

**CESA NO. 8 SPECIAL EDUCATION TIMELINE**

This timeline is intended to guide Special Education Staff in order to submit important documentation that is essential in completing all requirements that benefit the School Districts they represent.

| <b>DUE DATE</b>                                                                                                                                                                                                              | <b>INFORMATION NEEDED</b>                                                                                                                                                                                                                         | <b>PERSONNEL THAT NEED TO RESPOND</b>                                                                                                                                                                                            | <b>CESA 8 CONTACT PERSON</b>                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By the 1st of each month                                                                                                                                                                                                     | <b>Employee Monthly Schedules</b><br>(Employees are required to have their calendars posted on Microsoft Outlook- CESA 8 staff will have access. Please provide each Districts Sp. Ed. Office/PST's with a copy prior to each month)              | Directors/Psychologists/ Program Support/Itinerant Teachers (OT,PT,Sp Phy Ed,HI,VI,OM, Autism)                                                                                                                                   | Jessica Kaczmarek ext. #241<br>Sue Schuettpelz ext. #232                                                                                                                                                  |
| By the 5th of each month                                                                                                                                                                                                     | <b>Medicaid Daily Billing – School Based Services - SBS</b>                                                                                                                                                                                       | OT/PT/SLP/PSY/Nursing Services/Transportation/ Counseling                                                                                                                                                                        | Ellayne Trevor-ext. #239 (CESA 8) or School District Representative                                                                                                                                       |
| Submitted monthly                                                                                                                                                                                                            | <b>Travel &amp; Expense Forms (Must be submitted MONTHLY)</b>                                                                                                                                                                                     | All Special Education Staff                                                                                                                                                                                                      | Sue Schuettpelz – ext.#232                                                                                                                                                                                |
| By the 15th and the last day of the month                                                                                                                                                                                    | <b>Time sheets and Substitute Teacher/Aide time sheets</b>                                                                                                                                                                                        | Substitute Teachers/Teacher aides/Substitutes                                                                                                                                                                                    | Sue Schuettpelz – ext.#232                                                                                                                                                                                |
| After the 15 <sup>th</sup> & At the end of each month                                                                                                                                                                        | <b>Unit log – Time Program Submission</b>                                                                                                                                                                                                         | OT/PT/HI/Audiology/VI/OM/Autism                                                                                                                                                                                                  | Sue Lambrecht-ext. # 238                                                                                                                                                                                  |
| As materials/equipment/supplies are needed<br><b>April 1<sup>st</sup> is cut off date for P.O.'s for current school year</b><br>As soon as materials/ equipment/ supplies are received send packing slips to Sue Schuettpelz | <b>Purchase Requisitions – Please have signature of District authorized administrative staff.</b><br><br><b><u>Packing Slips</u></b>                                                                                                              | Staff that CESA 8 purchases orders for.                                                                                                                                                                                          | Sue Schuettpelz-ext. #232                                                                                                                                                                                 |
| <b>September (3rd Friday of September)</b>                                                                                                                                                                                   | <b>3rd Friday Special Education Enrollment Report or a Copy of Class lists from 8-Scape with Teacher Signature and date of verification that all is correct.</b>                                                                                  | All special education teaching staff (CD/ EC/ED/LD/CC/OT/PT/HI/Audiology/VI/ OM/ Adap.Phy Ed/ SLP/Autism)                                                                                                                        | Program Support Staff in District <b>and</b><br>Sue Lambrecht-ext. #238                                                                                                                                   |
| <b>October 1st – Child Count Date</b><br><br><b>8-Scape IEP Web-based Program</b>                                                                                                                                            | Update program class list/supportive list (make sure all students that are on list have a IEP in place with correct primary & secondary disabilities and related services, etc.) if student is no longer in program indicate date left and reason | Program Support/Local Director/Teaching staff that service the following districts:Pembine-Beecher-Dunbar, Bowler, Crivitz, Gillett, Goodman-Armstrong, Gresham, Laona, Marion, Suring, Tigerton, Wabeno, Wausaukee, White Lake. | Program Support/Local Director in District – submitted to DPI via District ISES reporting personnel.<br>For Questions and Concerns for 8-Scape, District Program Support staff or Sue Lambrecht-ext. #238 |

Turn over for Page 2

| <b>DUE DATE</b>                                                                                  | <b>INFORMATION NEEDED</b>                                                                                                                                                  | <b>PERSONNEL THAT NEED TO RESPOND</b>                                                                    | <b>CESA 8 CONTACT PERSON</b>                                                                             |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| End of November                                                                                  | Projected equipment/material requests for <u>next school year</u> – needed for CESA 8 Employed staff Local Budgets that are sent to Districts to project next years Budget | CESA 8 Employed staff - Directors/Psychologists/ Program Support/Co-op Classes/HI/VI/OT/PT/Adap.Phy. Ed. | Director of Special Education - needed to project next years local budgets<br><br>Sue Lambrecht-ext.#238 |
| January<br><br>(According to District timeline new semester enrollment)                          | Special Education Enrollment Report or Copy of District report or Class list                                                                                               | All special education teaching staff (CD/EC/ED/LD/CC/SLP)                                                | Program Support Staff in District and Sue Lambrecht                                                      |
| <b>End of April – No later than the last week</b>                                                | <b>Projected Class Lists for next school year</b>                                                                                                                          | All Special Education Teaching Staff including Itinerants and Therapists                                 | Director of Special Education - needed to update next years projected enrollments by District            |
| <b>REMINDER -CURRENT YEAR MATERIAL/EQUIPMENT ORDERS-<u>April 1st is deadline</u></b>             | Material/equipment/supply orders for the present year (if not already ordered)                                                                                             | Staff that CESA 8 purchases orders for                                                                   | Sue Schuettpelz-ext.#232                                                                                 |
| By June 1st                                                                                      | Equipment/material requests for F.T. & EC Ent. for <u>next school year</u>                                                                                                 | All Special Education Staff that have CESA 8 administer F.T. & EC Ent.                                   | Director of Special Education – needed to submit Federal Grants                                          |
| <b>After student IEPs are completed in the Spring of the year</b>                                | <b>Extended School Year - (Summer Services) Requests in writing by Service Staff and/or District Director if not CESA 8 Director</b>                                       | OT/ PT/ SLP/HI/VI/OM and other special circumstances                                                     | Director of Special Education or Program Support Teacher                                                 |
| <b>Last day of school year - <u>no later than the end of the 1<sup>st</sup> week in June</u></b> | <b>Credit Reimbursement</b><br><br><b>All expense forms for reimbursement including CESA 8 vehicle mileage logs</b><br><br><b><u>Unit Log-Time Program Submission</u></b>  | <b>All Special Education Staff</b><br><br><br><br><br><b>OT/PT/HI/VI/OM/Autism</b>                       | Sue Schuettpelz – ext#.232<br><br><br><br><br>Sue Lambrecht-ext. #238                                    |
| Last day of school year                                                                          | Last Day - Special Ed. Enrollment Report (same form as 3rd & 2nd Friday report form)                                                                                       | All Special Education Teaching Staff                                                                     | Sue Lambrecht-ext.#238                                                                                   |
| End of school year                                                                               | Laptop computers need to be turned into CESA in order for our computer technician to go through them and make updates as needed.                                           | All CESA 8 employees who have laptop computers checked out.                                              | Craig Fisher – ext #276 / or e-mail : eclipse@cesa8.k12.wi.us                                            |

CESA 8 223 West Park Street, P. O. Box 320, Gillett WI 54124-0320 Phone: 1-800-831-6391 or 920-855-2114 FAX: 920-855-2299  
Web Address: www.cesa8.k12.wi.us

Updated - 08/18/2010