



**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**

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**AL MIJARES, Ph.D.**  
County Superintendent  
of Schools

LYNN APRIL HARTLINE  
Deputy Superintendent

JOHN L. NELSON  
Associate Superintendent

**ORANGE COUNTY  
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

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ELIZABETH PARKER

KEN L. WILLIAMS, D.O.

September 7, 2012

TO: Directors/Managers of Business

FROM: Laurie Weiss, Business Services Specialist  
Business Services

SUBJECT: **2012-13 Master Calendar of Due Dates**

Enclosed please find the 2012-13 Master Calendar of Due Dates. The master calendar is provided for guidance with due dates for documents that need to be submitted to the Orange County Department of Education (OCDE) and to the State.

If you have any questions regarding a specific report and/or due date, please call the contact person indicated on the master calendar.

Thank you.

Enclosure

cc: Assistant Superintendents, Business Services  
Vice Chancellors, Business  
Darren Dang, Director

**ORANGE COUNTY DEPARTMENT OF EDUCATION  
Master Calendar of Due Dates for 2012-2013**

Due to OCDE	Due to State	Misc. Dates	Reports	Form # or Reference	Contact
On or before 07/01/12*	On or before 08/15/12		Adopted 2012-13 School District Budget	SACS Reporting Forms E.C. 42127(a)(2), 47604.33, and 42127(d)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
		Must occur on or before the end of the 8 <sup>th</sup> week from the first day pupils attend school	Pupil Textbook and Instructional Materials Incentive Program Act, E. C. 60119 Compliance (Public Hearing, Resolution, and Written Determination), 2012-13 Fiscal Year	E.C. 60119	Laurie Weiss (714) 966-4489
	07/02/12 (to School Services)		2011-12 Certificated Bargaining Unit Salary and Benefits Schedule	J-90	Laurie Weiss (714) 966-4489
07/09/12	07/16/12		2011-12 Attendance Reports – Annual (All K-12 Districts, Charter Schools & County Office)	State Pupil Attendance Reporting Forms on State Software	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
07/16/12	07/30/12		Not required to submit from FY 2009-10 through 2012-13. <del>2011-12 Cal-SAFE Annual Reporting Forms</del>	State Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
07/23/12	07/30/12		Suspended from 2008-09 to 2012-13 <del>Statement of Assurance State Instructional Materials Funding Fiscal Year 2012-13</del>	Statement of Written Assurance E.C. 60242.5	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	07/31/12		Quarterly Unemployment Insurance Return	State Form DE9423	Teri Adkins (714) 966-4260
08/08/12 (from A/C)	08/15/12		Report of the 2011-12 Actual Amounts of Taxes Collected for School Districts & County Office	J-29B & J-29C (Auditor-Controller)	Laurie Weiss (714) 966-4489
08/10/12	08/10/12		CASEMIS Year End Report 2011-12 (Copy to OCDE)	CASEMIS	Elizabeth Brown (714) 796-8715
08/10/12	08/15/12		Report of Transfer of Transportation Services for Home-to-School Pupils or Severely Disabled / Orthopedically Impaired  Note - Collection Suspended Indefinitely for: Form J-141-JPA (Joint Powers Agency Report) and Form J-143 (Report of School Buses)	J-141-T	Laurie Weiss (714) 966-4489

\*Note – Some due dates are set by legislation and may fall on a Saturday, Sunday, or holiday. In those circumstances, the reporting due date shall be the following workday.

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Master Calendar of Due Dates for 2012-2013**

Due to OCDE	Due to State	Misc. Dates	Reports	Form # or Reference	Contact
	08/31/12 (from County Office)		Report of the 2011-12 Misc. Funds Tax Report	J-29.1 (County Office)	Laurie Weiss (714) 966-4489
	<del>08/31/12</del>		Data not requested from CDE – Funded utilizing 2007-08 data <del>Morgan Hart 9<sup>th</sup> Grade CSR Report of Enrollment – Fiscal Year 2012-13</del>	J-9MH-A	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	<del>08/31/12</del>		No application. LEAs who participated in 2007-08 are eligible. <del>Morgan Hart 9<sup>th</sup> Grade CSR Application – Fiscal Year 2012-13</del>	E.C. 52082 & 52084	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
On or before 09/08/12*	Not later than 10/08/12		Dual Adoption – Revised Adopted Budgets Single Adoption – Disapproval responses only	SACS Reporting Forms E.C. 42127(e) & 42127(h)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
09/14/12	11/15/12		2011-12 Annual Revenue Limit Data for State Calculations	Form K-12 (Districts)	Laurie Weiss (714) 966-4489
On or before 09/15/12*	On or before 10/15/12		2011-12 Unaudited Actuals (Dual adoption submit with budget On or before September 08, 2012)	SACS Reporting Forms E.C. 42100 & 47604.33	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
No later than 09/15/12*			Request for Exemption from Teacher Salary Exemption (affected districts only)	County Request for Exemption E.C. 41372	Darren Dang (714) 966-4176
On or before 09/15/12*	10/15/12		District Gann Limit (Form GANN on SACS) & Board Adopted Resolution	E.C. 42132 & 1629 Gov. Code 7906	Laurie Weiss (714) 966-4489
09/24/12	10/01/12		Corrections for all prior fiscal years (correction to be applied at P-1, 2012-13)	Adult Ed., ROC/P, Gate, Handicapped Pupils, Special Education & Attendance Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
09/24/12	10/01/12		Corrections for all prior fiscal years (correction to be applied at P-1, 2012-13)	Revenue Limits, SELPA Infant Funding, Community Redevelopment & Tax Forms	Laurie Weiss (714) 966-4489
	09/25/12		K-3 Class Size Reduction, 2012-13 Operations Application	CSR-0-1 CSR-0-2	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234

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Due to OCDE	Due to State	Misc. Dates	Reports	Form # or Reference	Contact
	10/01/12		2012-13 Mandate Block Grant (MBG) Letter of Intent for Local Educational Agencies (LEAs)	G.C. 17581.6(d) G.C. 17560	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
10/01/12	Community Colleges send directly to Chancellor		Annual Financial & Budget Report Community Colleges	CCFS-311	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
10/18/12	10/31/12		Special Education – Annual Infant Funding Reporting 2011-12	SELPA Infant Data	Laurie Weiss (714) 966-4489
	10/31/12		California Basic Educational Data System Online Reporting Application (CBEDS-ORA) (CBEDS information day is October 3, 2012)	County/District Information Form (CDIF) and School Information Form (SIF)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
10/31/12	11/30/12		District Budget Adoption – Single Option Selection for 2013-14 budget	Board Action EC 42127(i)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
	10/31/12		Quarterly Unemployment Insurance Return	State Form DE9423	Teri Adkins (714) 966-4260
11/01/12	11/15/12		2012-13 P-1 Community Redevelopment Fund Revenue Subject to Revenue Limit Offset	County Form EC 42238(h)(6) HSC 33607.5(a)(4)(A)	Laurie Weiss (714) 966-4489
11/08/12 (from A/C)	11/15/12		Report of the 2012-13 Estimated Amount of taxes to be collected for School Districts and County Offices (P-1)	J-29B & J-29C (Auditor-Controller)	Laurie Weiss (714) 966-4489
Specified date in SAB approval item	Due to OPSC within 60 days of the SAB apportionment		Deferred Maintenance Transfer of Local Match is not required – SBX3 4 (Chapter 12, Statutes of 2009) and ABX4 2 (Chapter 2, Statutes of 2009) eliminates the local match requirement for a 5 year period from 2008-09 through 2012-13.	SAB 40-24 (Certification of Deposits)	Laurie Weiss (714) 966-4489
11/16/12	11/30/12		2012-13 P-1 Revenue Limit Data for State Calculations	Form K-12 (Districts)	Laurie Weiss (714) 966-4489
11/16/12	11/30/12		Special Ed. Non-Public School Extraordinary Cost Pool (ECP) Annual Reporting for 2011-12	SELPA Extraordinary Cost Pool Data Reporting & Supporting Documentation	Laurie Weiss (714) 966-4489

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	12/07/12		Annual Survey of Children in Local Institutions for Neglected and Delinquent Children, No Child Left Behind, Title 1	N & D Survey NCLB, Title 1	Lisa Lanier (714) 836-0301
12/14/12	01/04/13		Application for March 2012 Exemption of SB 82 Deferrals (Process will be initiated by CDE in early December 2012)	SB 82 Deferral Application	Darren Dang (714) 966-4176
Not later than 12/15/12*	Not later than 12/15/12		2011-12 Audited Financial Statements	Audit Reports E.C. 41020(h)	Chris Lombardo (714) 966-4248
No later than 12/15/12*	No later than 01/15/13		District Certification of Solvency (1 <sup>st</sup> Interim Report) for all districts. Use period ending October 31, 2012	SACS Reporting Forms EC 42131(a)(1) and (2)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
12/19/12	12/19/12		California Longitudinal Pupil Achievement Data System(CALPADS) Fall 1 Data Collection (12-13 Enrollment Counts, 11-12 Grads and Drops, and Immigrant Counts) (Official Submission window opens on October 3, 2012. Census Day is October 03, 2012)	CALPADS Fall 1 Collection Window (Original to CDE, Copy to OCDE)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	12/26/12		Developer Fee Report	Board Action G.C. 66006(b)	Darren Dang (714) 966-4176
01/02/13	01/02/13		December 01, 2012 – Special Education Pupil Count (copy to OCDE)	CASEMIS R-30SE	Elizabeth Brown (714) 796-8715
01/08/13	01/15/13		Special Education – P-1 Infant Funding Reporting 2012-13	SELPA Infant Data	Laurie Weiss (714) 966-4489
01/08/13	01/15/13		2012-13 Attendance Reports – P-1 (All K-12 Districts, Charter Schools & County Office)	State Pupil Attendance Reporting Forms on State Software	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	01/15/13		Amendments to California Basic Educational Data System Online Reporting Application (CBEDS-ORA)	County/District Information Form (CDIF) and School Information Form (SIF)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
<del>01/15/13</del>	<del>01/31/13</del>		Not required to submit from FY 2009-10 through 2012-13 <del>2012-13 Cal-SAFE First Period Reporting Forms</del>	State Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234

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Due to OCDE	Due to State	Misc. Dates	Reports	Form # or Reference	Contact
	01/16/13		California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 Data Collection (Student Course Enrollments, Teacher Assignments, and English Learner Education Services) (Official Submission window opens on October 3, 2012)	CALPADS Fall 2 Data Collection	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	01/31/13		Quarterly Unemployment Insurance Return	State Form DE9423	Teri Adkins (714) 966-4260
01/17/13	02/01/13		Report of Regional Occupational Center/Program Transportation Data  Note - Collection Suspended Indefinitely for: Form J-141-JPA (Joint Powers Agency Report) and Form J-143 (Report of School Buses)	J-141-ROC/P	Laurie Weiss (714) 966-4489
02/06/13	02/06/13		Amendments to California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 Data Collection (Amendment window from December 20, 2012 to February 6, 2013)	CALPADS Fall 1 Collection Window (Original to CDE, Copy to OCDE)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	02/20/13		Amendments to California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 Data Collection (Amendment window from January 17, 2013 to February 20, 2013)	CALPADS Fall 2 Data Collection (Original to CDE, Copy to OCDE)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
03/08/13	03/15/13		Corrections for all prior fiscal years not received by October 01, 2012 (correction to be applied at P-2 2012-13)	Adult Ed., ROC/P, Gate, Handicapped Pupils, Special Education & Attendance Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
03/08/13	03/15/13		Corrections for all prior fiscal years not received by October 01, 2012 (correction to be applied at P-2 2012-13)	Revenue Limits, SELPA Infant Funding, Community Redevelopment & Tax Forms	Laurie Weiss (714) 966-4489
No later than 03/15/13	No later than 04/15/13		District Certification of Solvency (2 <sup>nd</sup> Interim Report) for all districts. Use period ending January 31, 2013	SACS Reporting Forms EC 42131(a)(1) and (2)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
Estimated 03/15/13	Estimated 04/01/13		Application for June P-2 Exemption (Further direction to be provided in late Feb. 2013 from CDE)	Application	Darren Dang (714) 966-4176

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	03/27/13		California Longitudinal Pupil Achievement Data System (CALPADS) Spring 1 Data Collection (Language Census – Spring 2013 Data from March 01, 2013)	CALPADS (R30-LC)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
On or before 04/01/13	No later than the first day of May per E.C.		2012-13 District Signed Audit Agreements	Signed Contract E.C. 41020(b)	Laurie Weiss (714) 966-4489 Chris Lombardo (714) 966-4248
04/01/13	04/15/13		2012-13 P-2 Community Redevelopment Fund Revenue Subject to Revenue Limit Offset	County Form EC 42238(h)(6) HSC 33607.5(a)(4)(A)	Laurie Weiss (714) 966-4489
04/08/13	04/15/13		2012-13 P-2 Revenue Limit Data for State Calculations	Form K-12 (Districts)	Laurie Weiss (714) 966-4489
04/08/13 (from A/C)	04/15/13		Report of the 2012-13 Estimated Amount of taxes to be collected for School Districts & County Offices (P-2)	J-29B & J-29C (Auditor-Controller)	Laurie Weiss (714) 966-4489
	04/10/13		Amendments to California Longitudinal Pupil Achievement Data System (CALPADS) Spring 1 Data Collection (Amendment window from March 28, 2013 to April 10, 2013)	CALPADS (R30-LC) (Original to CDE, Copy to OCDE)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
04/24/13	05/01/13		Special Education – P-2 Infant Funding Reporting 2012-13	SELPA Infant Data	Laurie Weiss (714) 966-4489
04/24/13	05/01/13		2012-13 Attendance Reports - P-2 (All K-12 Districts, Charter Schools, & County Office)	State Pupil Attendance Reporting Forms on State Software	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	04/30/13		Quarterly Unemployment Insurance Return	State Form DE9423	Teri Adkins (714) 966-4260
04/30/13 – Single Adoption Districts, 06/15/13* – Dual Adoption Districts, and 07/01/13 – Community Colleges			Request for Publication Notices, Proposed 2013-14 Budget for Public Inspection and Public Hearing regarding the Districts' Budget	County Form EC 42103 & CCR 58301	Wendy Benkert (714) 966-4229

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05/04/13	05/15/13		Not required to submit from FY 2009-10 through 2012-13 <del>2012-13 Cal-SAFE Second Period Reporting Forms</del>	State Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
05/03/13	05/10/13		Enrollment for K-3 Participating In CSR	J-7 CSR Option 1 and 2	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
Per E.C. 45253(b) - 05/31/13 or no later than 07/01/13			Personnel Commission Budgets (Districts with Personnel Commissions)	County Form E.C 45253(b)	Darren Dang (714) 966-4176
06/28/13			Pupil Calendars	County Data Requested	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	06/28/13 (OPSC)		Deferred Maintenance – 5 year plan or Amended 5 year plan	Form SAB 40-20	Laurie Weiss (714) 966-4489
			Deferred Maintenance – Extreme Hardship Funding Application – OPSC not accepting applications at this time. (Note - OPSC is unable to provide funding for new Deferred Maintenance extreme hardship projects until July 1, 2013).	<del>Form SAB 40-22</del>	Laurie Weiss (714) 966-4489
As Needed			Request for Allowance of Attendance Because of Emergency Conditions	J-13A (E.C. 41422, 46390 – 46392)	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
	Within one year from SAB apportionment of Extreme Hardship Grant (OPSC)		Deferred Maintenance Program Extreme Hardship Grant – Fund Release Authorization	Form SAB 40-23 (Title 2, CCR, Section 1866.5.7 & 1866.13)	Laurie Weiss (714) 966-4489
	Within two years from the date any funds were released (OPSC)		Deferred Maintenance Program Extreme Hardship Grant – Expenditure Report	Form SAB 40-24 (Title 2, CCR, Sections 1866.9 & 1866.9.1)	Laurie Weiss (714) 966-4489

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On or before 07/01/13	On or before 08/15/13		Adopted 2013-14 School District Budget	SACS Reporting Forms E.C. 42127(a)(2), 47604.33, and 42127(d)	Darren Dang (714) 966-4176 Wendy Benkert (714) 966-4229
		Must occur on or before the end of the 8 <sup>th</sup> week from the first day pupils attend school	Pupil Textbook and Instructional Materials Incentive Program Act, E. C. 60119 Compliance (Public Hearing, Resolution, and Written Determination), 2013-14 Fiscal Year	E.C. 60119	Laurie Weiss (714) 966-4489
	07/01/13 (to School Services)		2012-13 Certificated Bargaining Unit Salary and Benefits Schedule	J-90	Laurie Weiss (714) 966-4489
07/08/13	07/15/13		2012-13 Attendance Reports – Annual (All K-12 Districts, Charter Schools, & County Office)	State Pupil Attendance Reporting Forms on State Software	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
<del>07/15/13</del>	<del>07/29/13</del>		Not required to submit from FY 2009-10 through 2012-13 <del>2012-13 Cal-SAFE Annual Reporting Forms</del>	State Forms	Kristiana Trucios (714) 966-4232 Rosalee Hormuth (714) 966-4234
As fixed with Chancellor			Community College Quarterly Report	CCFS-311Q	Darren Dang (714) 966-4176
	07/31/13		Quarterly Unemployment Insurance Return	State Form DE9423	Teri Adkins (714) 966-4260
08/01/13	08/15/13		2012-13 Annual Community Redevelopment Fund Revenue Subject to Revenue Limit Offset	County Form EC 42238(h)(6) HSC 33607.5(a)(4)(A)	Laurie Weiss (714) 966-4489
08/08/13 (from A/C)	08/15/13		Report of the 2012-13 Actual Amounts of Taxes Collected for School Districts & County Office	J-29B & J-29C (Auditor-Controller)	Laurie Weiss (714) 966-4489
08/09/13	08/09/13		CASEMIS Year End Report 2012-13 (Copy to OCDE)	CASEMIS	Elizabeth Brown (714) 796-8715
	08/30/13 (from County Office)		Report of the 2012-13 Misc. Funds Tax Report	J-29.1 (County Office)	Laurie Weiss (714) 966-4489

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