

School District Reporting Requirements

02/03/2014



Iowa Department of Education

Iowa Department of Education

Grimes State Office Building
Des Moines, IA 50319-0146



State Board of Education

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Background

The School District Reporting Requirement Task Force was established by HF 215 of the 2013 legislative session. Section 106 of HF 215 established the task force, required the Iowa Department of Education to compile a list of reports that school districts are required to submit to the department biennially or more frequently, and required the Department to submit the list to the task force for consideration.

The task force was then required to review the list of required reports and make a written recommendation to the State Board of Education to continue, modify, or eliminate each requirement by December 2, 2013. Upon review of the task force recommendations, the State Board was further required to choose which of the task force's recommendations for modification or elimination required changes to administrative rule or statute. The State Board was required to submit its findings and recommendations, along with plans for board action regarding administrative rule and recommendations for statutory changes, in a final report to the general assembly by February 3, 2014.

The following report contains the original recommendations of the task force, the plans and recommendations of the State Board of Education, the list of reports required by the Iowa Department of Education, including written justification for continuing, modifying, or eliminating each, and input gathered from additional stakeholders.

Task Force Membership

K. John Casey, Math and Industrial Technology Teacher, Ogden Community School District, Ogden

Bobi Jo Friesen, General Music Teacher, Norwalk Community School District, Norwalk

Sam Miller, Superintendent, Solon Community School District, Solon

Patti Schroeder, Co-Director, Finance Support, Iowa Association of School Boards, Des Moines

Amy Williamson, Chief, Bureau of School Improvement, Iowa Department of Education, Des Moines

2013 Meeting Schedule

Date	City	Facility	Time
Sept. 24	Des Moines	Grimes Building	10:00 am – 2:00 pm
Nov. 14	Des Moines	Grimes Building	9:00 am – 4:00 pm
Nov. 22	Des Moines	Grimes Building	9:00 am – 4:00 pm

In addition to in-person meetings, the task force collaborated via email and sent out a survey to stakeholders December 3-10.

Executive Summary

The Iowa Department of Education compiled a list of 133 required reports, some of which are data collections that the Department uses to fulfill its own state or federal reporting requirements. The task force recommends completely eliminating nine of the 133 reporting requirements (6.8%), modifying 47 of the requirements (35.3), and continuing 77 of the requirements (57.9%).

The items the task force recommends eliminating do not appear to be required by state or federal law or administrative rule. Of the items the task force recommends modifying, the modifications generally require better technology or ease of use for the consumers. Of the items the task force recommends continuing, the vast majority are required by federal code or regulation.

The task force based its recommendations on the following criteria:

1. Is the report or data collection required by federal law or regulation?
2. Is the report or data collection required by state law or administrative rule that requires no changes? (i.e. are there recommendations that we can make to alter the law or rule?)
3. Is the technology used for the collection of the information adequate?
4. What are the consequences of not collecting this information?
5. What is the method of submission of this report or information?
6. What is the user base for this report?

Of the items the task force recommends continuing, the vast majority are required by federal code or regulation.

The full list of reports required by the Iowa Department of Education along with the task force recommendation for each report may be found in Appendix A. The following section contains general recommendations of the task force that apply to all reports and data collected by the Iowa Department of Education, regardless of the specific recommendations found in Appendix A of this report.

Recommendations of the Task Force

The task force has several general recommendations to improve information collection at the Iowa Department of Education in addition to the specific recommendations to eliminate, modify, or continue each specific information collection listed in Appendix A. Specifically, the task force recommends that the State Board of Education and the General Assembly:

- 1) Advocate for and provide funding to the Department of Education to improving the technical capabilities of the Department. The Department is currently not capable of meeting the technical needs associated with the demands of information collection from districts and schools in a manner that is efficient. Appropriate uses of this funding may include upgrades to hardware and software and augmentation of programming staff. The Department should strongly consider contracting for programming services in order to meet IT needs if necessary, and the task forces urges the State Board and General Assembly to provide support for such services.
- 2) Merge the system of special education compliance monitoring with the system of K-12 compliance monitoring to create one system and one place of reference for districts and schools.
- 3) Improve on the current system, or create one where it is lacking, for the multiple food and nutrition programs to make the collection of a large amount of data more efficient for schools. The food and nutrition information collections are one of the largest sources of burden on districts.
- 4) Thoroughly test a new or updated electronic system extensively before opening it up to the field to avoid unnecessary system crashes or offline fixes during reporting periods.
- 5) Even for information collections that are continued, find ways to improve technology and reduce redundancies in all data and reporting required of districts and schools.
- 6) Continue to reduce burden on other agencies, including Area Education Agencies, as requirements placed on AEAs often result in requirements being placed on districts.
- 7) Cooperate with other state agencies and education partners, including the Iowa State Education Agency, School Administrators of Iowa, and the Iowa Association of School Boards, to make the most efficient use of information already gathered by one or more of these agencies.

Recommendations and Plans of the State Board of Education

This section will be completed upon review by the State Board of Education.

Conclusion

This section will be completed upon review by the State Board of Education.

Appendices

Appendix A: List of Reports

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
21st Century Community Learning Centers (Title IV B, After school)	Year End 21st Century Program Survey	Online program survey	DE required	grantees for 21st CCLC Grant	Annually	Date varies- Due in the Fall of each year	electronic submission	Eliminate	Not required by law and is possible this information is available elsewhere
CDC grant - 1308 funding AIDs Prevention	School Health Profile	school principals and lead health instructors complete a questionnaire on policies and practices related to health topics	DE required	Other: a selected sample of schools are asked to participate	every other year	Profiles is administered in the even years, 2013-2014, 2015-2016	hard copy by mail	Eliminate	There does not appear t be a state or federal requirement to collect this information, and the task force cannot determine the need for the collection.
CDC grant - 1308 funding AIDs Prevention	Youth Risk Behavior Survey (YRBS)	schools administer a questionnaire to a sample of high school students	DE required	Other: a selected sample of schools are asked to participate	every other year	YRBS is administered in the odd years, 2012-2013, 2014-2015	hard copy by mail	Eliminate	There does not appear to be a state or federal requirement to collect this information, and the task force cannot determine the need for the collection.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Drinking Driver Education Program	Quarterly Report	A listing of all students that have attended the drinking driver program for the quarter	DE required	public schools; community colleges; Private Substance Abuse Treatment agencies that provide the drinking driver program	Quarterly	within 30 days of the end of the quarter	Email	Eliminate	There does not appear to be any state or federal requirement for this report.
Executive Team for the Deaf and Hard of Hearing or Leadership Team for the Blind and the Deaf	typically it is called DHH Data. It varies	Specific student disability count matched with achievement data and IEP services data.	DE required	typically AEAs plus Des Moines and Iowa School for the Deaf	as needed or requested by the Executive Team for the Deaf and Hard of Hearing. Usually not more than yearly.	Varies. The due date is on the request.	Electronically	Eliminate	This can likely be collected by pulling the information from the IEP data system. If it cannot, try to find a way to get it that does not entail asking for double entry.
Individuals with Disabilities Education Act Part C	Year-End Report	Report on improvement activities for all compliance and results indicators for federal Part C SPP/APR	IAC 281-120.720	AEAs	Annually	July 31	Email	Eliminate	This is not required by state or federal code
OMB Circular A-133 Federal and State program Oversight - Audit Report	Independent Audit Reports	A copy of the Independent Auditor's Report is to be submitted. This will be done by either the District's or AEA's Independent Auditors or by the district or AEA.	IC 11.6, IC 423F.5; IAC 281-99.2, IAC 281-81; OMB Circular	AEAs; districts; independents auditors	Special audits for Districts and AEAs are also required to be submitted timely.	March 31	Primarily attachment to email, but a few are received by hard copy.	Eliminate	Use the report filed with the auditor's office that is available on the website.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Collection			A-133						
Statewide Voluntary Preschool Program	Student Reporting in Iowa DE uses this information to generate an annual legislative report regarding the Statewide Voluntary Preschool Program. This report is not required by law but requested by legislators. Kindergarten Literacy Assessment Preliminary Report and the Condition of Education Report	Student Reporting in Iowa-Specific student population count, no proposed budget and expenditures, no corrective action plan	DE required	districts; public schools	Biannually	student reporting in Iowa: fall and spring	Electronically.	Eliminate	This report appears to be a request from the legislature, not required by code.
Student Curriculum Plan	Student Curriculum Plan (I Have A Plan Iowa)	The district must submit data to show that all students 8th to 12th grades have completed the required steps of the Student Curriculum Plan. Data for districts that complete within the www.IHaveAPlanIowa.gov website is auto sent from the website so they do not	IC 279.61	districts	Annually	June 15	Sent by email from Iowa College Aide. Schools that do not use IHAPI send their information in a	Eliminate. This will require a code and rule change.	This information is used to determine if schools are compliant with 279.61, but the task force had difficulty finding any other use of this information.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
		<p>need to do anything. However, if they have students who complete through alternate means according to their IEP, the district can get a form from the DE website to report that. Districts that use a different way to complete this requirement must fill out a spreadsheet for each grade and send it to me by June 15th each year.</p>					<p>spreadsheet as an email attachment and it is put into the spreadsheet form Iowa College Aide</p>		

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
AEA Accreditation	AEA Continuous Improvement and Accreditation Early ACCESS/Part C Self-Study	This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how Early ACCESS addresses each of the 8 standards from IAC 281—72.	IC 273.10	AEAs	Once every 5 years or any time the agency is involved in the accreditation process.	Approximately one month prior to start of AEA Accreditation Process	Electronic	Modify	we believe there is a more efficient and effective way to collect this information

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
AEA Accreditation	AEA Continuous Improvement and Accreditation Special Education Self-Study	This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how the Special Education Division of the agency addresses each of the 8 standards from IAC 281—72.	IC 273.10	AEAs	Once every 5 years or any time the agency is involved in the accreditation process.	Approximately one month prior to start of AEA Accreditation Process	Electronic	Modify	we believe there is a more efficient and effective way to collect this information
Certified Annual Report (CAR)	20XX Upload and Reports	Financial Chart of Accounts Upload, including Nonprofit School Organization Financial Information. The CAR also flows to the Transportation Annual Report; School Level Expenditures; Facilities, Elections and Sales Tax data collections. Data is used by the Department of Management for budgets, Legislative required fiscal notes, SBRC, Condition of Education, and the State Appeals Board. This application needs to be filed timely for many state funding streams. This application and the CAR - 20XX COA Test Records was previously vetted with stakeholder focus groups and found to be appropriate. used to compute indirect cost rates used for all Federal programs, MOE for ESEA programs, including Title Programs, Impact Aid, and Indian Education, completing Federally required NPEFS, F-33 and	IC 291.10, 267.9(18), 279.62, 256.9(19), 257.31(11), 11.6(1) etc.; Federal Register, OMB No. 0607-700; OMB: 1850-0067	AEAs; districts	Annually	September 15	DE Portal	Modify	Information in the CAR is required for purposes of state law compliance and funding. The task force does not recommend eliminating the nonprofit school org form. Changes: Program for all errors to show up at once if possible.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
		NEA reporting. The NPEFS is also used to determine the amount of Federal funds Iowa and its districts and AEAs receive.							

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Certified Annual Report (CAR)	Facilities, Elections, and Sales Tax Report	Education Facility Replacement Costs, Voter-Approved Physical Plant and Equipment Levy Elections, Bond Issue Elections, and SAVE/SILO reporting as required by HF2531.	IAC 281-99.2; Sales Tax Reporting HF 2531	AEAs (AEAs submit "Education Facility Replacement Costs" only); districts	Annually	September 30, 2013	EdInfo or Department portal	Modify	There are likely elements of this that are no longer required

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Certified Annual Report (CAR)	Tuition In Billing	School Districts and AEAs utilize the billing program to invoice the costs for providing special education services to the sending districts.	IC 257.31(14)	AEAs; districts	Biennially	February 15 and July 15	Through DE Portal	Modify	the technology can be improved for this
Chapter 34 Institutions (Funding for Children Residing in State Institutions)	Proposed Educational Program	General education content standards - in accordance with ch 12 special education services in accordance with ch 41 procedures for transitioning students	IAC 281 - 34.5 (218)	DHS state facilities providing the education on institution campus	Annually	Jan 1 - proposal due Jan 1 before program to be provided (1-1-13 for the 13-14 school year) February 1 - all programs must be reviewed and approved or returned for changes	Hard copy - via mail or email	Modify	submission not by hard copy

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
C-Plan	Annual Progress Report	reporting achievement data	IAC 281-12.8(3)	public schools; private schools	Annually	September 15, 2013	Education Portal	Modify	These data are available in multiple places. Eliminate redundancies in what is asked. Simplify certification process.
C-Plan	Comprehensive School Improvement Plan	School Improvement Planning	IAC 281-12.8(1)	public schools; private schools	Annually approve assurances, update text once every 5 years	September 15, 2013	Education Portal	Modify	Remove redundant questions between CSIP and other items in the C-Plan. Improve technology of C-Plan so that it works better, items are pre-populated where possible, etc.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Data	Fall BEDS	Fall BEDS is a mix of collections to meet a variety of needs. For example, class size report is required by Iowa Code.	various state and federal	districts & non publics	Annually	November 1	Electronic collection through the DE portal.	Modify	Eliminate redundancies within BEDS and across data reporting requirements.
Data	Fall BEDS staff	Used to meet Title IIa - highly qualified	various state and federal	districts	Annually	October 15	This is an annual collection.	Modify	Modify to collect only required information and make more efficient. Inability to enter data until flagged items are cleared prevents districts from completing submission information.
Data	Spring BEDS	Spring BEDS is a mix of collections to meet a variety of needs. For example, teacher and principal evaluations is required by the US DE.	IC 279.10, IAC 281-12.5(5)	districts	Annually	Mid June	Electronic.	Modify	Eliminate redundancies within BEDS and across data reporting requirements.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Data	Student Reporting in Iowa (SRI)	Meet the various EdFacts (federal) and State reporting requirements	34 CFR 76.730, IC 256.9(11), IC 256.7	districts and non-publics	Annually	Collected Fall, Winter & Spring	Data from districts is uploaded to the SRI application.	Modify	Eliminate redundancies within SRI and across data reporting requirements. SRI is a student-level data collection, and the task force recommends setting standards for the collection of such information, keeping in mind that centrally locating the personal information of students is a sensitive issue.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Dropout Prevention	Modified Allowable Growth Application for Dropout Prevention	Form 2 - student count Form 3 - program descriptions, results, PD (new and former) Form 4 - Budget Proposals Form 6 - Certification page	IC 257.38 - 257.41	districts	Annually	Dec 15 - Application Due to DE Jan 15 - All applications have to be reviewed and approved or sent back to districts with comments Feb 1 - all changes/amendments completed	online - EdInfo application	Modify	is this covered by the single audit? Is this necessary? Is the timeline appropriate? Does the collection need to be as extensive as it is?

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Educational Programs and Services for Pupils in Juvenile Homes	Shelter/Detention Educational Program Provision	Program Description, class sizes, staffing	IAC 281 - 63.3	AEAs	Annually	Jan 1 - Jan 1 prior to providing program Feb 1 - Review and approve or return for corrections	Hard copy - via mail or email	Modify	collect by some means other than hard copy
Fresh Fruit and Vegetable Program	Monthly Reimbursement Claims FFVP	They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed.	Section 19 of Richard B Russell National School Lunch Act	public elementary schools	Monthly	by the 15th of the month	online thru CNP 2000	Modify	would it help/be possible to require claims quarterly rather than monthly

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Individuals with Disabilities Education Act Part B, Sections 611 and 619, Part C	Quarterly Report of Expenditures and Request for Funds	Reports expenditures of approved project budget under the IDEA programs	Cash Management Improvement Act	AEAs; State Operated Programs in Dept of Human Services, Board of Regents and Dept of Corrections	Quarterly	45 days following the end of the quarter	Electronic (Excel) or by mail	Modify	improve method of submission
Individuals with Disabilities Education Act Part B, Sections 611 and 619; Part C, Infants and Toddlers	Year End Report for IDEA Programs	Reports actual expenditures of approved budget and activities conducted.	USC 20 1411-1420 USC 1471-1485; 34 CFR 300 & 303	AEAs	Annually	60 days following the end of the project period, (end of August annually)	Electronic (Excel) or by mail	Modify	improve method of submission
Individuals with Disabilities Education Act Parts B, Sections 611 and Section 619, Part C, Infants & Toddlers Program and Early ACCESS	Application for IDEA Funding	Identifying applicant information, proposed budget and personnel to be supported and description of the activities to be supported, and required Assurances from the applicant agency.	20 USC (1411-1420) 20 USC (1471-1485); 34CFR 300.200-213, CFR 34, Part 76	AEAs; State Operated Programs in Dept of Human Services, Board of Regents and Dept of Corrections	Annually	between May and June	Electronic (Word doc) or by mail	Modify	improve method of submission

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Individuals with Disabilities Education Act Part C	Service Coordination Training Verification	Each Early ACCESS region and signatory agencies who provide service coordination must update the spreadsheet to accurately list all of their active service coordinators and the date they were verified as being trained. They must also submit the verification form for any newly trained service coordinators.	IAC 281-120.34(5)	AEAs; signatory agencies who provide service coordination (Child Health Specialty Clinics and Iowa Department of Public Health)	Annually	October 1	Each AEA emails the information.	Modify	Update method of collection.
Iowa Practitioner Preparation	Iowa Practitioner Preparation Annual Report	Information on Practitioner Preparation Program	IAC 281-79	public schools; private schools; IHE's only	Annually	late April	Electronically through the Department portal.	Modify	Eliminate redundancies in reporting
K3 Innovative Grant for At-Risk Students	End Of Year Report	Final expenditures, evaluation of program goals, data	IAC 281.65.12(279)	public schools	Annually	June 15	hard copy and email	Modify	Do not require hard copy
K-3 Innovative Grant for At-Risk Students	Budget expenditures	Detailed budget expenditures are required 3 times	DE required	public schools	Quarterly	When grant agreement is signed and returned (Sept.) January June 30	hard copy and email	Modify	Do not require hard copy; why are expenditures quarterly?

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
K-3 Innovative Grant for At-Risk Students	K-3 Innovative Grant for At-Risk Students	goals, implementation plan, proposed budget	IAC 281-65.9 (279)(1)	public schools	Annually	March 1	hard copy and email	Modify	do not require hard copy
McKinney-Vento Education for Homeless Children	McKinney-Vento Homeless Education End-of-Year Report (sub-grantees only)	Program information, student counts, federal category of data that is not collected on the SRI currently, Transportation information, Budget information, evidence of use of funds, Coordination with Title I program, other homeless liaison documentation of programs.	McKinney -Vento Homeless Assistance Act of 2001 - Title I X, Part C of NCLB, Sec 723	districts	Annually	June 30 or after the final day of school in the academic year.	electronic	Modify	Please combine with another data collection to reduce burden
McKinney-Vento Education for Homeless Children	McKinney-Vento School Programs and Support Services for Homeless children & Youth Grant Application	The competitive sub-grant program is awarded to grant applicants in competitive nature. Sub-grantees must use awarded funds according to the sub-grant rules and the approved activities in the application.	McKinney -Vento Homeless Assistance Act of 2001 - Title I X, Part C of NCLB, Sec 723	districts	Initial application and approval is every 3 year/ activities approved annually	Grant process is in the spring semester. awards continue for three school years.	The document is received hard copy by mail during open grant application period.	Modify	Please collect electronically rather than hard copy.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Office for Civil Rights Methods of Administration	Educational Equity Review for School Districts Equity Data Table	Student and staff level data disaggregated by race, gender, disability, socioeconomic status, first language, and school building accessibility status.	Title IX, Title VI, Section 504, OCR Guidelines	districts; community colleges	As needed when selected to receive a focused equity visit	Two weeks prior to equity visit	It is uploaded to a Google Site established for document review	Modify	collect by some means other than hard copy
Office for Civil Rights Methods of Administration	Equity Voluntary Compliance Plan	Compliance plan to address areas of noncompliance found during focused equity visit.	ADA Part 35, 34 C.F.R. Part 100, 34 Part 106, 34 C.F.R. Part 104, 45 C.F.R Part 80 Appendix B	districts; community colleges	As needed if selected to receive a focused equity visit	Within 60 calendar days after receiving the Equity Letter of Findings	Either by hard copy in mail or by electronic copy by email	Modify	collect by some means other than hard copy
Out of State Placement	Initial Student Application for Out of State Placements Continued; Request for Out of State Replacements	Request for individual students to be placed out of state	IAC 281 - 41.116(5)	AEAs; districts	when needed	Prior to placement of a student in an out of state placement (whether by IEP or Court)	Hard copy - via mail or email	Modify	Try to simplify method of transmission/collection

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Out of State Placement	Out of State Private Facility Application for Approval to Provide Special Education Services to Iowa Students	Students with IEPs who are served in residential or day programs that are located outside of Iowa's borders, the facility must submit an application to the State for approval in serving Iowa students with IEPS	IAC 281 - 41.116(6)	Private Special Education Schools/Programs Located out of state	upon first request to provide services and renewal required every 3 years	Prior to providing any special education services to Iowa students	Hard copy - via mail or email	Modify	Try to simplify method of transmission/collection
Para-educator Certification Program	Annual Report	To provide data about the number of courses offered, the method of delivery, and the number of individuals that have been certified.	IAC 281-80.11(272)	AEAs; community colleges; IHEs	Annually	September 30, 2013	attached to an email	Modify	is it possible to streamline this process or make it more effective in any way? We agree it is a necessary report
School Boards	School Board Officers; email distribution lists are pulled from this information	school board officers - contact info, term CFO/SBO Bldg and Grounds director Transportation director Auditor Accounting Software Provider	IC 291.11 for president, treasurer and secretary; IAC 281-99.2(1) and (2)	AEAs; districts	annually and any time there is a change	November 1	Department portal	Modify	does this duplicate collection by IASB, IASBO, SAI? Can everyone agree who is to collect is and share it?
Special Education Supplement	Special Education Supplement LEA and AEA to the CAR	Provides end of the year Special Education Revenues and Expenditures for the LEAs and AEAs.	IC 257.31(14)	AEAs; districts	Annually	September 15	Through the DE Portal	Modify	The system is not always available when users need to use it. If this is a technology challenge it needs to be addressed. Multiple other agencies need to report for any one

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
									<p>district to compete the SES - this is inefficient. Sometimes changes are made to the program while people are trying to submit information. This should be done before reports are due. In some cases the system goes down right before a reporting deadline.</p>

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Special Education Weighted Enrollment	"Certification of Special Education Enrollment"	As indicated in Code 273.5 and 256B.9 count of children requiring special education in each school district in Iowa.	IC 273.5, 256B; IAC 281-41.402(1)(e)	AEAs	Annually	December 15	Electronic file (dbf)	Modify	update method of submission
Title I	Migrant Education Program application	Services, budget, staffing	Title I Part C	districts	Annually	September 1	The budget and staffing info is received through the DE portal, the application is received as hard copy by mail	Modify	update method of submission

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Title I	Migrant Education Program end-of-year report	Students served, services	Title I Part C	districts	Annually	September 1	This document is currently received in an excel spreadsheet	Modify	update method of submission
Title I	Supplemental Education Services End-of-Year report	Students served, minutes served	Title I 1116(e)	districts; SES providers	Annually	June 1	sent via email	Modify	update method of submission
Title I	Supplemental Education Services Provider application	Services	Title I, Section 1116(e)	For-profit and non-profit organizations	Biennially	April 1	Hard copy by mail or emailed as an attachment	Modify	update method of submission
Title I Part A	Title I application	Programming, budget, staffing	P.L. 107-110 (NCLB)	districts	Annually	September 15	Most of the required data on the Title I application is entered through the DE portal. A few required documents are submitted by email as attachments	Modify	update method of submission
Title I Part D, Subpart 1	Annual Application	Student demographics, Assurances, Program description, proposed budget; Final expenditures	ESEA Title I, Part D, Subpart 1 § 1411	Department of Corrections; Department of Human Services	Annually	September 30 and July 30	Hard copies	Modify	update method of submission
Title III	Corrective Action Plan	Subgrantees (AEAS and 3 Districts) that do not "meet" Annual Measurable Achievement Objectives	Title III	AEAs; districts	In years 2 and 4 of "not met" status consecutively	within 30 days of notification that they	Hard Copy and Electronic via email	Modify	Put all Title III requirements together in one application or in

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
		(AMAOs) must submit a corrective action plan in years 2 and 4 of consecutive missed AMAOs				did not meet AMAOs			another current collection where they are a logical addition rather than separate requirements.
Title III	End of Year Data Report Immigrant Grant	Same as Title III Subgrant EOY report	Title III	districts	Annually	August 31	Hard Copy and Electronic via email	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.
Title III	End of Year Data Reports for Title III Subgrants	Final report requires reporting on the status of meeting goals, objectives and outcomes of the initial application as well as provide a final budget report	Title III	AEAs; districts	Annually	August 31	Hard Copy and Electronic via email	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.
Title III	End of Year Report Corrective Action	Same as the Title III EOY Subgrant report requirements	Title III	AEAs; districts	Annually	August 31	Hard Copy and Electronic via email	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Title III	LAU/ELL Plan is submitted with the C-Plan but not directly submitted to me	Districts are required to have a plan in place to meet the educational needs of English Language Learners regardless of whether or not the district has any LEP students identified. The plan template is lengthy but can be accessed within the C-Plan	Title III	districts; accredited nonpublic schools	Annually	with C-Plan	Hard Copy and Electronic via email	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.
Title III, English Language Learners	Immigrant Grant Application	Same as the Title III Subgrant	Title III	districts	Annually	Upon initial notification of qualification of Immigrant funding. Approximately September 15th	Submitted as an upload with the Cplan	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.
Title III, English Language Learners	Title III Sub-Grant Application (only AEAs and 3 districts are eligible for the sub-grants).	Application outlines the goals, objectives, activities and outcomes expected in relation to the allocation. A budget with specific line items is required in the application	Title III	districts	Annually	Upon initial allocation notification (approximately September 15th)	Email attachment	Modify	Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
USDA Foods	Department of Defense Fresh Fruit and Vegetable Allocation	dollars to be allocated to this program	To determine the dollar value that School Food Authorities would like to allocate to this program (from their USDA Foods Entitlement Budget).	only those public schools, private schools and AEAs who elect to participate in this program are required to submit	Annually	December	By email	Modify	Is there a more efficient way to collect this rather than email?
21st Century Community Learning Centers (Title IV B, After school)	Local evaluation	Previous school year program progress evaluation	Grantees are required to have a local evaluation per the 21st CCLC grant	grantees for 21st CCLC Grant	Annually	We collect between August and October with October 31 being the deadline	electronic submission via email	Continue	Required by federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
21st Century Community Learning Centers (Title IV B, After school)	PPICS -federal online data reporting site- Profile and Performance Information Collection System (PPICS) http://ppics.learningpt.org/ppicsnet/public/default.aspx	Student attendance, Achievement data from after school program	Required by the Federal Grant (Title IV B)	Only Grantees (public, private and community based groups)	Annually	Site is open August until December. Grantee Profile needs completion by Dec 6th	electronic submission to online database	Continue	Required by federal grant
AEA Accreditation	AEA Continuous Improvement and Accreditation Agency Self-Study	This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how the agency addresses each of the 8 standards from IAC 281—72.	IC 273.10	AEAs	Once every five years or when the AEA is up for accreditation.	Approximately one month prior to start of AEA Accreditation Process	Electronic	Continue	Required by Iowa Code

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Area Education Agencies	AEA Annual Progress Report	Each AEA must annually report on the progress on its agency wide goals and Indicators of quality.	IAC 281-72.10(2)	AEAs	Annually	February 1	Electronic	Continue	Required by Iowa Code
Area Education Agencies	AEA Comprehensive Improvement Plan	The school year following an AEA's Accreditation Visit the agency must submit a 5 year plan for improvement based on student, district, school and customer data and the accreditation report. This plan must include Needs Assessment, Needs Assessment Summary, Agency-wide Goals, Services, Action Plans, and Provisions for Management Services.	IAC 281--72.9	AEAs	Once every 5 years following the granting of continued accreditation	April 1 the following the State Board's granting of continued accreditation	Electronic	Continue	Required by Iowa Code
ARRA and Ed Jobs quarterly 1512 reporting	ARRA Quarterly Reporting. State web site dedicated to that purpose	They must indicate amount expended, work done over the course of the quarter, any subcontracts they issued, and jobs funded with the money.	Section 1003 of ARRA Statute	AEAs; districts	Quarterly	Five days after the end of each quarter	There is a state web site specifically designed for this purpose.	Continue	Those ARRA funds that are done are already gone, but the two active ARRA funds are required by federal statute

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Budget	AEA Budget	annual budget estimating income and expenditures	IC 273.3(12), 273.23(5), 282.31, IAC 281-99.2(2)	AEAs	Annually	February 10 to DE, March 15 to State Board	Currently sent as an attachment to email in Excel. A few years ago an electronic report was started but it still remains unfinished and in testing.	Continue	Required by Iowa Code
Budget	Juvenile Home Program Budget	budgeted number of teachers, aides, ADM, and classrooms for each juvenile home shelter and detention	IC 282.31; IAC 281-63.19, 281-63.3(1)	AEAs	Annually	January 1	Department portal	Continue	Required by Iowa Code
Career and Technical Education	End of Grant Report	End of grant reports for 1) Perkins grant to support Career & Technical Student Organizations; 2) Perkins grant to support the Iowa Industrial Education Association. These end of grant documents report on the activities that recipients were involved in to improve teaching and learning.	Requirements stipulated within the grant contract.	Grant recipients	end of grant	end of grant	Attachment to the grant (electronic) via IowaGrants system.	Continue	Required by grant process
Career and Technical Education	Perkins Basic Continuation Grant - Secondary	contact information; proposed budget, proposed performance levels for required indicators; corrective actions related to	Perkins, Title I, Part C, §134	Consortia of districts for which the submitting agency	Annually	June 1, 2013	IowaGrants system (electronic submission)	Continue	Required by federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
		missed performance indicators; assurances		(fiscal agent) could be a district, AEA, or community college					
Career and Technical Education	Update Program of Study Linkage	Update/verify progress on addressing required components of CTE programs of study	Perkins, Title I, Part C, §134(B)(3); Iowa Perkins IV State Plan, state response to II.A.2.b	public schools	Annually	September 1	Department portal	Continue	Required for federal grant
Career and Technical Education	Update/approve Courses in Program Confirm Next Year's Programs	Identify the courses comprising the current year's active local CTE programs (connects to information reported through the Winter SRI file). Indicate anticipated CTE program changes for the upcoming year	IC 256; IC 258; IAC 281-12.5(256)(5)(i); IAC 281-46.4(258); IAC 281-46.7(258)(4); Perkins, Title I, Part C, §113(4)	districts	Annually	January 31 (update courses); September 1 (confirm next year's programs)	Department portal	Continue	Required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Career and Technical Education	Update/approve Students in Program (verify CTE students)	Verify students enrolled in reported CTE programs (pulled from winter SRI file); indicate those assessed for technical skill proficiency, indicate those determined to be proficient, indicate whether the student is a single parent; indicate whether the student is part of a career and technical student organization	IC 258; IAC 281-46.4(258); IAC 281-46.7(258)(4)	districts	Annually	June 15	Department portal	Continue	Required for federal grant
Charter Schools	Year End Data Report	Self reporting of data showing progress on individual charter goals.	IC 256F; IAC 281-68	public schools	Annually	September	Email	Continue	Required by Iowa Code
Child and Adult Care Food Program (CACFP)	Center Institution Claim	submit expenditures for food and the number of reimbursable meals and snacks by site for reimbursement	7 CFR 226	other: Child Care centers and Center sponsors	monthly	the 15th of each month	electronic	Continue	Required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Child and Adult Care Food Program (CACFP)	Center Institution Application	institution profile, authorized signers, contacts, ethnic and racial data, center site info, management plan which demonstrates financial viability, administrative capability and program accountability, center institution budget	7 CFR 226	other: Child Care centers and Center sponsors	annually	October 1st	electronic	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Corrective Action Plan	a response to review findings to demonstrate how corrections will be made	7 CFR 226	other: Child Care centers and Center sponsors and Home Sponsors	as needed	reviews are at minimum every 2-3 years, additional reviews can be scheduled more frequently .	electronic	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Expansion Grant	Proposed budget, monthly invoices, approved by program consultant and bureau director	34 CFR 256	Day care home sponsor	Monthly	It is received mid-month for the previous month's activity. I process the claim. It is reported on the quarterly financial report (FNS-777) submitted to FNS-USDA.	by e-mail	Continue	required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Child and Adult Care Food Program (CACFP)	Home Provider Application	submit general contact information and DHS Registration info	7 CFR 226	Other: CACFP Day Care Home Providers	annually	varies based on program starting date	electronic	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Home Provider Claim	enrollment numbers, attendance, days served, number of reimbursable meals and snacks and tier eligibility	7 CFR 226	Other: CACFP Day Care Home Providers	monthly	the 15th of the month	electronic as a part of the Home Sponsor claim	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Home Sponsor Application	management plan Part A operational info - number of homes sponsored, staffing, training, and part B budget with significant contracts, job descriptions, policies, indirect rate attached	7 CFR 226	Other: CACFP Home Sponsor	annually	August or September	electronic	Continue	required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Child and Adult Care Food Program (CACFP)	Home Sponsor Claim	expenses and incomes reported for reimbursement	7 CFR 226	Other: CACFP Home Sponsors	monthly	the 15th of the month	electronic	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Licenses	submit license issued by DHS	7 CFR 226	other: Child Care centers and Center sponsors	prior to expiration	every 1-3 years	faxed	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Monthly reimbursement claims CACFP	They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed.	7 CFR 226 for monthly & 34 CFR 256 for quarterly	AEAs; Child Care Centers; Day Care Home Sponsors; Adult Care Centers	Monthly	by 15th of month so that I can process payments and then in turn the CACFP FNS-44 Reports can be submitted to USDA monthly; quarterly financial reports (FNS-777) regarding this grant are also prepared and sent to FNS-USDA	online thru CNP 2000	Continue	required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Child and Adult Care Food Program (CACFP)	New participant	complete a financial questionnaire, submit non-profit IRS document	7 CFR 226	new program sponsor	prior to participation in program	once	hard copy by mail	Continue	required for federal grant
Child and Adult Care Food Program (CACFP)	Review On-site Visit	for the current and previous year: Monitoring chart, Tracking of training, tier eligibility list	7 CFR 226	Other: CACFP Home Sponsor	as needed for scheduled reviews	every 1-3 years	electronic	Continue	required for federal grant
Claims	Juvenile Home Program Claim	actual number of teachers, aides, ADM, and classrooms for each juvenile home shelter and detention	IC 282.31; IAC 281-63.19, 281-63.3(1)	AEAs	Annually	August 1	Department portal. Financial information is harvested from the CAR to reduce duplicated reporting.	Continue	required by state code

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Data	Adquate Yearly Progress	Required by No Child Left Behind.	various state and federal	Districts	Annually	August 1, data feed from SRI	This application is a report driven off the Student Reporting in Iowa Collection. Districts need to do very little other than review the data to ensure it is correct and certify the report.	Continue	Required by federal law and does not create additional burden for districts.
Data	Career and Technical Education (in SRI)	courses in high school CTE programs; performance data on students enrolled; single parent; career and technical student organizations	IAC 281—12.5(i); Federal CTE reporting	districts; public schools	Annually	Annually January - September	electronic	Continue	Federally required - Perkins.

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Data	Certified Enrollment	Used to calculate School Aid Formula for all districts	IC 257.6	Districts; nonpublic schools	Annually	Due October 15, data coming from SRI	The data is fed from the Student Reporting from Iowa collection system.	Continue	Does not require additional data entry and is required to certify enrollment.
Data	Foster Care Claim	Required to pay districts for foster care students.	various state and federal	districts	Annually	August 1, data feed from SRI	The data is fed from the Student Reporting from Iowa collection system.	Continue	Required to receive funding

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
E-rate	Letter of Agency	The Iowa Department of Education files an annual E-rate consortium application that is based upon an appropriation provided by the General Assembly to the Iowa Department of Education. This consortium application allows the Department to receive E-rate funding to provide 45 MBPS circuits to districts and non-public schools that connect to the Iowa Communications Network. In order to list districts and non-public schools on the E-rate application, the FCC requires evidence that these entities know and agree that they are part of the consortium filing. The evidence that establishes this authorization, and therefore establishes the relationship between the authorized person and the entities featured on the form, is generally a Letter of Agency (LOA). A Letter of Agency (LOA) for E-rate is signed by consortium members and kept on file by their consortium leader (Department) to verify their knowledge of their membership and participation in the consortium.	This is based on a rule from the Federal Communications Commission and is based upon the federal Telecom Act of 1996. 1996 Act, Pub. L. No. 104-104, 110 Stat. 56. The 1996 Act amends the Communications Act of 1934, 47 U.S.C. §§ 151 et. seq For details see http://www.usac.org/sl/applicants/step02/letter-of-agency.aspx	districts; private schools; public schools; libraries	Every 3 years	The letters of agency must be collected once every three years prior to the filing of the E-rate form 471 (usually that deadline is mid-March of the E-rate funding year).	hard copy by mail, pdf attached to email and/or fax	Continue	try not to collect by hard copy

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Finance Applications	Non-Public School Transportation Reimbursement	Data collection - number of non-public school students transported and method of transportation (local district, parent, contractor).	IC 286	districts; public schools	Annually	June 15	DE Portal	Continue	Required for transportation reimbursement.
Financial Expenditures	School Level Expenditures	This is a tool that has been offered for the benefit of the districts to complete the Civil Rights reports required by the federal government. It aids the districts in determining the appropriate total net expenditures by function that should be reported on a school building level.	DE required	districts	not required every year	This is a tool to be used once the Certified Annual Report is complete.	Department portal	Continue	Aids districts in reporting CRDC data
Finance Applications	Annual Transportation Report	Collection of all school transportation data - miles, student counts, costs.	IC 285	districts; public schools	Annually	September 15	DE Portal	Continue	Required by Iowa Code
Fresh Fruit and Vegetable Program	Fresh Fruit and Vegetable Program Grant Application	Applications from interested schools shall include information pertaining to the percentage of students enrolled in the school submitting the application who are eligible for free or reduced price school lunches; a certification of support for participation in the program signed by the school food manager, the school principal, and the district superintendent; a plan for implementation of the program, including efforts	National School Lunch Act Sec.19. 42 USC § 1769a (d)(1)(A)(i)	public schools; private schools	Annually	end of March	The document is received hard copy by mail, as an electronic file attached to an email or as a FAX.	Continue	Required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
		to integrate activities carried out to promote health and nutrition, reduce obesity, or promote physical activity; and program partnerships							
Individuals with Disabilities Education Act Part B	AEA SPP (State Performance Plan) Action Plan	If an AEA receives a determination from the DE of Needs Assistance, Needs Intervention or Needs Substantial Intervention. This determination is based on the agency's performance on the State Performance Plan indicator. The agency may be required to submit an action plan outlining why it has such a determination and what will be done to correct/improve its performance on the underperforming indicators.	IAC 281--41.603	AEAs	As directed by the DE	Within 90 days of receipt of AEA Determination	Electronic	Continue	Required by IDEA

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Individuals with Disabilities Education Act Part B	Appendix B Affirmation of Consultation	This document is the evidence that the AEA provides to indicate that it has held a consultation with a representative group of nonpublic districts and schools located within the boundaries of the AEA.	IAC 281--41.135	AEAs	Annually	June 30	Electronic	Continue	required by federal law

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Individuals with Disabilities Education Act Part B	District Developed Service Delivery Plan (DDSDP)	The DDSDP describes the manner in which the school district will deliver special education services and assure that a full continuum of potential placements is available to its children with disabilities.	IAC 281-41.408	districts	A district must review, revise, and readopt its delivery system at least every five years	September 15 of a year when the district must review, revise, and readopt its delivery system (required at least every five years).	DE Portal	Continue	required by state code
Individuals with Disabilities Education Act Part C	Federal Financial Assistance for the Education of Individuals with Disabilities Under the Individuals with Disabilities Education Act Application, Amendment, and Report Form	Proposed budget and expenditures	IAC 281-120.804	AEAs	Annually	June 15	Email	Continue	Required by IDEA

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
National School Lunch Program	Access Request Form and Direct Certification Assurance	submit staff member name and identify the functions of CNP system for access. Signature of staff member required for Direct Certification. Signature of authorized representative required.	DE required	districts, public, private, RCCIs, camps	as needed	as needed, determined by the authorized representative	faxed or electronic file attached	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Agreement	signature agreeing to meet all program requirements	7 CFR 210	new program sponsor	once before starting program, all agreements are revised about every 10 - 15 years due to program changes	before starting NSLP	hard copy by mail	Continue	Streamline reporting as much as possible to reduce burden

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
National School Lunch Program	Claim	the number of reimbursable meals, special milk and snacks are reported to receive payment	7 CFR 210	districts; public schools; private schools; RCCIs; camps	Monthly	the 15th of each month for the month prior	electronic	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Corrective Action Plan	the SFA details how review findings will be corrected and the time line for completion	7 CFR 210	districts; public schools; private schools; RCCIs; camps	Following an Administrative Review as needed	varies, 30 days after review report	electronic	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Financial Report	Balance sheet with revenue and disbursements of the Non-profit school food service fund	7 CFR 210	private schools; RCCIs	Annually	July 30	electronic	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Free & Reduced Policy Statement	outlines the School Food Authority's policy for Free and Reduced meals	7 CFR 245	Districts, public, private, RCCIs,	once	before starting NSLP	hard copy	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Health Inspection Report	reports the number of food safety inspections at each site	7 CFR 210	districts; public schools; private schools; RCCIs	Annually	June 30th - can be submitted at any time throughout the school year	electronic	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Menu Certification	provide menu and nutrient analysis to demonstrate understanding and implementation of the meal pattern effective 7/1/12.	7 CFR 210	districts; public schools; private schools;	Once only	all SFAs to be completed by 6/30/15. The local	electronic	Continue	Streamline reporting as much as possible to reduce burden

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
				RCCIs		agency decided if they wanted to apply in the 12-13 year.			
National School Lunch Program	Off-site review questionnaire	This is a new document with the revised USDA NSLP administrative review process going into effect the 13-14 school year. It is a decision tool for identifying need for a more comprehensive review on-site. There will be an off-site pre-visit questionnaire which has questions on these areas: meal access and reimbursement, nutritional quality and meal pattern, resource management, general program compliance, other federal child nutrition programs	7 CFR 210	Districts, public, private, RCCIs	at a minimum every 3 years	4-6 weeks prior to the scheduled on-site Administrative Review	electronic	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program	Program Application	This document collects contact information, program participation for Lunch, Breakfast, special Milk and Afterschool snack, pricing, detailed sites, grades, months participating, School Food Authority profile, certification statement, competitive food information, Food Service Management, wellness policy, HACCP, method of counting, offer vs serve, attached are Attestation statement for the new meal pattern, and Price Lunch Equity tool,	7 CFR 210	districts; public schools; private schools; residential childcare institutions; camps	Annually	mid-August	electronic	Continue	Streamline reporting as much as possible to reduce burden

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
National School Lunch Program	Verification Summary Report	enrollment, number of students qualified and free, reduced and method of qualifying, number of applications verified and resulting change in benefits	7 CFR 245	districts; public schools; private schools; residential childcare institutions	Annually	early February	electronic	Continue	Streamline reporting as much as possible to reduce burden

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
National School Lunch Program; National School Breakfast Program; Afterschool Snack Program; Special Milk Program; Summer Food Service Program	annual application on CNP	Provides information on contacts, program participation, agreement to follow program rules, meal prices, meal patterns, etc.	DE required	districts; public schools; private schools	Annually	End of July	The application is entered on the DE website/portal	Continue	Streamline reporting as much as possible to reduce burden
National School Lunch Program; School Breakfast Program; Special Milk Program	monthly reimbursement claims NSLP	They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed.	7 CFR 210, 215 & 220 for monthly & 34 CFR 256 for quarterly	public schools; private schools; RCCIs; State Institutions; Summer Camps; Year Round Camps	Monthly	15th of the month	online thru CNP 2000	Continue	Streamline reporting as much as possible to reduce burden

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Nutrition and Health Services	Claims with child care food information	To pay for food services	CACFP Food	Child day cares	Monthly	1st of the month	A warrant (either a live or a direct deposit) is mailed out to vendor	Continue	Streamline reporting as much as possible to reduce burden
Reorganization Progress Report	Reorganization Progress Report	Collect data showing progress or lack thereof toward reorganization of districts that had passed a resolution to study reorganization with each other, to occur by 7/1/14, and that wish supplementary weighting for the effort	IAC 281 - 97.5(6)	districts	Annually	August 1	By paper or email	Continue	required by code and reviewed by SBRC prior to allowing any supplemental weighting annually
School Association Reporting	School Association Reporting	Requires school boards to report information about local, regional, and national organizations that the school board joins which directly relate to the functions of the board of directors.	IC 279.38 and IC 279.38A	AEAs; districts	Annually	November 15, 2013	EdInfo or Department portal	Continue	required and provides transparency

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
School Improvement Grants (SIG)	Iowa Department of Education School Improvement Grant (SIG) Annual Report	Requirements: Report on implementation of the SIG model, progress on annual goals, final report of expenditures, budget amendments	75 FR 6646 (October 28, 2010); §1114 of the ESEA; Office of Management and Budget (OMB) Circular A-87	districts; public schools	Annually	Implementation of the SIG model is due May 30, Progress on annual goals, grant amendments, report of expenditures, and budget amendments is due July 15.	email	Continue	required by federal grant
Schools/Districts in Need of Assistance (SINA/DINA)	Schools and districts in need of assistance plan. Schools in need of assistance annual budgets.	Annual 2-year plan for schools and districts in years 1 and 2 and corrective action/restructuring plan for schools/districts years 3 and above as defined by law. Districts are also required to submit budgets for the schools in need of assistance.	NCLB	districts; public schools	Annually	typically November 1	SINA plan is electronic via C-Plan and the SINA budget is electronic via the Title I application	Continue	required by federal law

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Shared Visions Parent Support Programs	Application, Year End Report	Application included proposed budget and year end report provided demographic and services data for families and their young children (ages birth - 3 years)	IC 279.51; IAC 281—67.1 - 22	AEAs; districts; Community Action Agency; HeadStart	Annually	Application due July 15th Year End Report Due Sept. 1	The annual report is posted on the DE website and shared with the DE legislative liaison staff.	Continue	try to streamline reporting if possible
Shared Visions Preschool Program	Application and End of Year Data Report	Application collects contact information, proposed budget and inkind requirement, program summary and service plan for preschool children ages 3, 4 and 5, and certifies acknowledgement of program assurances. Year-End Reports include quarterly finance reports, program service descriptions, staff and classroom information, professional development, community resource data, and inkind requirements.	IC 256A.3, 279.51; IAC 281—64.1 - 26	AEAs; districts; Community Action Agencies; Head Start; non-profit child care/preschools	Annually	generally by September 15	electronic file - the application is collected in www.IowaGrants.gov and the year-end report is collected in the DE Secure Reporting Site	Continue	try to streamline reporting if possible

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Site Visit Compliance	Document Review Check-list	Hard copy or on-line submission of selected Chapter 12 and non Chapter 12 requirements	IAC 281-12.8(4)(a)(2)	districts; public schools; private schools	Every 5 years	One month prior to the site visit	DE Portal	Continue	required so that DE knows that code requirements are being met
Site Visit Compliance	Site Visit Compliance	Corrective Action Plan and documentation	IC 256.11(10); IAC 281-12.8(4)(a)(2)	public schools; private schools	After a site visit in which non-compliances are identified. Usually once every 5 years	As actions are completed	Plan is entered into a DE maintained website. Documentation supporting compliance is usually submitted via email.	Continue	required so that DE knows that code requirements are being met
Special Education Compliance	I-STAR IEP File Review (web-based program)	IEP reviews with possible CAP	IAC 281-41.149; 256B; 34CFR300	AEAs; districts	Annually	In the spring	It is received via electronic file attached to email.	Continue	required by federal law

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Statewide Voluntary Preschool Program	Early Childhood Web Application	Corrective Action Plan- districts who received an on-site IQPPS verification visit DE uses this information to monitor teacher endorsement, instructional hours, collaboration with other community-based agencies	IC 256C, IAC 281-16.16.5, 281-16.13	districts; public schools	Annually	fall	Electronic	Continue	required so that DE knows that code requirements are being met
Summer Food Service Program	Monthly Reimbursement Claims SFSP	They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed.	7 CFR 225 for monthly and 34 CFR 256 for quarterly financial	districts; churches; youth groups; senior centers; camps; Salvation Army	monthly for claims and I prepare quarterly financial report	15th of month	Online thru CNP 2000	Continue	Required for federal grant
Summer Food Service Program	Summer Food Service Program Sponsor & Site Applications	The application shall include documentation of site eligibility; proposed budget; site information with system for serving meals, estimated number and types of meals to be served, times of meal service, arrangements for inclement weather, type of site (rural or urban); if meals are self-prepped or vended, staffing and monitoring plans, etc.	National School Lunch Act Sec. 13. [42 U.S.C. 1761]; 7CFR 225.14(a)	public schools; private schools; private, non-profit organizations; public or nonprofit, private summer camps; state, local, municipal, or county governments ; Upward Bound programs; colleges or universities	Annually	end of May	The document is received electronically via the CNP2000.	Continue	Required for federal grant

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
				participating in the National Youth Sports Program (NYSP)					
Supplementary Weighting	Regional Academy Application and Funding Agreement	Application to get SW	IC 257.11, 261E; IAC 281-97	districts	once unless change partners or terms	Sept 1 for application and Oct 1 for funding agreement	Primarily attachment to email, but a few are received by hard copy.	Continue	Required by Iowa Code
Supplementary Weighting	Whole Grade Sharing Joint Employment Application	Districts can't have WGS SW funding without applying. DE makes decision based on data	IC 257.11; IAC 281-97	districts	Once	July 1, 2013	Primarily attachment to email, but a few are received by hard copy.	Continue	Required by Iowa Code
Title II Part A, Improving Teacher Quality Title and Part B, Math and Science	Title II A: Application, End of the Year data Report Title II B: Online Annual Report	Title II A: Proposed budget, Expenditures Title II B: Annual report, PD provided, proposed budget and Expenditures, Data, Outcomes	84.367; non-regulatory guidance	districts; public schools; private schools; IHEs	It depends on the Program; it could be annually (Title II B) or it could be on a monthly,	It depends on the program: Title II A: will be required on a quarterly	Grant applications are received via mail and email, annual reports are	Continue	Required by federal law

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
Partnership					quarterly or annual basis (title II A)	or trimester basis Title II B: on an annual basis	submitted electronically.		
Transportation	Driver Authorization	All bus drivers must get a permit issued by the Department of Education	various state and federal	Districts, non-public schools, regional transit agencies	Ongoing	Ongoing throughout the year	DE Portal	Continue	Required to monitor issuing of permits
Transportation	Transportation Nonpublic Claim	District receive payments for transporting non-public students	various state and federal	Districts; nonpublic schools	Annually	June 15	DE Portal	Continue	Required to process transportation payments.
Transportation	Transportation Vehicles	Bus information. Part of the inspection process	various state and federal	Districts; nonpublic schools; regional transit systems	Ongoing	Ongoing throughout the year	DE Portal	Continue	Required for bus inspection.
USDA Foods	Contracted Storage Review Date	Tell me the name and date of when they completed an onsite review of contracted warehouse.	CFR 250.14 (c)	AEAs; public schools; private schools; RCCIs	Annually	Spring time	over the phone or emailed	Continue	required by federal law

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
USDA Foods	Net Off Invoice Allocations	dollars allocated to this program, along with pounds of USDA food Food Service Directors wish to be allocated to food processors	To determine the dollar value that School Food Authorities would like to allocate to this program (from their USDA Foods Entitlement Budget).	only those public schools, private schools and AEAs who elect to participate in this program are required to submit	Annually	March	By email	Continue	must be continued to ensure continued provision of food items
USDA Foods	Order Form	Online order submission by RAs.	Data is collected to determine which USDA foods to delivery to what school food authorities . School food authorities have the ability to determine how much and what types of foods they receive.	AEAs; public schools; private schools; RCCIs	6 times per school year	1 week after being posted	online ordering web application through portal	Continue	must be continued to ensure continued provision of food items

Program	Document	Description	Authority	Agencies Submitting	Submission Frequency	Due Date	Method	Recommend	Reason
USDA Foods	USDA Foods Shipment Received Over, Short and/or Damaged	To report if they received too much, too little, or damaged USDA Foods on each delivery.	Data is collected so that we can accurately represent the value of USDA Foods the SFA receives for their End of Year Report	AEAs; public schools; private schools; RCCIs	As needed, as most as 6 times a year	As needed	can be hard copy, faxed, emailed, or over the phone	Continue	must be continued to ensure continued provision of food items
USDA Foods	USDA Foods Survey	To request which of 180 USDA Food items to have in the warehouse.	Data is collected to guide the ordering practices of the state agency. USDA desires request driven ordering practices	AEAs; public schools; private schools; RCCIs	Annually	Late winter	can be hard copy, faxed, emailed, or over the phone	Continue	helpful to allow schools to determine which foods they receive

