

Monthly Report Due Dates

Before printing final reports '*Update*' AERIES first so that the YTD column is correct.

Print your preliminary reports to reconcile your enrollment and attendance. Once you're in balance '*Update Aeries*' print final reports. The Attendance Summaries and reports must be run each month by the dates listed below. **Scan** the principal signed & dated Final 'Summary' report(s) to the District Office. Keep all original reports and back-up in your month-end file.

New this year, I must submit all attendance reports monthly to Orange County Department of Education. Please do your best to stick to the timeline due dates. *If you need additional time to complete, please contact me.*

Month 1 – 7/29/2015 (Year-Round Only)

Month 9 – 3/23/2016

Month 2 – 8/26/2015 (Year-Round Only)

Month 10 – 4/20/2016

Month 3 – 9/23/2015

Month 11 – 5/18/2016

Month 4 – 10/21/2015

Month 12 – 6/10/2016

Month 5 – 11/18/2015

Month 6 – 12/16/2015

Month 7 – 1/27/2016

Month 8 – 2/24/2016

Compliance Dates for District Reporting 2015/2016

P1 – Month 6 - December 11th, 2015

P2- Month 10 - April 15th, 2016

Annual – Month 12 - June 9th, 2016