ADMINISTRATOR
CALENDAR

DATES TO REMEMBER

July 2025 – June 2026

MISSISSIPPI
DEPARTMENT OF
EDUCATION

INTRODUCTION

The purpose of this document is to provide administrators, district personnel, federal program directors, special education directors, and districts with guidance and important dates that may be required under Mississippi state law and/or Federal requirements in a single, convenient location. This document is not meant to be an all-inclusive calendar but includes dates that are required and are deemed to be the most essential for compliance. The calendar will be updated, as needed. Any dates that may be missing may be sent to the appropriate program office contact person for review before inclusion in the state administrator calendar. Local districts are still encouraged to develop their own calendars; this document could serve as a guide or template.

All inquiries for program offices should be sent to the contacts on the list to the right.

PROGRAM OFFICE	CONTACT PERSON	EMAIL ADDRESS
Accountability	Alan Burrow	ABurrow@mdek12.org
Accreditation	Dr. Jo Ann Malone	JMalone@mdek12.org
Assessment	Alan Burrow	ABurrow@mdek12.org
Compulsory School Attendance Enforcement and Dropout Prevention	Bryan Marshall	Bmarshall@mdek12.org
Counseling	Jana Slay Dr. Chandrea Walker Everett	cswalker@mdek12.org
Career and Technical Education (CTE)	Brett Robinson	Brobinson@mdek12.org
Early Childhood	Dr. Jill Dent	jdent@mdek12.org
Elementary Education and Reading	Dr. Michelle Nowell	mnowell@mdek12.org
English Learner Instruction	Sandra Elliott	selliott@mdek12.org
Federal Programs	Dr. Judy K. Nelson	Jnelson@mdek12.org
Gifted	Mathis Sheriff	msheriff@mdek12.org
Healthy Schools/Child Nutrition	Scott Clements	sclements@mdek12.org
Intervention	Mathis Sheriff	msheriff@mdek12.org
Libraries/Librarians	Elizabeth Simmons	ESimmons@mdek12.org
Literacy	Dr. Michelle Nowell	mnowell@mdek12.org
MSIS	Melissa Banks	mebanks@mdek12.org
Safe and Orderly	Brian McGairty	bmcgairty@mdek12.org
Professional Development	Dr. Lea Johnson	lea.johnson@mdek12.org
School Financial Services	Shanea Simms	Ssims@mdek12.org
School Improvement	Dr. Sonja Robertson	srobertson@mdek12.org
Secondary Education	Ma'Kesha Adams	madams@mdek12.org
Special Education	Tonya Green (interim)	tgreen@mdek12.org
Teaching and Leading	Dr. Cory Murphy	cmurphy@mdek12.org
Textbooks	Elizabeth Simmons	ESimmons@mdek12.org

REQUIRED PROFESSIONAL DEVELOPMENT FOR 2025-26

TOPIC	AUDIENCE	GUIDING LAW OR RULE	DATES/FREQUENCY
Active Shooter Drills	All District Staff and Students	Miss. Code Ann. § 37-11-5	First 60 days of each semester
Bus Driver Training	Bus Drivers	SBE Rule 81.3	Four hours in-service training per semester
Child Nutrition	CN Directors	SBE Rule 17.1	Annual (June)
Child Nutrition	CN Site Managers	SBE Rule 17.1	Annual (May-June)
Computer Science K-12	Licensed Educators and Paraprofessionals, Counselors, and Administrators	Miss. Code Ann. § 37-13-211	Annual (Trainings provided throughout the year)
District Test Coordinator (DTC)	All DTCs	Accountability Standards (Appendix F)	Fall and Spring annually
Dyslexia K-12	Licensed Educators and Paraprofessionals	Miss. Code Ann. § 37-173-16	Every three years
FERPA (Family Educational Rights & Privacy Act)	All District Staff	20 U.S.C. § 1232g; 34 CFR Part 99	Training resource: studentprivacy.ed.gov/training/ferpa-101-local-education-agencies
Grade 12 SREB/Essentials for College Literacy and/or Essentials for College Mathematics Trainings	Grade 12 ELA and Math teachers who have never attended training and do NOT have a 929/930 BUT will be teaching the course in the 2025-2026 school year and beyond	SBE Rule Chapter 28, 28.6	Annually (every July)
Professional Growth System Combined Rubric Training	Educator Observers	Accountability Standards – Process Standard 3.6	Initial training required
Mental Health and Suicide Prevention Training	All School and District Staff	Miss. Code Ann. §§ 37-3-83 (9), 37-3-101, and 37-3-103.	Refresher every two years, but Superintendent assurances required annually.

Recommended Annual Professional Development

The MDE strongly recommends districts revisit and review important topics annually with employees, including:

- Acceptable Internet Use
- Alternative Education
- Comprehensive Early Learning Observational Assessment (Brigance Screen III) Training
- District and School Crisis Management Plan
- Dropout Prevention
- Educating Juveniles in Detention Centers
- FERPA Training
- Supporting Students in Foster Care
- IDEA Policy and Procedures including IDEA Discipline, Behavior, and Change of Placement
- IDEA Fiscal Requirements
- Mandatory Reporting Requirements
- Mississippi Educator Code of Ethics
- Mississippi Kindergarten Readiness Assessment (KRA) Training
- Mississippi Compulsory School Attendance Law and Attendance Reporting
- Mississippi School Safety Manual
- Mississippi Statewide Accountability System
- Mississippi Statewide Literacy Professional Development (AIM Pathways)
- Science of Reading in the HQIM Classroom – Four-Part Series

JULY/AUGUST

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Provide the Office of District and School Performance (ODSP) with the names of new accountability directors ☐ Update assessment data for the Assessment (Readiness) Indicator in MSIS (ACT, SAT, NCRC, ASVAB) ☐ Verify Senior Snapshot data ☐ New superintendents, request access to the Accountability SharePoint by emailing mdenet@mdek12.org ☐ Review preliminary accountability results	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Provide the Office of Student Assessment with the name of any new DTC for the 2025-2026 school year. ☐ **MAAP and MAAP-A**: Download and distribute reports (ISRs, School Rosters, etc.) from the 2024 - 2025 school year. ☐ **MAAP and MAAP-A**: Set up User Accounts for MAAP (ELA, Math, Science) and for MAAP-A (alternate assessment for SCD students) ☐ **LBPA**: Administer Kindergarten Readiness Assessment (7.21.25-9.19.25) and 1st-3rd grade Screeners ○ Renaissance Learning ☐ **English Learners**: Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) ○ ELPA21 Screener/ELPA21 Alt Screener opens July 21, 2025 ○ Update secure browser by August 29, 2025. Technology Guide ☐ **Accommodations**: Districts to use the 2022 Mississippi Testing Accommodations Manual (mdek12.org) ☐ **ACT**: Download District Student Data File for the Spring 2025 Junior administration from **success.act.org** if not completed in June 2025. ☐ **ACT WorkKeys**: Complete enrollment agreement for State reimbursement eligibility; ACT will email the district's WorkKeys contact with the agreement in early September 2025. ☐ **NAEP: S**chools selected for NAEP 2026 will be notified; NAEP State Coordinator will contact the districts in July - August. School technology surveys to be completed by District Technology Directors/Coordinators by August 15th.	▪ Attend Kindergarten Readiness training July 15, 2025 ▪ MAAP & MAAP-A: TBD ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: TBD ▪ ACT: Submitting an Initial Request (act.org)

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Meet with SAO (School Attendance Officer) serving the district via Teams or phone ☐ Ensure that designated staff submits the "No Show" list to SAO ☐ Ensure that budget projections are submitted for JDC (Juvenile Detention Centers) sponsoring school districts ☐ Update Point of Contact lists for Foster Care, JDCs, and Alternative Education programs ☐ High School Equivalency Letter of Intent ☐ Upload District Dropout Prevention Plan by August; revisions are due by August 3 ☐ Annual SAOs training	▪ Provide training related to JDCs and educational resources, budgeting, and case management ▪ Provide training to alternative education procedures ▪ Provide annual/regional training to School Attendance Officers and support staff ▪ Provide attendance training that may include chronic absenteeism, referral process, compulsory attendance law, foster care students and enrollment ▪ Provide training for mandated reporting ▪ More information can be found on the Dropout Prevention and Restructuring web page: mdek12.org/ocsa/Dropout-Prevention/

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Annual Administrative Conference ☐ Individual Student Success Plan (ISP) - Phase I (*Ongoing)* ☐ Advisory Council Committee ☐ Mental Health and Suicide Prevention Training ☐ American School Counselor (ASCA) Code of Ethics ☐ Annual and Weekly Calendars ☐ SEL/Behavior Screener/Student Needs Assessment ☐ Introduce the Comprehensive School Counseling Program to stakeholders *(Disseminate calendar, referral forms, brochure of services, etc.)* ☐ Comprehensive School Counseling Program Binder - *(Start collecting artifacts for 2024-2025)*	▪ Provide training to school counselors with 0-3 years of experience related to the ASCA Model, academic support, college and career readiness, social/emotional learning, mental health support, etc. ▪ Within the first two months of school, the school administrator and school counselor must complete and sign the Annual Administrative Conference form (*Reference to Process Standard 2.4*). ▪ For more information contact Chandrea Walker Everett cswalker@mdek12.org. ▪ The school Counselor will develop and create advisory committee as outline in the ASCA Model fourth edition *(Reference to Process Standard 2.4).* ▪ For more information contact Chandrea Walker Everett cswalker@mdek12.org.

CTE	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Complete and verify the CTE Teacher Budget ☐ Work with the CTE Counselor and Student Services Coordinator(s) to collect and verify student placement data for the previous school year (due in MSIS by September 30) ☐ Complete a needs assessment of CTE equipment and supplies needed for the new school year ☐ Secure quotes for any equipment that will be purchased using Perkins equipment funds	▪ Provide training related to the CTE curriculum, assessment, and compliance during the MS-ACTE Summer Conference ▪ Provide regional training for the CTE Teacher Budget

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites ☐ **REQUIRED:** Attend Early Learning Collaborative partner meetings when scheduled ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, readiness assessment, continuation application, coaching components, and CLASS policy as applicable ☐ Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline ☐ REQUIRED: Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field ☐ **REQUIRED:** Begin face-to-face Brigance III Screeners with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline ☐ Early childhood coaching begins ☐ **REQUIRED:** Early Learning Collaborative/State Invested Pre-K submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher's names on schedules) ☐ **REQUIRED:** Fall face-to-face assessment tool testing window ☐ Attend Early Childhood Online Boot Camp (as applicable) All Pre-Kindergarten Sites in Schools ☐ **REQUIRED:** Conduct face-to-face Brigance III Screeners ☐ **REQUIRED:** Fall face-to-face assessment tool testing window ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-*	The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings include, but is not limited to: ▪ MS Early Learning Guidelines and Standards ▪ Introduction to Brigance Screen III ▪ Introduction to Building Blocks ▪ Early Childhood Leadership Training ▪ Introduction to CLASS ▪ MS Beginnings/Smart Start Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

Year-Old Children ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Conduct hearing, vision, and developmental screenings ☐ **REQUIRED:** Submit Assurances Forms for *Early Learning Guidelines* ☐ Collaborate and communicate with community Head Start and early learning entities ☐ REQUIRED: Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field ☐ Attend Early Childhood Online Boot Camp (as applicable)	

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Develop language Service Plans (LSP) ☐ **REQUIRED:** Meet with Student Evaluation Team (SET) to discuss goals and plan for serving the EL student ☐ Review English Language Proficiency Test (ELPT) data on all EL students who were tested the previous academic year (include data from other states) ☐ Ensure all general education, EL, and special education teachers who support EL students are trained in (at a minimum) best practices and accommodations and modifications ☐ Begin EL services ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions	▪ Writing a Language Service Plan recorded webinar ▪ See EL Guidelines: Regulations, Funding Guidance, and Instructional Supports for information on understanding the ELPT reports/data ▪ A Beginner's Guide to Classroom Supports for English Learners recorded webinar ▪ Good Cause Exemption Documentation Webinar (updated February 2024)

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Final Equitable services plan and Affirmation of Consultation uploaded in MCAPS ☐ Ensure all federal programs budgets are align with approved applications and accounting system (new programs, carry forward programs, continuing programs) ☐ Evaluate and revise Title I Schoolwide Plans ☐ Verify data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval) ☐ **REQUIRED:** Verify Personnel in MSIS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Gifted Student: Gifted Teacher Ratio cannot be greater than 40:1 ☐ 240 minutes of gifted instruction are required per week; 270 minutes are recommended (2025– 2026)	▪ Gifted program placement procedures ▪ Out-of-State Transfer Student Placement ▪ GEP scheduling requirements

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Schedule the three required School Health Council Meetings for each school ☐ School Based Administrative Claiming rosters updated by District Coordinator (participating schools) ☐ **REQUIRED 30 days before classes begin:** Complete Annual Agreement for Child Nutrition Programs in online system, MARS ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly ☐ June 30/July 1: Deadline for electing to participate in the Community Eligibility Program	▪ Health Services The Medicaid School-Based Administrative Claiming (SBAC) Program – Healthy Schools ▪ mdek12.org/sites/default/files/documents/OHS/Home/tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf (mdek12.org)

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Review MSIS 2.0 list (20-day students) and schedule a Teacher Support Team (TST) meeting before the 20th day of school to decide tier placement. ☐ **REQUIRED:** Dyslexia Awareness Training for all educators and paraprofessionals. Completed every three years. ☐ Review all available data on students who ended the year on Tier II or Tier III ☐ Review MTSS Documentation Packet ☐ Begin developing an intervention schedule ☐ Complete Language Service Plans for English Learners and conduct parent meetings ☐ Begin plan and schedule for screening ALL first-grade students using one of the state approved dyslexia screeners	▪ Beginning Year MTSS Planning ▪ Tier I Behavior (PBIS) ▪ Screener and Data Review (EL, Dyslexia, Kindergarten, MAAP, universal, and benchmark data) ▪ Dyslexia Awareness Training ▪ MTSS Documentation Packet can be found at the following link mdek12.org/OAE/OEER/InterventionServices

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Collaborate with school librarians and the advocacy committee to devise and implement SMART Student Learning Outcomes. ☐ **REQUIRED:** Collaborate with school librarians and the school advocacy committee to develop and implement SMART goals for the School Library Program. ☐ Create or revise school library policies and procedures. ☐ **REQUIRED:** Collaborate with school librarians and the school advocacy committee to create a library budget plan for the current school year. ☐ Create and execute a year-long pacing guide to support *the MS CCR Learning Standards for Libraries*.	School Library Guide 3.6: ▪ Collaborative strategies that enhance student success across various curricula School Library Guide 6.2: ▪ Creating an annual budget report and/or a specific budget report School Library Guide 6.8: ▪ Developing SMART goals for the short and long term ▪ Utilizing goals to enhance student learning ▪ Strategies for collaborating with teachers and members of the school community School Library Guide 6.9: ▪ Establishing and implementing library policies and procedures

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
Identify school data collection procedures ☐ Communicate Non-negotiables in Literacy Support Schools (LSS) ☐ Begin K-4 IRP/GCE discussions ☐ Register for Mississippi Statewide Literacy Professional Development (AIM Pathways) ☐ Literacy Coaches deployed to assigned schools; District Commitment Letter Due ☐ Schedule Fall Learning Walk(s) ☐ **REQUIRED by September 1:** Upload District LBPA Promotion Retention Policy ☐ **REQUIRED by July 31:** Provide Good Cause Exemptions in MSIS via file upload (see MSIS section for more details) ☐ Beginning of Year (BOY) testing window opens ☐ Identify and recognize Emerging Science of Reading Schools ☐ ***Required: Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of***	▪ PLCs/PD- Individual Reading Plan (IRP)s ▪ Conduct initial Literacy Support School meetings with principals and superintendents. ▪ MDE Coaching Model ▪ Literacy Coach Training (internal staff only) ▪ Literacy Support School Assignments mdek12.org/Literacy

administering the BOY screener.	

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by July 31:** Update Grades & Promotions manual input screen for updated course grades, promotions (Good Cause Exemption), and completion statuses
☐ **REQUIRED by July 31:** Review Graduates & Completers Report (reflect any changes after Month 9 certification and summer sessions)
☐ **REQUIRED by July 31:** Review Good Cause Exemption Report and provide Good Cause Exemptions as necessary via file upload
☐ **REQUIRED by July 31:** Review Cohort Report and request any updates via Cohort manual input screen
☐ **REQUIRED by July 31:** Review Assessment Readiness Report and provide any updates via file upload
☐ **REQUIRED by July 31:** Review Senior Snapshot Report and request any updates via Cohort manual input screen
☐ **REQUIRED by July 31:** Enter 25-26SY district and school calendars
	▪ MSIS Annual Reporting Calendar
	▪ Training:
	  ▪ MSIS Training page for upcoming events
	  ▪ MSIS Resources page for guides, manual, or videos and recordings
	  ▪ Email training requests to msis2@mdek12.org
	▪ Help Desk Support:
	Send requests for MSIS support to mdeapps@mdek12.org

in the SIS

- ☐ **REQUIRED by July 31:** Enter 24-25SY data for 20-day students on Student Intervention manual input screen (24-25SY data deadline only; 25-26SY will follow typical deadline in August)
- ☐ July 31: Review Course History Report (reflect any summer session data)
- ☐ August 1: Organization data begins sending via API from SIS to MSIS (PowerSchool districts should schedule first publish)
- ☐ August 15: Student [Attendance, Enrollment, Student Demographics], Course Section, and Discipline data begins sending via API from SIS to MSIS (PowerSchool districts should schedule first publish)
- ☐ August 15: Personnel data begins sending via API from Personnel package (Integrity, Marathon) to MSIS or files can be uploaded into MSIS
- ☐ **REQUIRED by August 31:** Enter 25-26 SY data for 20-day students on Student Intervention manual input screen
- ☐ **REQUIRED by August 31:** Review 24-25SY data on the Summer Activity Report and provide reason that students did not return via file upload (24-25SY data deadline only; 25-26SY will follow typical deadline in October)
- ☐ July/August: Complete MSIS Security Listing check by reviewing all MSIS user permissions and changing or removing permissions as needed
- ☐ July/August: Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry
- ☐ July/August: Review and update LEA & School Info manual input screens as needed: LEA Management, School Management, School Board Members, and District Salary Scale
- ☐ July/August: Review the Data Quality Dashboard for data errors and correct data in the appropriate source

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct tornado drills 2 per school year (1 per semester recommended) ☐ Conduct active shooter drills within the first 60 days of the start of each semester of school ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Review/Update/Approve Annual District and School Emergency Operation Plans ☐ Submit annual school bond election form	▪ mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ Upload budget certification form related to Ad Valorem Tax Worksheet to SharePoint ☐ Upload original budget FY2026 (combined & combining-signed) ☐ Submit final count of EEF procurement cards required for FY2026	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify required 2024-2025 MCAPS uploads for identified schools and community engagement councils (CEC) into LEA document library have been completed ☐ Complete request for funds FY23, FY24, and/or FY25 (*1003 grant funds reimbursement*) ☐ Review school improvement budget to assess expenditures and the need to obligate funds expiring in December of the current year ☐ Obligate FY23 and FY24 funds by September 30, 2025	▪ Technical assistance as requested from schools/districts ▪ Virtual meeting for newly appointed federal programs directors and/or school improvement facilitators

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ SREB Ready for High School and Ready for College/Essentials for College training in Literacy and Mathematics trainings (identification of staff needed to attend mandatory training in July).	▪ For more information on SREB training required to teach SREB Ready and Essentials classes contact Ma'Kesha Adams at madams@mdek12.org.

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Check with Business Manager to ensure that documentation regarding Maintenance of Effort (MOE) has been submitted. ☐ Work with teachers on completing any necessary IEP meetings, ESY determination meetings, reevaluations, and Parent Survey. ☐ Check the status of FFY24/FY25 IDEA Funding Application in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Check FFY22/FY23 IDEA grant expenditures and revise funding applications in MCAPS if necessary; ***All FFY22/FY23 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2025, and expended/requested by December 2025*** *(Revision does not require board approval unless it is a local district policy).* ☐ Check FFY23/FY24 IDEA grant expenditures and revise funding applications in MCAPS if necessary; ***All FFY23/FY24 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2025, and expended/requested by December 2025*** *(Revision does not require board approval unless it is a local district policy).* ☐ **REQUIRED by July 12 & August 12:** Timely submission of IDEA request for funds in MCAPS. Requests made on July 12th, will need to be marked as "Fiscal Information As Of June 30" or before to ensure proper closeout of FY24 activity. Requests made August 12th, will need to be marked as "Fiscal Information As Of July 30th" to capture FY25 activity.	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Fiscal Bootcamps for Districts (SPED Directors and Business Managers) ▪ Fiscal Monitoring Bootcamps for Districts (SPED Directors, Business Managers and Superintendents) ▪ Program Monitoring Virtual Office Hours

☐ Determine schedule for Speech-Language Screenings for K and/or 1st grade. ☐ Complete public notice for Child Find. ☐ Complete Fall Benchmark testing (Universal Screening). ☐ Check for reevaluations that are due and complete any new student transfers (In-State and Out of State). ☐ Complete Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday) All data should be entered by June 30 for the previous school year. ☐ Review Part C to B Data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Launch mentoring and induction program ☐ Report teacher vacancies to the MDE ☐ Train teachers on the Professional Growth System (PGS) ☐ Dissemination of The United States Senate Youth Program (USSYP) Applications to LEAs	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ USSYP applications mdek12.org/OTL/OTC/recognition

SEPTEMBER

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify cohort reports in MSIS for previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP:** Fall Registration: End-of-Course (EOC) enrollment counts for paper materials will be submitted by DTC; EOC Algebra I, Biology, and English II – TBD ☐ **MAAP and MAAP-A:** Technology Training for setting up Fall testing computers (TBD) ☐ **MAAP-A:** Fall registration will be sent to DTC and Special Education Directors for 4x4 block high school SCD students and any EOC re-esters ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) ☐ **LBPA:** Finish administering Kindergarten Readiness Assessment and 1st-3rd grade Screeners (7.21.25-9.19.25) ☐ **NAEP: Selected School** coordinators work with NAEP State Coordinator to prepare for NAEP 2026 Assessments. Principals designate school test coordinators to register and utilize the AMS data system in preparation for NAEP 2026 testing.	▪ MDE will begin setting up fall information for DTCs; Fall training will take place ▪ TBD– MAAP Customer Support

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Attendance Awareness Month ☐ Home School Certificate of Enrollment Forms are due by September 15 for the current school year ☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up to date ☐ Chronic Absenteeism Report ☐ Check Dropout Prevention Plan ☐ Need Assessment for JDCs ☐ Conduct Self-Assessment for Alternative Education Program	▪ Attendanceworks.org ▪ mdek12.org/OCSA/HS

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Fall School Counselors Institute ☐ Mental Health and Suicide Prevention Training ☐ Individual Student Success Plan (ISP) (*Ongoing)*	▪ Provide in-depth training to school counselors (PK-12) on best practices, MDE updates, supporting students holistically, etc. ▪ Mental Health web page ▪ School counselors develop a data driven Comprehensive School Counseling Program to address students' academic, social/emotional, college/career, and mental well-being ▪ For more information contact Dr. Chandrea Walker Everett cswalker@mdek12.org.

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **September 30:** Upload CTE placement data into MSIS (Data Entry Download, File Upload) ☐ Mark CTE student indicators in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) ☐ CTE end-of-course assessment training	▪ Provide training on CTE placement data, the Local Plan Application (LPA) and student indicators through webinars ▪ Please contact Courtney McCubbins courtney.mccubbins@rcu.msstate.edu for information on the End-of-course assessment training

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites ☐ **REQUIRED:** Attend Early Learning Collaborative partner meetings ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy ☐ Conduct and review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline ☐ **REQUIRED:** Conduct face-to-face Brigance III Screeners ☐ Continue early childhood coaching ☐ **REQUIRED:** Early Learning Collaborative/State Invested Pre-K submission of final classroom daily schedule due to MDE (enter teacher and assistant teacher's names on schedules) ☐ **REQUIRED:** Fall face-to-face state assessment tool testing window	The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to: ▪ MS Early Learning Guidelines and Standards ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ MS Beginnings/Pre-K Smart Start ▪ Early Childhood Leadership Training ▪ Brigance Screen III Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

All Pre-Kindergarten Sites in Schools ☐ **REQUIRED:** Conduct face-to-face Brigance III Screeners ☐ **REQUIRED:** Fall face-to-face state assessment tool testing window ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Conduct hearing, vision, and developmental screenings ☐ **REQUIRED:** Submit Assurances Forms for *Early Learning Guidelines* Conduct Administrator Pre-K Observation Checklist ☐ Collaborate and communicate with community Head Start and early learning entities ☐ **REQUIRED**: Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field ☐ **REQUIRED:** Conduct parent-teacher conferences either in-person, by phone or virtually	

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services. ☐ Conduct EL quarterly SET Meetings for Term 2 ☐ Utilize all data to determine if any additional support is needed (such as MTSS)	▪ Culturally and Linguistically Responsive Practices ▪ EL Data Review

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ September 30 Ending Funds: Last day to obligate funds ending in the current year; funds must be obligated (i.e., a completed purchase order or signed contract) by September 30 and liquidated (items received or services complete) by December ☐ September 30 Title I Carryover: Last day to ensure 85% of the previous year school year Title I funds have been obligated ☐ Verify Personnel in MSIS ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Distribute "Family's Right to Know" ☐ Review Parent and Family Engagement Policy/Procedure for updates and implementation ☐ Prepare for annual Title I Comparability	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP (Gifted Education Program) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package to MSIS)	▪ Characteristics of Gifted Children and Referral to Placement Process training (required annually for all personnel involved in gifted identification; complete any month)

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ School Based Administrative Claiming training module completed by any new staff to be included on roster (participating schools) ☐ **REQUIRED by September 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	▪ Health Services The Medicaid School-Based Administrative Claiming (SBAC) Program – Healthy Schools

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Ensure all MSIS students have been included in a 20-day meeting. (Note: For the 24/25SY, the Intervention Report will not be available in MSIS until late September. Therefore, please schedule meetings as required and keep local documentation of the meetings. Once the functionality is available in MSIS, districts can upload the necessary 20-day student data.) ☐ Recommendations for Tier II or Tier III should be made (continue Tier III, move to Tier II interventions, or move to Tier I and continue monitoring) ☐ Teachers should begin documented intervention time for students ☐ Notify parents as students are being placed in Tier II and Tier III interventions ☐ Finalize schedule for screening ALL first grade students using one of the state approved screeners for dyslexia	▪ Culturally and Linguistically Responsive Practices ▪ School-Wide Behavior Systems: A Deep Dive ▪ MTSS/IRP Review ▪ Review utilization of the documentation packet ▪ Implementation of IRP ▪ Discuss MTSS Team Responsibilities This information can be found within the MTSS Guidance Document which is linked below **Multi-Tiered System of Supports GUIDANCE DOCUMENT**

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Carry out an informal observation followed by an in-person feedback discussion about goals.	**School Library Guide 6.5** ▪ Utilizing both short- and long-term goals to enhance student learning

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin revision of School Literacy Action Plan ☐ Begin development of IRPs and supporting documentation ☐ Identify intervention processes to be utilized ☐ Ensure interventions have begun with fidelity ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. ☐ Review K-4 grade IRP information during data PLCs ☐ Review/Create Literacy Action Plan ☐ Conduct Literacy Support School Needs Assessment ☐ Register for Mississippi Statewide Literacy Professional Development (AIM Pathways)	▪ BOY Data Review with IRP updates ▪ Science of Reading Training ▪ Share Literacy Action Plan with administrators ▪ Regional Literacy Trainings ▪ Regional PD Series for Administrators and School Based Coaches: Coaching and Leadership; Coaching Documentation ▪ SMART Goals and Action Plans ▪ Data: Screener and Diagnostic ▪ High Quality Instructional Material Training (for teachers) ▪ Ongoing: Writing Galleries, Planning Lessons, 5 Components, Word Walls and Sound Walls, Anchor Charts, Centers/LETRS Kits, Tier I Gaps, Oral Language Development ▪ Conduct Literacy Coach Needs Assessment ▪ Regional Family Nights ▪ MDE trains America Reads Mississippi (ARM) Tutors

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ September 1: Special Education data begins sending via API from Special Education vendors (EdPlan, SEAS, SpedTrack) to MSIS or files can be uploaded into MSIS
☐ **REQUIRED by September 30:** Review Graduation Options Report and provide other graduation options for previous school year's graduating seniors via file upload
☐ **REQUIRED by September 30:** Update Grades & Promotions manual input screen for updated course grades and completion statuses (updates for previous school year graduates)
☐ **REQUIRED by September 30:** Review Graduates & Completers Report (reflect any changes after Month 9 certification and summer sessions)
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Finance, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  • MSIS Training page for upcoming events
	  • MSIS Resources page for guides, manual, or videos and recordings
	  • Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Conduct tornado drills 2 per school year (1 per semester recommended) ☐ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau	mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ Complete annual report of tax revenue (Department of Revenue)	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review school improvement budget ☐ Complete request for funds (*1003 grant funds reimbursement*) ☐ Obligate FY23 and FY24 funds by September 30, 2025	▪ Technical assistance as requested from schools/districts

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Military Star School Program-begin application process ☐ District submission of online courses for MDE Mississippi Online Course Application (MOCA) review	▪ For information on Military Star School Program mdek12.org/MilitaryStarSchool ▪ Further Information on MOCA https://www.mdek12.org/ESE/OCA

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ September 30 Ending Funds: Last day to obligate FFY22/FY23 IDEA funds; funds must be obligated (i.e., a completed purchase order or signed contract) by September 30 and liquidated (items received or services completed) by December. ☐ Check the status of IDEA FFY23/FY24 Funding Application. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Evaluate equitable service activities (meaningful and ongoing private school consultation). ☐ **REQUIRED by September 12:** Timely submission of IDEA request for funds in MCAPS. ☐ Evaluate the implementation of the Comprehensive Coordinated Early Intervening Services (CCEIS) Plan and expenditures (applicable for LEAs required to budget due to areas of significant disproportionality). ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Complete Positive Behavior Specialist Request for Funds	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ MS CEC (Sept. 22-24, 2025 in Natchez) ▪ Special Education Directors quarterly meeting (Morning of Sept. 22, 2025 in Natchez) ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours

- ☐ Complete Educational Interpreter request for funds.
- ☐ Send Teacher by Students MSIS lists to teachers for corrections and additions for December 1 Child Count.
- ☐ September 30: Deadline to submit ESY Request for Reimbursement.
- ☐ Complete Educable Child applications and upload into SharePoint by September 15 (residential placements).
- ☐ **REQUIRED by September 22:** Upload Educable Child Reimbursement Request Forms from July 15 – September 15 (First Pay Period) in SharePoint.
- ☐ Provide Post-Secondary Outcomes (Indicator 14) in MSIS via File Upload (see MSIS section for more information).
- ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.
- ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday).
- ☐ Participate in opportunities for clarification regarding Indicators 11, 12, and 13.

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalize educators' license upgrades in advance of district October deadline ☐ Monthly mentoring and induction program meeting ☐ Report teacher vacancies to the MDE ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and begin informal observations ☐ The United States Senate Youth Program (USSYP) Applications Due	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Local Adoption: Establish the district's process parameters for selecting and implementing High-Quality Instructional Materials.	▪ Logistics of Local Adoption

OCTOBER

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ October 31: Deadline to make any changes to student data in MSIS from the prior academic year; cohort data should be verified prior to the deadline ☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **All: Fall DTC** Training will be virtual in MS Teams. ☐ **MAAP: District** Month 1 Data is to be submitted to MSIS (we use this for Pre-ID files to be sent to Vendors for Fall Testing) ☐ **MAAP: Administration** Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.) ☐ **MAAP-A:** Verify the enrollment count with the schools for 4x4 EOC testers; send numbers of testers to MDE. ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) ☐ **LBPA:** Complete 1st-3rd grade Screener requirements (upload BOY universal screener data, the selection notification and grant application for approved screeners, and an invoice for 1st-3rd grade screeners) (October 1) ☐ **ACT WorkKeys: Fall Testing** October 20, 2025 – December 5, 2025 **(Online)**; October 27, 2025- November 21, 2025 **(Paper)**. ☐ **ACT: 2025** information is rolled over in ACT NOW.	▪ TBD– MAAP Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: ▪ ACT: Submitting an Initial Request (act.org)

• Watch ACT Now training portal videos; Update STC accounts and contact information in the ACT Now; Verify shipping address in the ACT Now; • Begin requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System; Training will be held for ACT accommodation on TBD. ☐ **MDE Test Security:** You may complete and upload District and School test security plans at any time. Plans must be uploaded in Caveon Core by January 20, 2026; Any Addendum needed to supplement the Test Security Plan for Fall EOC must be turned in by October 3, 2025. More information will be provided t**o** the DTCs**.** ☐ **NAEP:** NAEP State Coordinator assists **Selected** School coordinators with updating the AMS in preparation for NAEP 2026 assessments.	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Summer Activity Report will be initiated by OTSS and Accountability ☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Mental Health and Suicide Prevention Training ☐ Classroom Instruction/Psychoeducation on Bullying Prevention – Tier I *(Bullying Prevention Month)* ☐ Classroom Instruction/Psychoeducation on Substance Abuse Prevention – Tier 1 *(Red Ribbon Week)* ☐ Verification of Mental Health Training as outlined in HB 263 ☐ New Course Code Request for the 2025-2026 School Year ☐ Individual Student Success Plans (ISP) - (*Ongoing)* ☐ Free Application for Federal Student Aid (FAFSA) - *Opens*	▪ *The Mental Health Assurance Form* due October 31 ▪ Chandrea Walker Everett at cswalker@mdek12.org and MDE resources. Refer to the Improving The Mental Health of Mississippi's Children and Youth Guide for specific directions with verifying completed training. ▪ The deadline for submitting a new course code request for the 2025-2026 school year, October 1. ▪ Students can complete the FAFSA at **studentaid.gov** as soon as the application opens in October of their senior year. Some Mississippi university scholarship programs require the FAFSA with deadlines as early as December 1.

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved ☐ October 31 deadline for Requesting Program Holds (1 –year maximum)	Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.og about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases Brett Robinson brobinson@mdek12.org about program holds.

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites ☐ **REQUIRED:** Attend Early Learning Collaborative partner meetings ☐ Meet with Early Learning Collaborative leads/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy as applicable ☐ Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline ☐ **REQUIRED:** Conduct face-to-face Brigance III Screeners in all pre-kindergarten classrooms (as needed) ☐ Continue early childhood coaching ☐ **REQUIRED:** Early Learning Collaborative/State Invested Pre-kindergarten submission of final classroom daily schedule and/or distance learning plan due to MDE (enter teacher and assistant teacher's names on schedules) ☐ **REQUIRED:** Annual NIEER (National Intuition of Early Education) Data Survey sent to Early Learning Collaboratives ☐ Maintain administrative monitoring documents for collaborative classrooms provided by MDE All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ **REQUIRED:** Submit *Early Learning Guidelines* Assurances Forms ☐ Review Brigance III and Kindergarten Readiness available for all children ☐ Collaborate and communicate with community Head Start and early learning entities ☐ **REQUIRED**: Conduct parent-teacher conferences in-person, by phone or virtually	The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to: ▪ MS Early Learning Guidelines and Standards ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ MS Beginnings/Building Blocks Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services. ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions ☐ Conduct EL quarterly meetings	▪ EL language service plan review ▪ Strategies for increasing vocabulary and oral language for ELs

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct Annual Fixed Asset Inventory Check according to district policy ☐ Verify Personnel in MSIS ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Collect all Title I Home School Compact ☐ Annual Title I Meeting ☐ October 15: Title I Comparability Report due ☐ Annual Count Survey of Neglected and Delinquent Institution	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP (Gifted Education Program) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package to MSIS)	• Identification Process • Teacher Unit Allocations

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by October 10:** submit CN monthly claim for reimbursement ☐ **REQUIRED by October 30:** Complete the District Sex-Related Education survey for SY 2025-2026 ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	SRE Survey Link will be sent via email October 1

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review student data that is provided from 9-week grades to make decisions about students who may need additional Tier II interventions ☐ Schedule meetings for students who may need to be referred for Tier II or Tier III interventions ☐ Schedule documented review meetings for students receiving Tier II (conducted no later than four weeks after implementation) or Tier III (conducted no later than eight weeks after implementation) ☐ Provide work samples ☐ **REQUIRED:** Complete appropriate documentation ☐ **REQUIRED by October 18:** Screen ALL first-grade students for dyslexia utilizing one of the state-approved dyslexia screeners	▪ Foundational Skills (Phonological Awareness) ▪ Content Instruction: Building Reading Skills ▪ Dyslexia Screener Guidance and Review ▪ Social Emotional Learning (SEL) Standards mdek12.org/sites/default/files/Offices/Secondary%20Ed/sel_standards_final_updated.pdf ▪ The MTSS Professional Development Request Form can be found at the following link: mdek12.org/OAE/OEER/InterventionServices

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. ☐ Identify students who may qualify for a Good Cause Exemption ☐ Review intervention progress for 20-day students and 4th grade Good Cause Exemptions ☐ Review prior year MAAP data ☐ Plan Families as Partners: Regional Literacy Nights	▪ Science of Reading Training ▪ Supporting Strong Readers in Adolescents (content area teachers and coaches) ▪ Explicit Lesson Planning for Whole Group and Small Group (tied to MS-CCRS) ▪ Learning Walks ▪ Progress Monitoring ▪ Data-Based Decision Making ▪ Reading-Writing Connection ▪ Identifying Deficiencies and Implementing Interventions mdek12/org/literacy

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by October 10:** Verify Month 01 student data is correct on all related reports, clear any remaining errors, and certify Month 01 data
☐ **REQUIRED by October 10:** Review Kindergarten Entry Report and provide prior setting for all enrolled Kindergarteners via file upload
☐ **REQUIRED by October 15:** Submit FETS and Bond data files, review reports, and certify Finance Data (FETS & Bond data) *(Note: On October 16, a report is generated to Auditor's Office and State Superintendent of all districts that have not submitted)*
☐ **REQUIRED by October 15:** Review National Board Report and certify National Board Data
☐ **Required by October 31:** Review data on the Summer Activity Report and provide reason that students did not return via file upload
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data,
	• MSIS Annual Reporting Calendar
	• Training:
	  • MSIS Training page for upcoming events
	  • MSIS Resources page for guides, manual, or videos and recordings
	  • Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

Personnel data, CTE data, Federal Programs Data, and Special Education Data ☐ Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source	

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester ☐ Conduct tornado drills (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau	mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ Ad Valorem Tax Request Worksheet ☐ Request reimbursement for National Board process cost fee and moving expense ☐ **Required by October 15:** Financial Exchange Transaction System (FETS) Data, Revenue Verification Form, Fund Balance Report, Cash Flow Report, Amended Budget FY2025 (combined & combining-signed) ☐ Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement ☐ Revenue Reconciliation Form	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds (*1003 grant funds reimbursement*) ☐ **Tentative**: Release of school improvement identifications/exits based on 2024-2025 school year data ☐ Identified schools update to local school board **(CSI and ATSI schools)** ☐ 2025-2026 school improvement monitoring cycle begins for schools that received FY25 1003 funds.	▪ 2025-26 Identification/Exit Overview for CSI, TSI, and ATSI ▪ Technical assistance as requested from schools/districts

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin finalizing plans for supporting Grades 6-HS students jointly enrolled in tested ELA/Math and Compensatory courses in preparation for the November-December MAAP administration ☐ Submit new course request for the 2025-2026 school year. ☐ Consider student nominations for Presidential Scholar program	▪ The deadline for submitting a new course code request is October 31 ▪ For more information contact Limeul Eubanks at leubanks@mdek12.org ▪ For more information contact Ma'Kesha Adams at madams@mdek12.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct Annual Fixed Asset Inventory Check of IDEA equipment/property, according to district policy. ☐ Work on Special Education Reports in preparation for December Child Count using teacher corrections and additions sent in September. ☐ Begin verification/correction of teacher/student schedule conflicts to submit by November 1 (Month 02 submission). ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ **REQUIRED by October 14:** Timely submission of IDEA request for funds in MCAPS. ☐ Check and verify IEP Progress Reports and verify that reports were provided to families as documented in IEPs. ☐ Complete ESY training and remind teachers to collect ESY data for breaks of at least one week each to determine if a pattern of regression/recoupment exists for at least two breaks. ☐ Child Outcomes Summary (COS) process for Indicator 7 (this process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday). ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ New Directors EDGAR 101 Training (Collaboration with the Office of Federal Programs and the Office of Career and Technical Education) ▪ Orton Gillingham based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ New Special Education Directors – EDGAR overview (TBA) ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting ☐ **Required by October 1:** Submission of Appendix B: Annual Report Form for Superintendent of Education for Reporting Infractions Under Miss. Code Ann. §37-3-2 ☐ MDE Mississippi Administrator and Teacher of the Year application disseminated to local school districts ☐ MDE Mississippi Parent of the Year application disseminated to local school districts ☐ United States Senate Youth Program (USSYP) National Exam	▪ Mississippi Administrator and Teacher of the Year applications mdek12.org/OTL/OTC/recognition

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Local Adoption: Collect information on the current status of instructional materials in the district and compile student assessment data to make informed decisions regarding the upcoming HQIM adoption.	▪ Logistics of Local Adoption

NOVEMBER

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP**: DTCs must notify the STCs about the vendor STC Training Webinars (TBD) for Fall EOC ☐ **TBD MAAP: Administration** Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.) ☐ **MAAP:** End-of-Course Fall Test Window (TBD) o Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) ☐ **MAAP-A:** Fall Re-Test Window (TBD) Fall (4X4 only or for students needing PL2-3 for Alternate Diploma) ☐ **LBPA:** Administer Middle of Year (MOY) Kindergarten Readiness Assessment and 1st-3rd grade Screeners (11.17.25-12.19.25) ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) o Update EL Roster Screen in preparation of pre-ID file ☐ **ACT:** **ACT Webinar – Accommodation Training – November 11, 2025 at 12:00 PM CT** **ACT Now portal opens for ACT administrative tasks:** o Manage Participation for ACT (Select Dates for Testing on TBD o Attend test administration and accommodations Q & A webinar on TBD o Continue requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations	▪ TBD– MAAP Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: ▪ ACT: Submitting an Initial Request (act.org)

System ○ Complete online site readiness tasks if interested in online testing ☐ **ACT Work Keys:** ○ Paper Testing window ends November 21, 2025. ☐ **MDE Test Security:** Upload a testing schedule for the MAAP Fall Administration by TBD; Testing Audits ☐ Upload reports to Caveon Core during testing (irregularity, district request forms, etc.) ☐ **NAEP:** NAEP State Coordinator works with **Selected** School Coordinators to verify student enrollment and submits Statewide Data File on behalf of all selected schools.	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up to date.	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Individual Student Success Plans (ISP) (*Ongoing)*	▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ Review CTE District Summary Report Data for the previous school year and complete improvement plans as required ☐ Begin collecting student interest data and labor market data to assist in determining new and conversion CTE programs for the next school year	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases ▪ For questions concerning labor market data, contact Brett Robinson at brobinson@mdek12.org

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/ State Invested Pre-K ☐ Meet with Early Learning Collaborative/ State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings ☐ Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline ☐ Deadline to enter ALL Brigance III data input in BOMS (Brigance Online Monitoring System) ☐ **REQUIRED:** Administrative monitoring begins All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*	The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to: ▪ MS Beginnings/Building Blocks ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ Family Engagement Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Administrator Pre-K Informal Observation Checklist Collaborate and communicate with community Head Start and early learning entities	

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services. ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions	▪ EL file review ▪ Determine if testing or classroom accommodations need adjustment on language service plans ▪ EL classroom walkthrough and leadership training debrief

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalize personnel in MSIS ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 2 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Consolidated State Performance Report (CSPR) Surveys due	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalized GEP (Gifted Education Program) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package to MSIS) ☐ Begin universal screening ☐ Scheduled GEP Monitoring begins ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)***	GEP Monitoring Visit Protocol

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by November 10:** Submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct cumulative documented review meetings for Tier II students (conducted no later than eight weeks after implementation) ☐ **REQUIRED:** Conduct TST meetings for the first documented review for Tier III students (conducted no later than sixteen weeks after implementation)	▪ Tier II Behavior ▪ MTSS Classroom Walkthrough and Leadership Team Debrief ▪ Accommodations/Modifications ▪ Access for All Guide 2.0 can be found at the following link: mdek12.org/OAE/2019-Access-for-All-Guide

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ ARM documentation due ☐ November 1: Submit School Literacy Action Plan ☐ Update Action Plans ☐ Families as Partners: Literacy Nights ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener.	▪ Science of Reading Training ▪ Supporting Strong Readers in Adolescents (content area teachers and coaches) ▪ Learning Walks ▪ School Literacy Action Plan

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by November 10:** Verify Month 02 student data is correct on all related reports, clear any remaining errors, and certify Month 02 data
☐ **REQUIRED by November 30:** Review Special Education Post Secondary Outcomes Report and provide post secondary outcomes for students via file upload
☐ **REQUIRED by November 30:** Review CTE Placement Report and provide CTE placements for students via file upload
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct tornado drill (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau	mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds (*1003 grant funds reimbursement*) ☐ Identified schools update to local school board **(CSI and ATSI schools)** ☐ CSI touchpoint documentation due from school improvement facilitators	▪ Technical assistance as requested from schools/districts ▪ Annual school improvement convening

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ May begin submitting through SharePoint MDE Reimbursement for Accelerated programs	▪ Contact Mandy Hackman at ahackman@mdek12.org on the MDE Reimbursement for Accelerated programs.

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ **REQUIRED prior to November 10:** Complete Educable Child applications and upload into SharePoint (residential placements). ☐ **REQUIRED by November 17:** Upload Educable Child Reimbursement Request Forms from September 16-November 10 (Second Pay Period) in SharePoint. ☐ Complete submission of Positive Behavior Specialist and Ed Interpreter applications. ☐ Complete submission of 504 and University-Based Program applications. ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE- approved Professional Growth System (PGS) Combined Training and continue informal observations	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Participate in the Caravan Training to learn about the yearly in-person caravan. ☐ Local Adoption: Collaborate with content teachers to establish a collective vision for what high-quality instruction will entail.	▪ The Office of Instructional Materials and Library Services will host an annual webinar about the in-person caravan. ▪ Logistics of Local Adoption

DECEMBER

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Graduation rate data is provided to districts prior to its release to the SBE and to the public in January or February ☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders. The ODSP will also offer virtual meeting spaces for school and district leaders: ▪ Graduation Rate Support Webinar ▪ Weekly Virtual Office Hours All times and access information will be listed under the Resources tab on the ODSP page (mdek12.org/OA/ODSP).

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Prepare corrective action plan (template provided by Office of Accreditation) for local board approval, MDE program office approval and SBE approval (Applicable only to Districts assigned an annual accreditation status of PROBATION or WITHDRAWN by the Commission on School Accreditation)	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP: Fall** Test Window (TBD) ☐ **MAAP-A:** Fall Re-Test Window (TBD); Fall (4X4 only or for students needing PL2-3 for Alternate Diploma) ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) • Update EL Roster Screen in preparation of pre-ID file • Initial Materials Order Window opens (Dec. 15, 2025 – Jan. 9, 2026) for ELPA21 Summative ☐ **LBPA:** Administer Middle of Year (MOY) Kindergarten Readiness Assessment and 1st-3rd grade Screeners (11.17.25-12.19.25) ☐ **ACT:** ○ **ACT Webinar – Pre Admin** Training –December 9, 2025 at 12:00 PM CT ○ Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System (Requests end TBD for spring 2025 testing) ☐ **ACT Work Keys:** ○ Online Fall testing window closes December 5, 2025. ☐ **MDE Test Security:** Upload testing irregularity reports during testing window; sign and upload test security documents	▪ TBD – MAA P Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: Submitting an Initial Request (act.org)

○ Principal Certification of State testing form, Test Security Certification form, and seating charts due by TBD. ☐ **NAEP:** NAEP State Coordinator conducts Best Practices Meetings with Principals from **Selected** Grade 12 Schools in preparation for NAEP 2026 assessments.	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of-Semester numbers. ☐ Work with the School Attendance Officer and Regional Supervisor to develop an informal attendance plan for Semester 2 for those students that had habitual attendance issues during Semester 1. Ensure all documentation of contact is logged.	For more information, contact Dr. Bryan Marshall at bmarshall@mdek12.org.

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Individual Student Success Plans (ISP) - (*Ongoing)* ☐ Advisory Council Meeting – *Fall meeting held*	▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases ▪ For questions concerning labor market data, contact Brett Robinson at brobinson@mdek12.org

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-K (as applicable) ☐ **REQUIRED**: Annual NIEER data survey due to MDE ☐ **REQUIRED**: Maintain administrative monitoring documents for collaborative classrooms provided by MDE ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy (as applicable) ☐ Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-Kindergarten classrooms to ensure assessment is provided within the timeline All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ **REQUIRED***:* Submit *Early Learning Guidelines* Assurances Forms	Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

☐ **REQUIRED**: Conduct mid-year parent-teacher conferences in-person, by phone or virtually ☐ Collaborate and communicate with community Head Start and early learning entities	

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services. ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions	▪ EL file review

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Final liquidation of grant funds ending in the current school year ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 03 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Title I Schoolwide Plans Approved by LEA ☐ All Title I Schools must be comparable by December 1	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ By December 2: GEP Teacher Unit Allocation Data (Student Number) finalized	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by December 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and Tier III interventions ☐ Compile intervention data to show student growth over the semester	▪ Foundational Skills (Phonics) ▪ Content Instruction (Math Focus) ▪ Tier II and Tier III Behavior

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Discuss school-wide student and teacher surveys with the school librarian.	School Library Guide 3.8 ▪ Utilizing communication tools to promote the reading program ▪ Strategies for collaboration with teachers and school community members School Library Guide 6.8 ▪ Collaborative strategies that enhance student success across various curricula.

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete survey of MDE Coaching Supports (Literacy Support Schools) ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener. ☐ Attend the Mississippi Literacy Association (MLA) Conference	▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by December 10:** Verify Personnel data is correct on all related reports, clear any remaining errors, and certify
☐ **REQUIRED by December 10:** Verify Month 03 student data is correct on all related reports, clear any remaining errors, and certify Month 03 data
☐ **REQUIRED by December 10:** Verify Child Count data is correct on the Child Count Report, clear any remaining errors, and certify Child Count data
☐ **REQUIRED by December 10:** Review MSFF Report to ensure all counts are correct (Report will freeze on December 10 and will be sent to the Office of School Financial Services)
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct tornado drill (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)	mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ **Required by December 6:** All districts (public, non-public, and special) should have all personnel data updated in MSIS so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds (*1003 grant funds reimbursement*) **deadline to liquidate FY23 and FY24 1003 funds** ☐ Identified schools update to local school board **(CSI and ATSI schools)**	▪ Technical assistance as requested from schools/districts

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submission of new, renewal, and addendums for District/School of Innovation Plan	▪ For more information visit mdek12.org/ese/Districts- and-Schools-of-Innovation or contact David Cress at dcress@mdek12.org.

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete final liquidation of FY22 IDEA grant funds. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Evaluate equitable service activities (meaningful and ongoing private school consultation). ☐ Work with teachers on conducting any needed IEP meetings, ESY determination meetings, reevaluations, and Parent Survey. ☐ **REQUIRED by December 6:** Complete timely submission of IDEA request for funds in MCAPS. ☐ Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to areas of significant disproportionality). ☐ Submit verification form for December 1 count via SharePoint. ☐ Send Semi-Annual Certification forms to schools for all 100% IDEA Federally paid employees: complete by the last day of the 1st semester (EDGAR requirement - keep on file at district office). ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday). ☐ **REQUIRED by December 10:** Verify the data in the Special Education Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Child Count data.	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly mentoring and induction program meeting. ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations.	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Participate in the annual state adoption webinar. ☐ Local Adoption: Involve the school community in the process of making initial adoption decisions.	▪ The Office of Instructional Materials and Library Services will hold an annual webinar on the latest state-adopted instructional materials and the local adoption committee process. ▪ Logistics of Local Adoption

JANUARY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit class size waiver request ☐ Submit school board member reports	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **ALL: DTC Training – Spring Administration** ☐ **MAAP:** Spring Registration: enrollment counts for paper materials will be submitted by DTC; (TBD) o Fall EOC (4 x 4) Administration results posted; ☐ **MAAP-A:** Fall EOC (4 x 4) Administration results posted ☐ Spring Administration Training/ dates forthcoming ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) • Update EL Roster Screen by 1/10/2026 in preparation of pre-ID file to vendor • Initial Materials Order Window closes Jan. 9, 2026 for ELPA21 Summative ☐ **Test Security:** Final test security plan MUST be posted to MDE by January 20, 2026. This will be the year-long plan from January 2026 to January 2027. ☐ **ACT: Post Admin** Webinar hosted by ACT – January 20, 2026 at 12:00 PM CT o Verify student enrollment o Complete online site readiness tasks to ensure online testing is supported o Request Qualified Exceptions for Accommodations ☐ **NAEP: Test Window – Grades 4, 8, and 12 – Selected Schools**	▪ TBD – MAAP Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: Submitting an Initial Request (act.org)

January 26, 2026 – March 20, 2026	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Individual Student Success Plan (ISP) - Phase II (*Ongoing)* ☐ Prepare/start Academic Planning and Post-Secondary	▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org.

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadline ☐ Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget, and Christy Todd at ctodd@mdek12.org about equipment purchases ▪ For questions concerning labor market data, contact Brett Robinson at brobinson@mdek12.org

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-K ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings All Pre-Kindergarten Sites in Schools ☐ **REQUIRED:** Conduct mid-year parent-teacher conferences ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Conduct Administrator Pre-K Informal Observation Checklist ☐ Collaborate and communicate with community Head Start and early learning entities ☐ **REQUIRED:** Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field	Districts may request professional development early childhood training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services ☐ Conduct EL quarterly SET Meetings for Term 3 ☐ Compile EL data to show student growth over the semester and school year ☐ Utilize all data to determine if any additional support is needed (such as MTSS)	☐ Culturally and Linguistically Responsive Practices ☐ EL Data Review ☐ Conduct Internal EL Audits ☐ Determine if adjustments to language service plans are needed

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31) ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 04 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Evaluate equitable service activities ☐ By January 31: Search for private school within the LEA, send contact letter and Intent to Participate Form ☐ Evaluate and revise Title I LEA Plan ☐ Begin federal programs Comprehensive Needs Assessment (CNA)	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Scheduled GEP Monitoring continues ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)***	▪ Gifted Outcomes ▪ GEP Monitoring Visit Protocol

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by January 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions	▪ Evaluate grades and data (Do they match?) ▪ Foundational Skills (Vocabulary) ▪ Content Instruction (Science Focus) ▪ Provide support at local TST meetings ▪ Conduct internal MTSS audits

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct informal observations with necessary face-to-face feedback discussions concerning budget plans for the current and upcoming school year, as well as needs assessments for the school library program.	School Library Guide 3.6 ▪ Collaborative strategies that promote student success across multiple curricula School Library Guide 6.2 ▪ Developing a yearly budget report and/or a specific budget report ▪ Selecting high-quality instructional support materials School Library Guide 6.5 ▪ Utilizing both short-term and long-term goals to enhance student learning. School Library Guide 6.8 ▪ Collaborative strategies that promote student success across multiple curricula

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Ensure all students have tested in the MOY window ☐ Collect MOY Data ☐ Ensure Deficiency Letters (Parent Notification) are sent home ☐ Update Action Plans ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the OY screener.	▪ MOY Data Review ▪ Regional Literacy Training(s) ▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by January 15:** Verify Month 04 student data is correct on all related reports, clear any remaining errors, and certify Month 04 data
☐ Review Graduates & Completers Report to ensure Early Graduates are displayed
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Finance, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct Active Shooter drill within the first 60 days of second semester ☐ Conduct tornado drill (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)	mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
▪ Complete request for funds (1003 grant funds reimbursement) **9 months to FY25 obligation deadline (September 30, 2026)** ▪ Review school improvement budget, ensure obligation of funds aligned to the approved school improvement plan or need for revision ▪ Identified schools (CSI, TSI, ATSI, SAR) update to local schoolboard (***TSI and SAR updates begin***)	▪ Technical assistance as requested from schools/districts

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Provide all juniors with additional ACT preparation materials and interventions in preparation of Spring ACT administration ☐ For seniors enrolled in the SREB Math Ready or SREB Literacy Ready, encourage them to re-take the ACT	https://mdek12.org/secondaryeducation/act-resources/

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Collect semi-annual/PARs for all Federally funded staff (July 1-December 31). ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ **REQUIRED by January 13:** Timely submission of IDEA request for funds in MCAPS. ☐ Complete Internal Fixed Assets inventory; check all sites (EDGAR requirement). ☐ By January 31: Collaborate with Federal Programs Director to search for private schools within the LEA. ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Complete public notice for Child Find. ☐ Check for completion of IEP Progress Reports and verify that reports were sent home. ☐ Complete winter benchmark testing (universal screening). ☐ Request or copy approved Month 03 personnel report and match teacher salary prorations in MCAPS by completing amendments/ revisions. ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday). ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Quarterly Special Education Directors Meeting / Legal Symposium ▪ Program Monitoring Virtual Office Hours

☐ Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data. ☐ **REQUIRED prior to January 18:** Complete Educable Child applications and upload into SharePoint (residential placements). ☐ **REQUIRED by January 25:** Upload Educable Child Reimbursement Request Forms from November 11-January 18 (Third Pay Period) in SharePoint.	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ MDE Mississippi Administrator and Teacher of the Year Application Must be Submitted by Established Due Date Noted in Application ☐ MDE Mississippi Parent of the Year Application Must be Submitted by Established Due Date Noted in Application ☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) Combined Training and continue informal observations	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** The local adoption committee should participate in the caravan to assess state-adopted instructional materials.	▪ The caravan schedule will be posted on the MS Instructional Materials Matter website

FEBRUARY

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit school board member reports ☐ Respond to any personnel edit report notifications	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP: Technology** Training for Districts DTC and Technology Coordinator Webinars continue for spring 2026 assessment preparation ☐ **MAAP:** Fall 2025 Reports available in TBD ○ District Data submitted to MSIS will be used for Pre-ID files to be sent to Vendors for Spring Testing ☐ **MAAP-A:** DTC and Technology Coordinator Webinars continue for spring 2026 assessment preparation ☐ **ELPT:** Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) • Disability Preclusions Form submissions (Feb. 2 -20, 2026) • Additional materials ordering opens (Feb. 17 – April 8, 2026) • Districts receive accommodated paper forms (ELPA21 Summative only) on Feb. 24, 2026 ☐ **LBPA: Complete 1st-3rd** grade Screener requirements (upload MOY universal screener data by February 1, 2026) ☐ **ACT: Window 1** ○ Paper – February 24, 2026 ○ Accommodations – February 26 – March 6, 2026 ○ Online – February 26 – March 6, 2026	▪ TBD– MAAP Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: Submitting an Initial Request (act.org)

☐ **NAEP: Test Window – Grades 4, 8, and 12 – Selected Schools** January 26, 2026 – March 20, 2026	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up to date	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ National School Counseling Week ☐ Individual Student Success Plan (ISP) - Phase II (*Ongoing)* ☐ Classroom Instruction/Psychoeducation on Career and Technical Education – Tier 1 *(Career and Technical Awareness Month)*	▪ For more information contact Chandrea Walker Everett at cswalker@mek12.org

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ New Program and Program Conversion Applications for next fiscal year made available for completion through Lotus Notes.	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases ▪ For questions concerning new program and conversion applications contact Brett Robinson at brobinson@mdek12.org

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-K ☐ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable ☐ Attend virtual/in-person winter Early Learning Collaborative/State Invested Pre-K lead meeting ☐ **REQUIRED:** Attend Early Learning Collaborative partner meetings All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Collaborate and communicate with community Head Start and early learning entities ☐ REQUIRED: Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field	Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services ☐ Adjust scheduling, services, LSPs, documentation as needed based on the previous month's internal EL audit ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions	

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin conducting Title I planning meetings for upcoming school year; present all available data to the team ☐ Review schoolwide/targeted assistance plan and implementation of action steps (document meetings) ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 05 student rosters) (On-going/should be done monthly prior to MSIS monthly approval)	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ ***Mass Screening for GEP eligibility (at least one grade level)*** ☐ GEP Monitoring (as scheduled) ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)***	▪ Mass Screening (Equity and Bias Training) ▪ GEP Monitoring Protocol

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by February 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and Tier III interventions ☐ Begin planning and scheduling screening ALL kindergarten students with an MDE approved dyslexia screener	▪ Tier III Behavior ▪ Foundational Skills (Fluency) ▪ Data Review

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Schedule a meeting for the library advocacy committee to discuss and plan the school library program goals for the upcoming school year.	School Library Guide 3.8 ▪ Using communication tools to promote the reading program ▪ Strategies for collaborating with teachers and school community members School Library Guide 6.8 ▪ Developing short- and long-term SMART Goals ▪ Using short- and long-term goals to support student learning ▪ Strategies for collaborating with teachers and school community members

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Schedule Spring Learning Walk ☐ ARM documentation due ☐ Mid-year K-4th grade IRP Fidelity Check (mid-February/March) ☐ Review, update, and discuss School Literacy Action Plans with literacy coach	▪ Differentiated Instruction/Centers ▪ Science of Reading Training ▪ Learning Walks ▪ Comprehensive Report Due (literacy coach)

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by February 10:** Verify Month 05 student data is correct, clear any remaining errors, and certify Month 05 data
☐ **REQUIRED by February 15:** Review National Board Report and certify National Board Data
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct Active Shooter drill within the first 60 days of second semester ☐ Conduct tornado drill (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)	▪ mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ **Required by February 15**: Master Teacher Certification input into MSIS to meet pro-rated salary supplement eligibility requirement	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds *(1003 grant funds reimbursement)* ***8 months to FY25 obligation deadline (September 30, 2026)*** ☐ Review school improvement budget for possible revision for summer related activities, to address potential salary/benefit shortages or overages ☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board	▪ Technical assistance as requested from schools/districts ▪ Virtual CSI touchpoints with school improvement facilitators

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Military Star School Application due	▪ Submit completed application to militarystarschool@mdek12.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ **REQUIRED by February 12:** Complete timely submission of IDEA request for funds in MCAPS. ☐ Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors). ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload. ☐ Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data. ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday).	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours ▪ Special Education Directors Quarterly Meeting (Legal Focus) ▪ Joint Fiscal Conference

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ February 1: Districts may begin to submit applications for district-requested licensure types for the upcoming school year. ☐ Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting ☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) Combined Training and continue informal observations	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Complete the Intent to Adopt by the second Friday in February	▪ All district and school textbook coordinators will receive the Intent to Adopt survey, which will assist the textbook depository and publishers in ensuring available stock.

MARCH

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **ALL:** STC Training ☐ **MAAP:** ○ Pre-ID files to be sent to Vendors for Spring Testing ○ STC Training Webinars (TBD) ○ TBD: Administration Window Opens (DTCs/STCs can set up testing sessions, enter accommodations, etc.) ○ **MAAP-A:** Pre-ID files to be sent to Vendors for Spring Testing ○ STC Training Webinars (TBD) ○ TBD: Administration Window Opens (DTCs/STCs can set up testing sessions, classes, etc.) ☐ **ELPT:** ELP testing window opens (March 2 - April 15, 2026) • Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) ☐ **LBPA:** ○ 3rd Grade MAAP-ELA (TBD) ☐ **ACT:** Window 1 ○ Accommodations – completed by March 6, 2026 ○ Online – completed by March 6, 2026 ☐ **ACT:** Window 2 ○ Paper – March 24, 2026 ○ Accommodations – March 24 - April 3, 2026	▪ TBD– MAAP Customer Support ▪ ACT Customer Support – Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: Submitting an Initial Request (act.org)

○ Online – March 24 - April 3, 2026 ☐ **ACT Work Keys:** ○ Online testing window opens March 2, 2026 ○ Paper testing window is March 2, 2026-March 27, 2026 ☐ **MDE Test Security:** Upload a testing schedule for the MAAP spring window ☐ **NAEP: Test Window – Grades 4, 8, and 12 – Selected Schools** January 26, 2026 – March 20, 2026	
	▪

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up to date	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Individual Student Success Plan (ISP) - Phase II (*Ongoing)*	▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org

CTE	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ Applications for New Programs and Program Conversions due ☐ Begin working on Local Plan Application (LPA) for the next school and submit in Lotus Notes by established deadline ☐ Ensure CTE student testing rosters are correct in the RCU testing portal by established deadline	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek2.org about teacher budget, and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA ▪ Webinars will be hosted on preparing the Local Plan Application (LPA)

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-Kindergarten ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings ☐ **REQUIRED**: Begin spring post-CLASS observations ☐ **REQUIRED:** Spring assessment tool testing window All Pre-Kindergarten Sites in Schools ☐ **REQUIRED:** Spring assessment tool testing window ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Conduct Administrator Pre-K Informal Observation Checklist	▪ Register for Early Childhood Approved Specialized Training Program (as needed) ▪ Register for the Mississippi Early Childhood Education Conference Districts may request professional development technical assistance at earlychildhood@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services ☐ Conduct EL SET meetings for term 3 ☐ Provide ELPT Platform Review/Practice for students ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions ☐ Begin collecting IRP documents for any EL students who may qualify for a Good Cause Exemption for the Literacy-Based Promotion Act (as needed)	▪ ELPT practice questions available through the Office of Student Assessment

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct Title I planning meetings for upcoming school year; present all available data to the team ☐ Begin to make decisions concerning the activities that will be written into the consolidated LEA and schoolwide plan ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 06 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Private school's Intent to Participate Form or "No Private School" letter uploaded into MCAPS and begin consultation ☐ Title IV-A Use of Funds Survey for closed grant	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete universal screening (may be completed prior to March) ☐ GEP Monitoring (as scheduled) ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)***	▪ GEP Program Evaluation ▪ GEP Monitoring Protocol

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Annual Assessment of each school's Wellness Plan ☐ Attend Training for Summer Food Service Program (participating Districts) ☐ **REQUIRED by March 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	▪ Utilize *2021 Local School Wellness Policy Guide for Development*: https://mdek12.org/sites/default/files/documents/OCN/wellness-policy-guide_nov_2021_updated_sd_1.pdf ▪ Review SFSP information and requirements: mdek12.org/OCN/SFSP

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions ☐ Finalize dyslexia screener schedule for ALL kindergarten students using an MDE approved dyslexia screener	▪ Foundational Skills (Comprehension) ▪ Reflect on successes and areas of growth ▪ Plan for upcoming transition meetings ▪ Plan for summer supports

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review testing schedule for school with literacy coach (check dates for accuracy)	▪ Learning Walks ▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by March 10:** Verify Month 06 student data is correct on all related reports, clear any remaining errors, and certify Month 06 data
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Conduct tornado drill (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)	▪ mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds *(1003 grant funds reimbursement)* ***7 months to FY25 obligation deadline (September 30, 2026)*** ☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board	▪ Technical assistance as requested from schools/districts

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin finalizing plans for supporting Grades 6-HS students jointly enrolled in tested ELA/Math and Compensatory courses in preparation for the Spring MAAP administration ☐ HELP Scholarship Deadline March 31st	▪ For more information on the HELP Scholarship visit msfinancialaid.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Evaluate equitable service activities (meaningful and ongoing private school consultation). ☐ Begin upcoming fiscal year consultation with private schools on intent to participate. ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ **REQUIRED by March 12:** Complete timely submission of IDEA request for funds in MCAPS. ☐ Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to areas of significant disproportionality). ☐ **REQUIRED prior to March 15:** Complete Educable Child applications and upload into SharePoint (residential placements). ☐ **REQUIRED by March 22:** Upload Educable Child Reimbursement Request Forms from January 19-March 15 (Fourth Pay Period) in SharePoint. ☐ Recruit teachers and other service providers (SLP, OT, PT) to work during ESY. ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Check completion of IEP Progress Reports and verify they are sent home, in accordance with each student's IEP. ☐ Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors). ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours

sixth birthday). ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload. ☐ Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data.	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request for Recommendations: MDE's Talent Pool of Distinguished Educators ☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) Combined Training and continue informal observations ☐ Licensure application requests submitted on or after March 1st for initial licensure, reinstatement, and entry-level administrator will be issued for the upcoming school year unless the applicant requests that the license be issued for the remainder of the current year.	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

APRIL

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify cohort report in MSIS for current year and previous 3 years	The Office of District and School Performance (ODSP) offers several on-site/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to: ▪ Introduction to the Mississippi Statewide Accountability System ▪ English Learner (EL) Accountability Training ▪ High School Accountability Training Also offered on the webpage (mdek12.org/OA/ODSP) are several resource links for both district-level and school-level stakeholders.

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP: Spring** Test Window (TBD) ○ Grade 3 Reading and Senior Testing Early Window ○ Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) ☐ **MAAP-A:** Testing window open (March 9 – May 1, 2026) ☐ **ELPT:** ELP testing window closes (March 2 - April 15, 2026) • Identification of potential ELs with the ELPA21 Screener/ELPA21 Alt Screener (ongoing) • Summative paper/braille materials must arrive at MetriTech on or before April 23, 2026 ☐ **LBPA: Administer** 3rd Grade MAAP-ELA ○ Review students that qualify for Good Cause Exemptions ○ Administer End of Year (EOY) Kindergarten Readiness and 1st-3rd grade Screeners (4.20.26-5.15.26) ☐ **ACT: Window 2** ○ Accommodations – Completed by April 3, 2026 ○ Online – Completed by April 3, 2026 ☐ **ACT**: **Test Window 3** Paper – April 21, 2026 Accommodations – April 21, 2026 -May 1, 2026 Online – April 21, 2026 -May 1, 2026 ☐ ACT Work Keys: ○ Online testing window closes April 17, 2026	▪ TBD– MAAP Customer Support ▪ ACT: Mississippi Link: Mississippi (act.org) ▪ Accommodations and/or EL Supports: Submitting an Initial Request (act.org)

☐ **MDE Test Security: Upload** testing irregularity reports during the testing window; School Audits ☐ **NAEP:** NAEP State Coordinator conducts data collection debriefing with **selected** schools.	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up to date	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Classroom Instruction/Psychoeducation on Counseling Awareness – Tier 1 *(Counseling Awareness Month)* ☐ Individual Student Success Plan (ISP) - Phase II (*Ongoing)* ☐ Develop and disseminate *Needs Assessment* to stakeholders	▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ By April 30: Submit Local Plan Application (LPA) for the next school year in Lotus Notes. Pending availability ☐ Oversee national certification testing in the local district	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA ▪ Webinars will be hosted on preparing the Local Plan Application (LPA)

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-K ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, and assessment tool, continuation application, coaching components, and CLASS policy as applicable ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings ☐ **REQUIRED:** Deadline for spring Brigance III screening results in BOMS (Brigance Online Monitoring System) ☐ **REQUIRED**: Continue spring post-CLASS observations ☐ **REQUIRED:** Spring face-to-face assessment tool testing window All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Conduct Administrator Pre-K Informal Observation Checklist ☐ **REQUIRED**: Conduct spring parent-teacher conferences in-person, by phone or virtually ☐ Collaborate and communicate with community Head Start and early learning entities ☐ **REQUIRED:** Spring assessment tool testing window	▪ Register for Early Childhood Specialized Bootcamp Training (as needed) ▪ Register for the Mississippi Early Childhood Education Conference Districts may request professional development technical assistance training at earlychildhoodtrainings@mdek12.org The Office of Early Childhood trainings can be found at the GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Continue EL services. ☐ Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions ☐ Continue documentation collection for any EL students who may need them to qualify for a Good Cause Exemption for the Literacy-Based Promotion Act	▪ EL file review

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalize all Title I meetings ☐ Finalize evaluation of schoolwide/targeted-assistance program ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Title II Use of Funds of Survey	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP Monitoring (as scheduled) ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)*** ☐ GEP Services continue through the end of the academic year	▪ Implementation of Gifted Navigator Training

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Local Board of Education approval of price adjustments for student and adult meals for the upcoming school year to meet USDA requirements ☐ **REQURED by April 30:** Complete Summer Food Service Program online agreement (participating districts) ☐ **REQUIRED by April 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and Tier III interventions ☐ **REQUIRED by April 18:** Screen ALL kindergarten students for dyslexia utilizing one of the state-approved dyslexia screeners	▪ MTSS file review ▪ Dyslexia Awareness Training Spreadsheets can be found at the following link mdek12.org/OAE/OEER/Dyslexia

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Schedule a formal observation. ☐ **REQUIRED:** Face-to-face feedback should cover budget reports for the current and upcoming school years, needs assessments, and the schedule for the school library in the upcoming year.	School Library Guide 3.7 • Effective supports and instructional strategies to promote student learning and teacher collaboration School Library Guide 6.2 ▪ Developing a yearly budget report and/or a specific budget report ▪ Selecting high-quality instructional support materials School Library Guide 6.8 ▪ Developing short- and long-term SMART Goals ▪ Using short- and long-term goals to support student learning strategies for collaborating with teachers and school community members

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review and update Action Plans ☐ Planning for MAAP/3rd Grade MAAP-ELA Assessment (Data discussions, projections, and strategizing) ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the EOY screener.	▪ Complete School Profile Template ▪ Science of Reading Training ▪ mdek12.org/literacy

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by April 10:** Verify Month 07 student data is correct on all related reports, clear any remaining errors, and certify Month 07 data
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Submit request to the Division of Pupil Transportation for bus driver certifications needed for summer bus schools provided by MDE ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Conduct tornado drill (2 per school year; 1 per semester recommended)	▪ mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ EEF Procurement Card FY2026 spending deadline	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds *(1003 grant funds reimbursement)* ***6 months to FY25 obligation deadline (September 30, 2026)*** ☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board	▪ Technical assistance as requested from schools/districts

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ **REQUIRED by April 14:** Complete timely submission of IDEA request for funds in MCAPS. ☐ **By April 15:** All ESY decisions should be made for students to be included on the ESY application. ☐ Secure location, buses, employees, and service providers for ESY. ☐ Schedule annual IEP meetings and reevaluations. ☐ Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors). ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education	▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours ▪ Parent Conference

students that are newly enrolled, and exits being completed as students approach their sixth birthday). ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload. ☐ Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data.	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Participate in professional development sessions and obtain technical support on licensure ☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) Combined Training and begin formal observations ☐ MS Administrator and Teacher of the Year Awards Program Luncheon	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Districts and schools may begin purchasing newly adopted instructional materials after April 1.	▪ The Office of Instructional Materials and Library Services will conduct an annual webinar on how to purchase from the TIMS 2.0 Online Catalog.

MAY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review and confirm student information in MSIS; Month 9 data are used for many areas in the accountability system calculations ☐ Verify cohort report in MSIS for current year and previous 3 years	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP: Spring Test Window (TBD)** • STCs must ensure all tests are submitted in the testing portals • DTCs must collect and ship back secure materials to testing companies ☐ **MAAP-A: Testing window open (TBD;** ☐ **ELPT:** Alt ELPA Summative Reports available to DTC, DELC, STC on May 18, 2026 • ELPA21 Screener/ELPA21 Alt Screener closes May 22, 2026 ☐ **LBPA:** • Administer End of Year (EOY) Kindergarten Readiness and 1st-3rd grade Screeners (4.20.26-5.15.26) • Complete 1st-3rd grade Screener requirements (upload EOY universal screener data) (May 30) • Receive initial test results • 3rd Grade MAAP Alternative Assessment - Retest 1	▪ TBD– MAAP Customer Support ▪ ACT WorkKeys Reimbursement Questions can be sent to Dr. LaDewayne Harris, laharris@mdek12.org

• Complete Good Cause Exemption paperwork ☐ **ACT**: **Test Window 3** Accommodations –Completed by May 1, 2026 Online – Completed by May 1, 2026 ☐ **ACT WorkKeys:** Reimbursement Request submissions accepted ☐ **MDE Test Security:** Auditing continues; Upload testing irregularity reports during testing window; sign and upload test security documents including seating charts; upload Principal's Certification ☐ **NAEP:** NAEP State Coordinator conducts post-assessment demographic data review of the NAEP 2026 assessments.	

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ JDC's sponsoring school districts submission of actual expenses for educational programming ☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of YEAR numbers	

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ School Counseling Program Assessment ☐ School Counselors complete Stakeholders Needs Assessment ☐ Instruction on Mental Health Awareness *(Mental Health Awareness Month)* ☐ Transition meeting *(Elementary to Middle to High to Post-Secondary)* ☐ 2025-2026 ISP Completed ☐ Advisory Council Meeting – Spring meeting held ☐ Comprehensive School Counseling Program Binder - *(Complete for the 2025-2026)*	▪ Mental Health resources ▪ For more information contact Chandrea Walker Everett at cswalker@mdek12.org

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify and finalize CTE student indicator data on MSIS reports ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ Oversee national certification testing in the local district ☐ Request reimbursements for national certification testing by established deadlines ☐ Review and analyze data on national certification testing reports ☐	▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at dandrews@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA ▪ Please contact Mandy Hackman at ahackman@mdek12.org about requesting reimbursement for national certification testing ▪ Contact Mandy Hackman at ahackman@mdek12.org with questions about WorkKeys reimbursement

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites/State Invested Pre-K ☐ Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable ☐ **REQUIRED**: Attend Early Learning Collaborative partner meetings ☐ **REQUIRED**: Complete spring post-CLASS observations ☐ Spring post-CLASS report reviews ☐ **REQUIRED:** Spring face-to-face assessment tool testing window All Pre-Kindergarten Sites in Schools ☐ **REQUIRED:** Spring face-to-face assessment tool testing window closed; Brigance screening window closed ☐ Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children* ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ Collaborate and communicate with community Head Start and early learning entities ☐ **REQUIRED**: Establish a MOU/MOA with local Head Start Program or Child Care if Head Start is not available. See document: Early Childhood Coordination Requirements in the Every Student Succeeds Act: A Toolkit for State and Local Educational Agencies, Head Start Programs, and the Early Childhood Field	▪ Register for Early Childhood Specialized Bootcamp Training (as needed) ▪ Register for the Mississippi Early Childhood Education Conference Districts may request professional development technical assistance training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Schedule a date that will be the last day to provide EL services ☐ Compile EL data to show student growth over the semester and school year ☐ Gather information transfer to feeder school for students transitioning to the next school (moving from elementary to middle or middle to high school) ☐ Schedule a meeting with the EL teacher at the feeder school to provide them with information on the students who are transferring to them next year ☐ Conduct end-of-year EL meetings ☐ Review ELPT data to determine preliminary EL service groupings and schedules for the next academic year ☐ Collect all documentation for any EL students who need and qualify for a Good Cause Exemption for the Literacy-Based Promotion Act	▪ How to analyze supports for each language domain. ▪ Charting data for the semester or school year ▪ How to conduct effective transfer meetings for students moving up to the next school level

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Update fixed asset inventory for closeout ☐ Review/revise family engagement policy/procedure and home school compact ☐ Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 08 student rosters) (On-going/should be done monthly prior to MSIS monthly approval) ☐ Preliminary Equitable Service Plan and Written Affirmation uploaded in MCAPS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP Monitoring (as scheduled, if needed) ***(Monitoring for SY 2025-2026 academic year will be conducted onsite.)*** ☐ GEP Services continue through the end of the academic year	Selecting and designing gifted curriculum

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete Annual Agreement for participation in the Child Nutrition Statewide Purchasing Program ☐ **REQUIRED by May 10:** submit CN monthly claim for reimbursement ☐ Conduct Direct Certification (SNAP eligible students) matches, files updated weekly ☐ Submit Documentation for new Child Nutrition Directors	▪ Training and Program Outreach – Child Nutrition

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions ☐ **REQUIRED by May 9:** Submit all dyslexia screener data to MDE ☐ **REQUIRED by May 23:** Submit all dyslexia awareness training spreadsheets to MDE ☐ Schedule a date that will be your last day to provide interventions ☐ Compile intervention data to show student growth over the semester and school year ☐ Gather information on students in Tier II and Tier III to transfer to feeder school for students transitioning to the next school (moving from elementary to middle) Utilize Form 3G in the MTSS Documentation Packet. ☐ Schedule a meeting with the interventionist at the feeder school to provide them with information on the students who are transferring to them next year	▪ How to analyze a year's worth of data ▪ Charting data for the semester or school year ▪ How to conduct effective transfer meetings to include the counselor, interventionist, and administration ▪ Data collection for cumulative records ▪ Dyslexia Screener Data forms can be found at the following link mdek12.org/OAE/OEER/Dyslexia

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Review the results of the annual library inventory and report on the findings, including new, lost, and weeded books.	School Library Guide 6.8 ▪ Creating and completing inventory reports ▪ Using statistics to create and promote a positive learning environment

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin Summer School Planning ☐ Complete grade level and administrator exit interviews ☐ **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.	▪ EOY Data Review ▪ Spaces and environments for the upcoming school year ▪ Science of Reading Training ▪ Collect teacher attendance data (for school profile) ▪ Collect/analyze EOY data (for school profile) ▪ ARM documentation due ▪ Evaluations Due (Coach and Regional)

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by May 10:** Verify Month 08 student data is correct on all related reports, clear any remaining errors, and certify Month 08 data
☐ Complete Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, LEA & School Management, Organization data, Student data, Course Section data, Discipline data, Personnel data, CTE data, Federal Programs Data, and Special Education Data
☐ Review the Data Quality Dashboard for data errors and correct data in the appropriate source
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Conduct monthly** fire drills ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Conduct tornado drill (2 per school year; 1 per semester recommended)	▪ mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ Review tax assessment information to be used for FY2028 MSFF calculation	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete request for funds *(1003 grant funds reimbursement)* ***5 months to FY25 obligation deadline (September 30, 2026)*** ☐ Assess need for revisions to school improvement budget for summer related activities or to address potential salary/benefit shortages or overages, if needed ☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board	▪ Technical assistance as requested from schools/districts ▪ Virtual CSI touchpoints with school improvement facilitators

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit Seal of Biliteracy Scores prior to district graduation ☐ Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments and Accelerated Programs	▪ Contact Limeul Eubanks at leubanks@mdek12.org with questions about the Seal of Biliteracy ▪ Contact Mandy Hackman at ahackman@mdek12.org with questions about Accelerated Programs reimbursement

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Send Semi-Annual Certification Forms to schools for all 100% IDEA Federally paid employees – complete by the last day of 2nd semester and keep on file at district office. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Update fixed asset inventory for closeout. ☐ Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs). ☐ **REQUIRED by May 12:** Complete timely submission of IDEA request for funds in MCAPS. ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey. ☐ Prepare ESY Application for FFY25/FY26 – due on or before June 1. ☐ Begin work on Project Application draft budget for FFY26/FY27 and schedule dates for private school consultations (if needed). ☐ Request anticipated FY26 Salary and Benefits Report for all IDEA and Preschool personnel from Business Department. ☐ Check due date for projected budget with Business Manager.	▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports ▪ Power Hour for Parents ▪ Virtual Office Hours ▪ Program Monitoring Virtual Office Hours ▪ IDEA Fiscal Bootcamp

- ☐ Schedule and complete meetings for Parental Involvement Public Comment Procedures for FY26 IDEA Funding Application (retain all documentation to upload into MCAPS for FY25 Project Application).
- ☐ **REQUIRED prior to May 19:** Complete Educable Child applications and upload into SharePoint (residential placements).
- ☐ **REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 18-May 19 (Fifth Pay Period) in SharePoint.
- ☐ Complete end of the year teacher check-out procedures.
- ☐ Check completion of IEP Progress Reports and verify that they were sent home in accordance with each student's IEP.
- ☐ Prior to the end of the school year, check that all teachers have completed annual IEP reviews.
- ☐ Review Significant Disproportionality Data and complete review of policies, practices, and procedures, if required for CEIS.
- ☐ Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors).
- ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday).
- ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.
- ☐ Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data.

TEACHING AND LEADING	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Monthly mentoring and induction program meeting ☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) Combined Training and complete formal observations	▪ Mentoring and Induction Toolkit ▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at mdek12.org/OTL/OTC/professional-growth-system ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

JUNE

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify cohort report in MSIS for current year and previous 3 years	

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ ALL: Submit Non-Participation Forms due to Significant Medical Emergency ☐ MAAP: Spring Results (data file) posted ☐ MAAP-A: Spring test results (data file posted) ❑ ELPT: ELPA Summative Reports available to DTC, DELC, STC on June 1, 2026 ☐ LBPA: ○ Receive Retest 1 results ○ 3rd Grade MAAP Alternative Assessment – Retest 2 ☐ MDE Test Security: Caveon reports and letters submitted for possible EOC student invalidations ☐ ACT WorkKeys: Final submission through Student Assessment Navigator SharePoint of MDE Reimbursement Application for WorkKeys Assessments	▪ TBD– MAAP Customer Support ▪ Contact Dr. LaDewayne Harris at laharris@mdek12.org with questions about WorkKeys reimbursement

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Alternative Education Self-Assessment ☐ Foster Care Assessment	For more information, contact Terissa Williams at twilliams@mdek12.org.

COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Develop or revise comprehensive school counseling programs based on data analysis ☐ Review and revise the schedule of students for the upcoming school year	▪ See the *Mississippi School Counselor Framework* for guidance

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by June 30:** Verify the data in the CTE Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify CTE data for the school year ☐ Request reimbursements for national certification testing by established deadlines ☐ Finalize all reimbursement requests for Perkins funding by June 8 ☐ Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments	▪ Please contact the CTE office at 601-359-3974 or email Christy Todd at ctodd@mdek12.org about reimbursement request for Perkins funding ▪ Please contact Mandy Hackman at ahackman@mdek12.org about requesting reimbursement for national certification testing and ACT WorkKeys

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Attend the Early Childhood Conference ☐ Attend Early Learning Collaborative and Sate Invested Pre-Kindergarten Lead Meeting (Required for ELC's and SIP's)	Districts may request professional development technical assistance training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: gsmu.mdek12.org/Public/Course/Browse **Professional Learning Opportunities** **Back-to-School Resource Documents**

ENGLISH LEARNER INSTRUCTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Plan and provide EL supports for any EL summer programming that the school/district may offer. ☐ Collect data on summer progress. ☐ Continue to review and analyze ELPT data for EL support determinations, groupings, and goal setting for the upcoming school year	▪ Analyze ELPT reports for program improvement and scheduling for the upcoming school year. ▪ Plan small groups for linguistic support for upcoming academic year

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by June 30:** Verify the data in the Federal Programs Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Federal Programs data for the school year ☐ Review current budgets to ensure accurate fiscal close out ☐ Year-end assessment of equitable service program ☐ Evaluate federal programs goals and objective ☐ By June 30: SNS Methodology	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review gifted monitoring tool ☐ End-of-year GEP Survey submitted by June 30th ☐ Submit updated GEP Proposals by June 30th	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by June 10:** submit CN monthly claim for reimbursement ☐ June 30: Deadline for electing to participate in the Community Eligibility Program	

INTERVENTION	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Provide interventions to students attending summer school ☐ Collect data on summer progress	▪ Analyze summer school reports for promotion

LITERACY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Update Action Plans	▪ Science of Reading Training ▪ Complete Comprehensive Report ▪ Complete Summer Projects

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by June 15:** Verify Month 09 student data is correct on all related reports, clear any remaining errors, and certify Month 09 data
☐ June 13: Organization data, Student data [Attendance, Enrollment, & Student Demographics], Course Section data, and discipline data stops sending via API to MSIS for current school year (PowerSchool districts should stop publishing current school year data before rolling to the next year)
☐ June 13: Personnel data (Marathon) stops sending via API to MSIS for current school year
☐ June 15: Personnel data (Integrity) stops sending via API to MSIS for current school year
☐ **REQUIRED by June 30:** Verify Special Education data is correct on all related reports, clear any remaining errors, and certify Special Education end of year data
☐ **REQUIRED by June 30:** Verify Federal Programs data is correct on all related reports, clear any remaining errors, and certify Federal Programs end of year data
☐ **REQUIRED by June 30:** Update Grades & Promotions manual input screen for updated course grades, promotions, and completion statuses
☐ **REQUIRED by June 30:** Review Graduates & Completers Report (reflect any changes after Month 9 certification and summer sessions)
☐ June 30: Special Education data (EdPlan, SEAS, SpedTrack) stops sending via API to MSIS for current school year
☐ June 30: Files containing Personnel, Federal Programs, or Special Education data for the current school year should stop being uploaded to MSIS
	• MSIS Annual Reporting Calendar
	• Training:
	  ○ MSIS Training page for upcoming events
	  ○ MSIS Resources page for guides, manual, or videos and recordings
	  ○ Email training requests to msis2@mdek12.org
	• Help Desk Support: Send requests for MSIS support to mdeapps@mdek12.org

SCHOOL FINANCIAL SERVCES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ Request initial EEF procurement card count for FY2027	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request for funds *(1003 grant funds reimbursement)* ***4 months to FY25 obligation deadline (September 30, 2026)*** ☐ Identified schools (CSI, TSI, ATSI, SAR) final update to local school board ☐ Submit community engagement council documentation by June 30 ☐ Submit **FY25** revisions due by July 31st	▪ Virtual CSI touchpoints with school improvement facilitators (if needed) ▪ Technical assistance as requested from schools/districts ▪ State conference participation (MAFEPD, Making Connections, Time is Right, etc).

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ The FY25 ESY Application is due June 1. ☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS. ☐ Review current budgets to ensure accurate fiscal close out. ☐ Evaluate equitable service activities (meaningful and ongoing private school consultation). ☐ **REQUIRED by June 12:** Complete timely submission of IDEA request for funds in MCAPS. ☐ Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to areas of significant	▪ Policies and Procedures located at mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Orton Gillingham-based instruction training offered throughout the year ▪ New Special Education Directors Supports ▪ New Special Education Teacher Mentor Supports

disproportionality).

- ☐ Continue to work on FFY25/FY26 IDEA Funding Application.
- ☐ Request FFY25/FY26 Expenditure Report from Business Manager and compare balance in district's accounting software to MCAPS balance.
- ☐ When Funding Application has final approval, work with Business Manager to make sure the district budget (in district's accounting software) for accounts 2610 (IDEA Part B 611) and 2620 (IDEA Part B Preschool 619) match what is in approved MCAPS application.
- ☐ Work with teachers on conducting any needed IEP meetings, reevaluations, and Parent Survey.
- ☐ **Prior to June 30:** Submit verification form for speech/language screenings to the OSE.
- ☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday). All preschool data should be entered by June 30.
- ☐ **Prior to June 30:** Complete Parent Surveys.
- ☐ Review Part C to B data in the Special Education Part C to B Report and submit updated data to MSIS via file upload.
- ☐ **REQUIRED by June 30:** Verify the data in the Special Education Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Special Education data for the school year.
- ☐ Ensure MDE has updated contact information for the 2026-27 school year.

- Power Hour for Parents
- Quarterly Special Education Directors Meeting
- Time is Right Conference
- Improving Outcomes for Students with Disabilities Conference
- Virtual Office Hours
- Program Monitoring Virtual Office Hours
- IDEA Fiscal Bootcamp

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Mississippi Educator and Administrator Professional Growth System (PGS) score submissions are due via MECCA on or before June 30	▪ All current Professional Growth System data submission requirements are available via MECCA at mecca.mdek12.org ▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at mdek12.org/OPD/RPD

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** The TIMS 2.0 platform should be updated by the second Friday in June. ☐ **REQUIRED:** Complete the End-of-Year Survey by the second Friday in June.	▪ The Office of Instructional Materials and Library Services will conduct training sessions upon request. ▪ The TIMS 2.0 handbook includes instructions on adding and removing instructional materials. ▪ All district and school textbook coordinators will receive the EOY textbook survey, which includes questions about TIMS 2.0 status and adoption results.