to the schedule has been authorized by the principal or the program has already been slated to end prior to this date.		June 08, 2012

FACILITY / EQUIPMENT

TITLE: Program supplies and equipment	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
All program supplies and equipment should be inventoried and secured for future use no later than June 08, 2012.		June 08, 2012

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BUSINESS/MANAGEMENT

TITLE: Fee Payments in arrears	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
Sites with students whose fee payments are in arrears should identify all discrepancies and document all attempts to collect these fees as soon as possible but no later than May 25, 2012.		May 25, 2012
Sites with Child Development Services (CDS) subsidized fees still in arrears should identify all discrepancies and document all attempts to collect these fees by May 25, 2012.		

PERSONNEL

TITLE: Employee Payroll – Annual Programs	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
Program personnel are slated to continue to work until the end-of-day June 08, 2012 unless a change in the schedule has been authorized by the principal.		June 08, 2012
TITLE: Staff for Summer Programming	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
2011-2012 fee-based After School Care program sites and fee-based Middle School Enrichment After School program sites that have indicated an interest in operating a fee-based Summer Camp program should begin marketing and establishing a student wait list until confirmation that your school site will be open for the summer is finalized and approved.		May 07, 2012
The approved site list for Summer Camps and operational dates will be forthcoming. (Tentative dates are 6-11-12 to 8-3-12 from 7am to 6pm)		
Program staff of sites that have indicated an interest in operating a Summer Camp should let their administration know as soon as possible if they will be available for summer programming.		
Summer Camp sites that will be utilizing summer food service through the Office of Food and Nutrition should contact Olga Botero, Executive Director at 786-275-0445.		May 07, 2012

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GENERAL END OF YEAR (EOY) INFORMATION

TITLE: Questions or Concerns	DEPARTMENT: Community Education Before and After School Care Middle School Enrichment	DUE DATE:
<p>Please call our office if you have any questions or concerns:</p> <p>Victor Ferrante, Executive Director 305-817-0014 x 2500 vicferrante@dadeschools.net</p> <p>Karen Hargreaves, Manager III 305-817-0014 x 2506 khargreaves@dadeschools.net</p> <p>Estrella Diaz, MSE Coordinator 305-995-2304 ediaz@dadeschools.net</p>		Anytime

Appendix: Yes ____ No **X**

Appendix:

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Department: Food and Nutrition

Department Head(s): Mr. Freddie Woodson, Dr. Marcos M. Moran, Ms. Penny Parham

Department Website: <http://nutrition.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
All schools will serve breakfast and lunch thru the last day of school for students	JUNE	06-07-12
Ending date for all Food Service Assistants to the Manager	JUNE	06-07-12
Ending date for all Food Service Workers (part time)	JUNE	06-07-12
Ending date for all Motorized Vehicle Drivers	JUNE	06-07-12
Ending date for all Satellite Food Service Assistants	JUNE	06-07-12
Ending date for all Food Service Managers	JUNE	06-07-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Sanitation and Facilities	End of Year Sanitation/Facilities Checklist	The Department of Food and Nutrition 7042 West Flagler Street Miami, Florida 33144 Phone: 786-275-0400	The End of Year Sanitation/Facilities Checklist must be completed and signed by the Food Service Manager and the Principal before year-end closing. The Food Service Manager should mail or fax the completed form to the attention of the Food Service Coordinator by June 8, 2012, no later than 10:00 a.m. The fax numbers are 786-275-0841 or 786-275-0837.	June 8, 2012 by 10:00 a.m.

Department: Food and Nutrition

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STUDENT ACTIVITIES

Title: Lunch Service Required	Department: Food and Nutrition
Class parties or events involving food must occur after the lunch period. All students must be provided access to school lunch daily through the last day of school.	
Title: School Food Service	Department: Food and Nutrition
All schools are to serve breakfast and lunch through June 7, 2012. Class parties or events involving food must occur after the lunch period. All students must be provided access to school lunch daily. If special activities are planned for mealtime any of the days of the last three weeks of school, principals MUST notify food service manager three weeks in advance and follow Food and Nutrition Procedures B-4 (Special Meals for Students) and/or B-5 (Field Trips).	

FACILITY/EQUIPMENT

Title: Kitchen Equipment	Department: Food and Nutrition
All schools must have zero inventories of perishable (frozen and refrigerated) foods and minimal inventory of non-perishables (canned food items, spices, seasonings, etc.) No cereal or crackers should be kept in inventory. If a Food Service Manager requires transfer of any inventory, this transfer must be arranged through the Region Food Service Coordinator at the Department of Food and Nutrition at 786-275-0400, no later than June 1, 2012. At no time shall the power to refrigeration units (freezers, refrigerators, walk-in coolers) be turned off.	
Units are to be empty, but power supply shall remain on. Schools designated as emergency shelters will receive special instructions regarding food and supplies required to be on hand during the hurricane season.	

Department: Food and Nutrition

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Title: Refrigeration and Gas	Department: Food and Nutrition
Schools that are closing should notify the appropriate gas companies to shut off the kitchen gas supply at the meter. At no time shall the power to refrigeration units (freezers, refrigerators, walk-in coolers) be turned off. Units are to be empty, but power supply shall remain on.	

BUSINESS/MANAGEMENT

Title: Food Service Petty Cash and Register Bank	Department: Food Service Accounting
<p>The School Food Service Manager is responsible for following procedures E-14, Cash Register Change Fund (http://nutrition.dadeschools.net/procedures/E-14.pdf) and E-15, Petty Cash Expenditures (http://nutrition.dadeschools.net/procedures/E-15.pdf) regarding accounting for and re-depositing Petty Cash and Register Change Bank. This function must be completed by June 8, 2012.</p> <p>If additional information is required, please contact Ms. Nellie Taylor of Food Service Accounting at 305-995-2014 or via email: ntaylor@dadeschools.net.</p> <p>On June 8, 2012, Food Service Managers should turn off the printer and monitor, but leave the Central Processing Unit (CPU) ON. The Food and Nutrition technicians will be conducting updates on their computers.</p>	

Department: Food and Nutrition

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PERSONNEL

Title: Ending Dates for Food Service Personnel	Department: Food and Nutrition
Ending date for all Food Service Assistants to the Manager is June 7, 2012 Ending date for all Food Service Workers (full and part time) is June 7, 2012. Ending date for all Motorized Vehicle Drivers is June 7, 2012. Ending date for all Satellite Food Service Assistants is June 7, 2012. Ending date for all Food Service Managers is June 8, 2012.	

Department: Food and Nutrition

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Department: Stores and Mail Distribution

Department Head(s): Dr. Marcos M. Moran, Raimundo Delgado

Department Website: <http://smd.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Stores and Mail Distribution (S&MD) Annual Inventory Begins	June	6-22-12
Last Day to Approve 2011-2012 S&MD shopping carts	May	5-29-12
Summer Requisitions Deadline	May	5-15-12
2012-2013 Textbook Requisition Deadline	May	6-15-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Stores and Mail Distribution (S&MD)	Annual Inventory Begins	Mail Code: 9181 Mr. Eduardo Vicaria Phone 786-275-0600 eduardovicaria@dadeschools.net	S&MD will conduct its annual inventory June 22 nd through June 30 th , 2012. Delivery of approved and processed shopping carts will stop on June 21 st , however no new shopping carts will be processed until July 1, 2012.	June 22, 2012
Stores and Mail Distribution (S&MD)	2011-2012 S&MD shopping carts	Mail Code: 9181 Mr. Eduardo Vicaria Phone 786-275-0600 eduardovicaria@dadeschools.net	The last day to approve 2011 – 2012 S&MD shopping carts is May 29 th , 2012. All shopping carts fully approved on May 29 th , 2012 will be completed and posted in the 2011 – 2012 budget year.	May 29, 2012
Stores and Mail Distribution	Summer Requisitions	Mail Code: 9181 Mr. Carlos Limon	S&MD shopping carts should reflect “For Summer School” in the vendor text field of the shopping cart in	May 15, 2012

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(S&MD)		Phone 786-275-0600 Climon@dadeschools.net	order to indentify and expedite processing for delivery by June 11, 2012. All orders must be fully approved and processed by May 15th, 2012. If schools are not scheduled to be open for the summer sessions, shopping carts must be fully approved and submitted by May 15, 2012 to ensure delivery before the close of the 2011 – 2012 school year.	
Stores and Mail Distribution (S&MD)	2012-2013 Textbook Requisitions	Mail Code: 9181 Mrs. Daisy Knowles Phone 786-275-0600 DTucker@dadeschools.net	All textbook shopping carts for the start of the 2012-2013 fall school year must be fully approved and processed no later than Friday, June 15 th , 2012. It is anticipated that all deliveries will be completed before the start of the fall session.	June 15, 2012

Appendix: Yes _____ No X

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Department: Transportation

Department Head(s): Mr. Jerry Klein

Department Website: www.DOT.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Last day to request new bus assignments for students and to request changes to existing bus assignments for 2011-2012 school year	May	5-25-12
Deadline to FUTURE all students in ISIS	June	6-1-12
Special student dismissal times	June	6-5, 6-6, & 6-7, 2012

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Transportation	Deadline to FUTURE in ISIS all students who will be returning for the 2012-2013 school year	Susan Detmold-Collins SDetmold-Collins@dadeschools.net 305-969-2225	Returning students who are not FUTURED by the deadline may not receive transportation when school opens for the new school year on August 20, 2012.	6/1/2012

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STUDENT ACTIVITIES

Title: School Bus Schedules for last 3 days of the 2011-2012 school year	Department: Transportation								
Special dismissal times for school testing days on June 5, 6, and 7, 2012 will be as follows:									
<table><tr><td><u>School Level</u></td><td><u>Dismissal Time</u></td></tr><tr><td>• Senior High</td><td>11:50 AM</td></tr><tr><td>• Elementary & K-8</td><td>1:35 PM</td></tr><tr><td>• Middle</td><td>2:40 PM</td></tr></table>	<u>School Level</u>	<u>Dismissal Time</u>	• Senior High	11:50 AM	• Elementary & K-8	1:35 PM	• Middle	2:40 PM	
<u>School Level</u>	<u>Dismissal Time</u>								
• Senior High	11:50 AM								
• Elementary & K-8	1:35 PM								
• Middle	2:40 PM								
The afternoon schedule for school bus routes will be adjusted to accommodate the special dismissal times on these 3 testing days. School bus routes will continue to operate on the normal schedule for the morning pick-ups on these 3 testing days.									

BUSINESS/MANAGEMENT

Title: Last day to request new bus assignments and to request changes to existing bus assignments for the 2011-2012 school year	Department: Transportation
Friday, May 25, 2012 is the last day on which requests for new bus assignments and requests to change existing bus assignments for the 2011-2012 school year will be accepted.	

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Department: Division of General Accounting

Department Head(s): Ms. Daisy Naya

Department Website: <http://financialaffairs.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Internal Fund (Fiscal Year Closing)	June	6-29-12
Internal Fund Closing for Adult, Skill, and Technical Centers	June	6-29-12
Middle School Enrichment Program Checks-must be dated by 6/29/2012	July	7-9-12
Internal Fund Fiscal Year 2012-2013 Begins	July	7-2-12
MSAF Opens for New Fiscal Year Transactions	July	7-2-12
Community Education Programs Checks for June	July	7-9-12
Monthly Financial Report, Bank Reconciliation Due	July	7-9-12
Office of Adult/Vocational Checks – must be dated by 6/29/12	July	7-9-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of General Accounting Internal Fund Hospitality Services	Internal Fund Fiscal Year Closing	SBAB Rm. 769 Ms. Martha Diaz Mail Code 9026 Phone: 305-995-1363 MaDiaz@dadeschools.net	Internal Fund closing for Hospitality Services is June 29, 2012. Outstanding charges for services rendered by C.O.D. must be paid by June 29, 2012, to the Office of Hospitality Services. Payments by check must be dated no later than June 29, 2012, and mailed or Delivered to the Office of Hospitality Services no later than June 29, 2012.	June 29, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of General Accounting Internal Fund	Internal Fund Fiscal Year Closing	SBAB Rm. 656 Ms. Nikita Bailey 305-995-2290 nstephens@dadeschools.net Ms. Maritza Carr 305-995-2282 maritzacarr@dadeschools.net Ms. Dorothy Lewin 305-995-2280 100581@dadeschools.net	Internal Fund closing date for all schools and centers is Friday, June 29, 2012. All receipts, disbursements, and prior month's adjustments must be entered into MSAF system by June 29, 2012. The Monthly Financial Report, Bank Reconciliation, and accompanying documentation are due in the Internal Fund Accounting office no later than July 9, 2012. The Internal Fund fiscal year 2012-2013 will start July 2, 2012. MSAF will be available on July 2, 2012 for transactions for the new fiscal year.	July 9, 2012 July 2, 2012
Office of General Accounting Internal Fund- Adult and Community Education	Internal Fund Fiscal Year Closing	SBAB Rm. 823 Phone: 305-995-7662	Internal Fund closing for adult, skill, and technical centers is due June 29, 2012. Checks for June fee collections must be dated no later than June 29, 2012, and <i>delivered</i> to Treasury Management no later than July 9, 2012.	July 9, 2012
Office of General Accounting Internal Fund – (SFWIB)	End of Term Procedures	Annex Rm. 343 Ms. Carlena Mitchell 169982@dadeschools.net Phone: 305-548-4044	In order to comply with contractual agreement from South Florida Workforce Investment Board (SFWIB), invoices for all outstanding voucher students enrolled for the 2011-2012 school term, must be delivered directly to: Ms. Carlena Mitchell, 750 NW 20 th Street, Room A-120, Miami Florida 33127, Mail Code: 8005 by July 9, 2012.	July 9, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of General Accounting Internal Fund- Office of Community Education	Internal Fund Fiscal Year Closing	Hialeah Gardens Middle Mail Code: 6751 Phone: 305-817-0014	Internal Fund closing for community school and principal-operated before/after-school programs is June 29, 2012. Checks for June fee collections must be dated no later than June 29, 2012, and <i>delivered</i> to the Office of Treasury Management no later than July 9, 2012.	July 9, 2012

Appendix: Yes _____ No X

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Department: Office of Intergovernmental Affairs, Grants Administration, and Community Engagement

Department Head(s): Ms. Iraida R. Mendez-Cartaya

Department Website: <http://gafla.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Flag "At-Risk Program" Students participating in Women of Tomorrow and Take Stock in Children mentoring scholarship programs	May	05-25-12
School Volunteer End of Year Download	June	06-08-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	Flag "At-Risk Program" students participating in Women of Tomorrow and Take Stock in Children programs	Vince Dawkins 305 995-2995 vsdawkins@dadeschools.net	All students participating in the Women of Tomorrow and Take Stock in Children mentoring programs must be flagged in ISIS as "At-Risk Program" participants by May 25, 2012. To access these At-Risk Program Participation codes in ISIS, press PA2 then press PF21 and enter. "M" is the valid code for Women of Tomorrow and "T" is the valid code for Take Stock in Children.	May 25, 2012

Department: Office of Intergovernmental Affairs, Grants Administration, and Community Engagement

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	School Volunteer Year-end download	Vincent Dawkins VSDawkins@dadeschools.net or Venada Altheme Valtheme@dadeschools.net	It is recommended that all school volunteer liaisons log into the employee portal, access the volunteer liaison screen, and download the school's volunteer data. This data should be saved electronically (MS Excel) by the administration, volunteer liaison and to the schools dedicated network drive. The download should be named, (school name) Volunteer 2012 EOY Download.	06-08-2012
Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	Updating of Dade Partner (WDPV) Database	Arlene Martinez 305 995-3050 asmartinez@dadeschools.net	No later than May 31, 2012, Dade Partner Liaisons should add new Partners, review all existing partnership proposals, and update any changes in the partnership information (i.e. contact information, e-mail, in-kind or monetary contributions, partner liaisons, etc.) Notify the Office of Community Engagement to inactivate any partnership that is no longer in existence at the work location. To update Dade Partner database, liaisons must be given QUAD AAA authorization by the principal. After you have access to the WDPV database, please log into the Intranet, http://intranet.dadeschools.net , to update your Dade Partner list.	May 31, 2012
Office of Intergovernmental Affairs, Grants Administration, and Community Engagement	Receipt of Goods, Liquidation of Encumbrances for Grants	Meyme Falcone Phone: 305-995-1426 mfalcone@dadeschools.net	For grant funded programs ending June 30, 2012, in order to provide Accounts Payable with sufficient time to fully liquidate purchase orders and pay vendor invoices prior to the end of the fiscal year, all goods received and services	June 08, 2012

Department: Office of Intergovernmental Affairs, Grants Administration, and Community Engagement

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Engagement	Ending June 30, 2012		performed satisfactorily for M-DCPS must be received by June 08, 2012 (the last day of school.) Goods and services received between June 09, and June 29, must be received online by June 29, 2012. Goods and Services received after June 29, 2012 will be considered 2012-2013 fiscal year business and thus received and paid after July 2, 2012.	

Department: Office of Intergovernmental Affairs, Grants Administration, and Community Engagement

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Department: Human Resources, Recruiting, Performance Management and Labor Relations

Department Head(s): Ms. Enid Weisman, Assistant Superintendent

Department Website: <http://pers.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Last day for Instructional Staff, Paraprofessionals and Security	June	6-8-12
Last day for Assistant Principals and 10-month Clerical staff	June	6-15-12
Annual Evaluations for Instructional and Non-Instructional employees (school-site)	June	6-15-12
Annual Evaluations for Instructional and Non-Instructional employees (non school-site)	June	6-29-12
Annual Evaluations for DCSAA employees	June	6-29-12
Annual Evaluations for CEP employees	June	6-29-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Human Resources, Recruiting, Performance Management and Labor Relations	Annual Evaluations for Instructional and Non-Instructional employees (school and non school site employees)	WL 9324, Annex 115 Ms. Maritza de la Cerda mdelacerda@dadeschools.net 305-995-7238	Principals and work site administrators will ensure that the original copy of the end-of-the-year evaluation form(s) for Annual, Professional Services and Continuing Contract teachers, media specialists, counselors, psychologists, school social workers, speech/language pathologists, and UTD clerical staff, etc., who are assigned to school sites, have been filed in Personnel Records. The original form(s) for IPEGS Summative Performance Evaluation must be submitted.	<u>School Site</u> employees: June 15, 2012 <u>Non School Site</u> employees: June 29, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			<p>For school site employees, submit no later than June 15, 2012, and for non-school site employees, no later than June 29, 2012, to Ms. Maritza de la Cerda, Executive Director, Personnel Records and Transcript Analysis.</p> <p>The following completed forms should be maintained in the school-site personnel file of all instructional personnel:</p> <ul style="list-style-type: none">• Individual Professional Development Plan (IPDP); Form 7322• Observation of Standards Form(s)• Documentation Cover Sheet (Revised)• Documentation Cover Sheet–Assessor (Revised)• 2011-2012 IPEGS End-of-Year Summary Form• Copy of the Summative Performance Evaluation	
Human Resources, Recruiting, Performance Management and Labor Relations	Annual Evaluations – Administrative Performance Appraisals	WL 9311, Annex 241 Ms. Grace Tablada gtablada@dadeschools.net 305-995-7479	Reviewers will submit, no later than June 29, 2012, for Dade County Schools Administrators' Association (DCSAA) employees completed, original, Administrative Performance Appraisals (Annual Evaluations) and completed checklist to Ms. Enid Weisman, Assistant Superintendent, Human Resources, Recruiting Performance Management and Labor Relations.	June 29, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Human Resources, Recruiting Performance Management and Labor Relations	Annual Evaluations – Confidential Exempt Personnel	WL 9324, Annex 115 Ms. Maritza de la Cerda mdelacerda@dadeschools.net 305-995-7238	Non school-site administrators will submit the original completed Annual Evaluations for Confidential Exempt Personnel (CEP), no later than June 29, 2012, to Ms. Maritza de la Cerda, Executive Director, Personnel Records and Transcript Analysis.	June 29, 2012

PERSONNEL

Title: Last day-Instructional, Paraprofessionals, Security	Department: Human Resources
Last day for Instructional Staff, Paraprofessionals and Security is June 8, 2012	
Title: Last day-Asst. Principals and 10-month staff	Department: Human Resources
Last day for Assistant Principals and 10-month Clerical Staff is June 15, 2012	

Appendix: Yes _____ No X

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Department: Information Technology Services

Department Head(s): Ms. Deborah Karcher, Ms. Charlene Burks, Mr. Javier Perez, Mr. Craig Rinehart

Department Website: <http://its.dadeschools.net/>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Complete the entry of future homeroom sections in ISIS – Elementary Schools	April	04-30-12
Begin assigning Student's Academic Programs – Elementary Schools (Begin earlier if the Course Record (PF9) screen has been completed)	May	05-01-12
Final Class reports for secondary students must be returned to ITS	May	05-25-11
All new and existing students must have a Future school designation in ISIS	June	06-08-12
Secondary schools complete the Fall File Preparation Survey for 2011-12	June	05-18-12
Attendance corrections must be completed	June	06-07-12
Electronic Gradebook uploads due to ITS	June	06-08-12
Update Student Grade Promotion status	June	06-08-12
All elementary students scheduled into an Academic Program (schedule)	June	06-08-12
Principal's Report on Attendance	June	06-14-12
Report Cards available for schools to pick up (Ninth grade report cards will be held pending receipt of End of Course results.)	June	06-19-12
Perfect Attendance Letters available for schools to pick up at ITS	June	06-19-12
ITS will update the Twelfth Grade Student File with Final GPA and credit update	June	06-20-12
ITS will update the Twelfth Grade Student File with withdrawal code information – Graduation Type Codes must be updated prior to 5:00 p.m. – Senior High Schools	June	06-21-12
Inventory of Site Records	June	06-30-12

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END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
ITS – System User Support	Future Homeroom Sections – ES	System User Support Annette Adams aadams@dadeschools.net or Submit a Self Service request at http://selfservice.dadeschools.net	Complete the entry of future homeroom sections in ISIS – Elementary Schools	April 30, 2012
ITS – System User Support	Assign Student Academic Programs - ES	System User Support Annette Adams aadams@dadeschools.net or Submit a Self Service request at http://selfservice.dadeschools.net	Begin assigning Student's Academic Programs – Elementary Schools (Begin earlier if the Course Record (PF9) screen has been completed)	May 1, 2012
Systems User Support	Fall File Preparation Survey	Systems User Support Annette Adams aadams@dadeschools.net or Submit a Self Service request at: http://selfservice.dadeschools.net	To prepare the necessary files for processing Postal Notification/Room to Report Cards, Student Schedules, Student Data Cards, and Gradebook Attendance, schools must complete the Fall File Processing Survey for the 2011-12 school year by Friday, May 18, 2012. Briefing 11678 – ITS – Fall File Preparation Survey 2011-12.	May 18, 2012
Systems User Support	Career Technical Education Final Class Reports	Systems User Support Annette Adams Aadams@dadeschools.net or Submit a Self Service request at: http://selfservice.dadeschools.net	Final Class Reports for secondary students must be returned to the ITS-Systems User Support by May 25, 2012. Briefing 9784 will be published on May 12, 2011. Information Technology Support Services 13135 S.W. 26 Street (Coral Way), Trailer #3 Miami, FL 33175	May 25, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
ITS – Federal and State Compliance Office	Future School Designation	LOC: 9028 Teresita Ceballos (305) 883-5323 tceballos@dadeschools.net	All new and existing students must have a Future school designation in ISIS	June 7, 2012
ITS - Federal and State Compliance Office	Principal's Report on Attendance	Loc: 9028 Vanessa Byers (305) 883-5323 vbyers@dadeschools.net	The last day of school is June 7, 2012, and the principal's Report on Attendance must be signed by the Principal and maintained at the school. Principals will use the on-line Principal's Certification of Attendance to certify the fourth reporting period and to certify attendance for the school year 2011-2012. Any corrections to attendance data after June 7, 2012, must be submitted to and entered into ISIS by Federal and State Compliance Office Personnel. The on-line certification must be completed June 14, 2012.	June 7, 2012 June 14, 2012
Records and Forms Management	Inventory of Site Records	Loc.: 9411 Ms. Charlene Burks (305)883-5323 cburks@dadeschools.net	Records Destruction - An inventory of the site records should be completed by the end of each fiscal year. Material that has met their retention period should be prepared for destruction. A Records Disposition Request Form (FM 5592) must be submitted when a work location has determined that a series of records at their location is eligible for destruction by having verified the retention period in the M-DCPS Retention Guide . Under no circumstances should a site utilize Records Management storage boxes for disposition.	June 30, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
			Transferring Records for Storage - When a location is storing records in the warehouse, they must fill out the Records Transfer Request Form (FM-1223) and submit to the Record Center Annex. Records must be packed in standard size Record Center boxes, which are available from our department. Locations may order storage boxes by filling out a Storage Box Order Form (FM 1695) . The Department of Records & Forms Management will store only inactive files	
ITS Systems User Support	Twelfth Grade Student File Update	Systems User Support Annette Adams Aadams@dadeschools.net or Submit a Self Service request at: http://selfservice.dadeschools.net	ITS will update the Twelfth Grade Student File with Final GPA and credit update Briefing 11792 to be published on May 11, 2012.	June 20, 2012
ITS Systems User Support	Twelfth Grade Graduation Type Code Updates	Systems User Support Annette Adams Aadams@dadeschools.net or Submit a Self Service request at: http://selfservice.dadeschools.net	On June 21, 2012, ITS will update the twelfth grade student file with the withdrawal code information. The Graduation Type Code used to determine the correct Withdrawal Code must be entered prior to 5:00 p.m. June 21, 2012. Briefing 11792 - ITS – ISIS Graduation Type Code Update will be published on May 11, 2012.	June 21, 2012

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FACILITY/EQUIPMENT

Title: Electronic Equipment	Department: Information Technology Services
<ul style="list-style-type: none">a. ITS Infrastructure and Network equipment (Controllers, Servers, switches and routers) should be left on.b. Copiers, Desktop computers, printers, monitors and other peripheral equipment should be turned off.c. Do not unplug or remove computer hardware to clean floors.	

GENERAL EOY INFORMATION

Title: Report Cards	Department: Information Technology Services
<p>Due to the decreased mail delivery schedule, all report cards will be held at ITS for Pick-up.</p> <p>Preparation and Distribution:</p> <ul style="list-style-type: none">• Elementary schools will distribute report cards when they are received. Individual schools should notify parents of the distribution dates through an end of year newsletter or on the marquis.• Secondary schools will distribute report cards on the date established by each school at the beginning of the school year.• No county-owned buses will be operated for students to pick up report cards. Therefore, students should be encouraged to leave self-addressed, stamped envelopes with their homeroom teachers.• Electronic Gradebook uploads are due to ITS on Friday, June 8, 2012• If the grade report information is submitted on June 8, 2012, report cards will be available to schools no later than June 19, 2012.• All report Cards are to be distributed by the individual school. No report cards are to be forwarded to district or administrative offices.	

Appendix: Yes _____ No X

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End of Year Online Procedures Guide

Department: Office of the Controller

Department Head(s): Ms. Connie Pou

Department Website: <http://financialaffairs.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Accounts Payable – Fund 9 Replenishment Request	June	6/15/12
Accounts Payable – Goods/Services – On-Line Receiving	June	6/15 and 6/29/12
Receipts of Services – no On-Line receiving – Approve Electronic workflows	June	6/29/12
Monthly Credit Card Reconciliation – Journal Voucher	July	7/6/12
In-County Travel	May	5/25/12
Grants Closing June 30, 2012 – Receipt of Goods Ends	June	6/29/12
Grant funded Professional Development (including Title I)	June	6/20/12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of the Controller Accounts Payable	Fund 9 Reimbursement	SBAB Rm. 602 Shawna Cleveland scleveland@dadeschools.net Phone: 305-995-1619	<p>Schools are required to submit final accounting for Fund 9/Petty Cash expenditures for replenishment, via the portal access, as soon as possible, but no later than June 15, 2012. This final replenishment may be made for less than 25% of the total authorized fund balance.</p> <p>All Principals must approve the Fund 9 replenishment request by June 15, 2012 to provide Accounts Payable with sufficient time to process the request, generate the payment and the check received at the school prior to the June 30, 2012 Internal Funds Year End closing.</p>	June 15, 2012

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DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Office of the Controller Accounts Payable	Receipt of Goods/Services - On-Line Receiving	SBAB Rm. 602 Phone: 305-995-1619	<p>All goods received and services performed satisfactorily for Miami-Dade County Public Schools must be received in SAP on the date the product is delivered but no later than June 15, 2012 to provide Accounts Payable with sufficient time to fully liquidate purchase orders and pay vendor invoices prior to the end of the fiscal year.</p> <p>Goods and services received between June 22nd and June 29th, must be received in SAP on the date the product is delivered but no later than June 29, 2012.</p>	June 15, 2012
Office of the Controller Accounts Payable	Receipt of Services – no On- Line receiving – Approve Electronic workflow	SBAB Rm. 602 Phone: 305-995-1619	Invoices received at the schools for services rendered that do not require On-Line receiving should be reviewed and manually approved by the Principals on the date received and forwarded to Accounts Payable immediately, but no later than June 29, 2012 to provide Accounts Payable with sufficient time to fully liquidate purchase orders and pay vendor invoices prior to the end of the fiscal year. Invoices for services rendered sent directly to Accounts Payable will be sent to the principal via workflow and must be approved by June 29, 2012.	June 29, 2012

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End of Year Online Procedures Guide

Office of the Controller Accounts Payable	Receipt of Goods, Liquidation of Encumbrances for Grants Ending	Mr. Eric Ojeda Phone: 305-995-1619 EOjeda@dadeschools.net	For grant funded programs ending June 30, 2012, in order to provide Accounts Payable with sufficient time to fully liquidate purchase orders and pay vendor invoices prior to the end of the fiscal year, all goods received and services performed satisfactorily for M-DCPS must be received by June 8, 2012 (the last day of school). Goods and services received between June 10, and June 30, must be received on-line by June 30, 2012. Goods and Services received after June 30, 2012 will be considered 2011-2012 fiscal year business and thus received and paid after July 1, 2012.	June 30, 2012
Office of the Controller Purchasing Credit Card	Credit Card Reconciliations	SBAB Room 602 Shawna Cleveland Phone: 305-995-1619 Scleveland@dadeschools.net Shelly Colon-Morgan (305) 995-1695 Scolon-Morgan@dadeschools.net	All locations are required to reconcile and create a Journal Voucher for the bank statement dated June 29, 2012 and to ensure the Journal Voucher is fully approved by July 6, 2012. The attachments to the Journal Voucher are to be done in PDF format.	July 6, 2012

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End of Year Online Procedures Guide

Office of the Controller Payroll Department	In-County Travel	SBAB Room 614 Ms. Odalis Garces ogarces@dadeschools.net Ms. Kristi Sachtleben (305) 995-1675	<p>In-County Travel requests must be submitted to the Payroll Department-Travel Desk (Mail Code – 9321, Room 614), by Friday, May 25, 2012. If travel forms must be approved by the Regional Center/District office, they should be submitted to that office early enough to be forwarded to Payroll by the due date above. YOU MUST USE VALID SAP ACCOUNT STRUCTURES, LEGACY STRUCTURES WILL NOT BE ACCEPTED AND THE DOCUMENTS WILL BE RETURNED.</p> <p>Please be advised that mileage for travel to retirement celebrations is considered personal, and is therefore not reimbursable under School Board Rule.</p>	May 25, 2012
Office of the Controller Payroll Department	Grant funded Professional Development (including Title I)	SBAB Room 614 Ms. Odalis Garces ogarces@dadeschools.net (305) 995-2301	<p>In-service payments (Professional Development) that are grant-funded and that have a June 30, 2012 expiration date must be received in the Payroll Department by June 20, 2012.</p> <p>To avoid any delays, please be sure that you submit a complete package.</p> <p>In-service payments <u>must</u> include:</p> <ul style="list-style-type: none"> • Adjustment-to-Gross form (FM-0661) <u>signed</u> by the administrator. • <u>Signed</u> memorandum specifying the date, time, and location of the workshop. • Sign-in sheets for workshop. • All Stipend payments must be charged to object – 513600. • Include appropriate grant-funded supporting documentation. • YOU MUST USE VALID SAP ACCOUNT STRUCTURES, LEGACY STRUCTURES WILL NOT BE ACCEPTED AND THE DOCUMENTS WILL BE RETURNED. 	June 20, 2012

Appendix: Yes _____ No X

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Department: Miami-Dade Schools Police Department

Department Head(s): Chief Charles J. Hurley

Department Website: www.police.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
N/A		

GENERAL EOY INFORMATION

Title: Providing a Safe Learning Environment for Early Dismissal and Graduations	Department: Miami-Dade Schools Police Department
<p>During the last three days (June 5, 6, & 7, 2012) of the Miami-Dade County Public Schools (M-DCPS) school year, the Miami-Dade Schools Police Department (M-DSPD) will be monitoring early releases and graduations. All sworn personnel will be in uniform, including the Investigative Division and assigned to designated school sites. It is imperative for the M-DSPD to maintain a high level of vigilance before, during, and after the end of the school year.</p> <p>It is recommended for the end of the school year that all station supervisors and officers go to a Directed Patrol of their assigned schools and that all leave time is suspended from June 3, 2012 through June 8, 2012. In addition, the Directed Patrol will serve to augment police presence and provide a basis for rapid deployment to calls for service to schools sites.</p> <p>Action taken by School Board Police Chief:</p> <p>Directed all officers to stay at their primary schools during the last week of school, with the exception of court and calls for service assigned by a supervisor.</p>	

Appendix: Yes _____ No X

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End of Year Online Procedures Guide

Department: Procurement Management Services

Department Head(s): Mr. Barry S. Meltz

Department Website: www.procurement.dadeschools.net

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Entry of shopping carts for outside vendors	May	5-21-12
Entry of funds reservation for General Authorization requests	May	5-21-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Procurement	Entry of shopping cart into SAP	WL: 9171 Mr. Barry S. Meltz 305-995-4542 bmeltz@dadeschools.net	Last day to enter shopping carts for outside vendors into SAP	May 21, 2012
Procurement	Entry of funds reservation into SAP	WL: 9171 Mr. Barry S. Meltz 305-995-4542	Last day to enter funds reservation for General Authorization requests into SAP	May 21, 2012

Department: Procurement Management Services

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Department: WLRN Instructional Television

Department Head(s): Ms. B. Siy

Department Website: <http://www.wlrn.org/education/itv/>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
All DVDs and videos from WLRN Instructional Television must be returned	May	5/25/2012

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
WLRN	Instructional Television Video Library (Returning)	Ms. D. Duggan	All items from the WLRN Instructional Video Library must be returned no later than May 25, 2012. Please return to: 9606 – Video Library 172 Northeast 15 th Street Miami, Florida 33132 Telephone: 305-995-2114 Fax: 305-995-2201	May 25, 2012

Appendix: Yes _____ No X

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End of Year Online Procedures Guide

Department: Division of Safety and Emergency Management

Department Head(s): Mr. James Dillard, Mr. John DiBenedetto

Department Website: <http://safety.dadeschools.net>

CALENDAR OF IMPORTANT DUE DATES

SUBJECT	MONTH DUE	DUE DATE
Annual Fire Alarm Test log Due	June	6-8-12
Update Emergency Evacuations and Lockdowns	June	6-8-12
Remaining Student Injury Reports – Input in CICS	June	6-8-12

END OF YEAR TRANSACTIONS/REPORTS DUE IN ADMINISTRATIVE OFFICES

DEPARTMENT	CLOSING TRANSACTION	CONTACT INFORMATION	DESCRIPTION OF REQUIREMENT(S)	DUE DATE
Division of Safety and Emergency Management	Annual Fire Alarm System Test Log	WL: 9114 John DiBenedetto Jdibenedetto@dadeschools.net	Prepare and Submit the Fire Alarm and Emergency Lighting Systems Test Log annual report (FM-0390)	June 8, 2012
Division of Safety and Emergency Management	Emergency Evacuation and Lockdown Drills	WL: 9114 John DiBenedetto Jdibenedetto@dadeschools.net	Update and verify information in the Fire Alarm Safety Inquiry (FASI) application. Each school should have eleven (11) emergency drills and two (2) Lockdown drills entered into the system. Information regarding the drill requirements can be found in the District Emergency Operations Plan.	June 8, 2012
Division of Safety and Emergency Management	Remaining Student Injury Reports	WL: 9114 John DiBenedetto Jdibenedetto@dadeschools.net	Prepare and input any remaining outstanding student injury reports in CICS	June 8, 2012