

# OPI COLLECTIONS CALENDAR—APRIL 2018

NAME	Description	Open Date	Due Date	Application	Primary Contact
Notice of Final Accreditation Status	By the beginning of April the Accreditation staff mails the final accreditation status letters to all Montana accredited schools.	3/19/18	4/2/18	TEAMS	Patricia Muir; (406) 444-4317; PMuir@mt.gov
AIM Test Window Count	Test Window (TW) Count Date – Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth Challenge, Job Corps and MTDA students, enrolled on 3/20/18.	3/20/18	4/3/18	AIM	Candis Standall; (406) 444-3495; CStandall@mt.gov
Last Day Trustee Candidates Withdraw from Election	Not later than 5pm the day before ballot certification: Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (20-3-305(2)(b))	4/5/18	4/5/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
Deadline to Notify Election Judges of Appointment	No later than the 30th day before: Deadline to notify election judges of appointment. (13-4-101MCA)	3/9/18	4/6/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
Election Administrator Certifies Ballot	Not less than 30 days before: Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administration.	3/7/18	4/6/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
Election by Acclamation and Cancellation of Election	If the number of candidates is less than or equal to the number of open positions, the trustees may cancel the election.	3/7/18	4/6/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov

Close of Regular Voter Registration	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office. (13-2-301MCA)	3/12/18	4/9/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
AIM Test Window Program Participation	Verify records for students who have entered or exited. Verify FRAM, EL, Immigrant, Homeless, Title I, Military Connected and other program counts for 2017-18. Student data must be accurate as of test window count date 3/20/18.	3/20/18	4/10/18	AIM	Candis Standall; (406) 444-3495; CStandall@mt.gov
Absentee Ballots Available	The election administrator prepares ballots for absentee voters.	3/29/18	4/18/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
Mail Ballots Mailed	If mail ballot election is used, all ballots must be mailed on the same day.	4/18/18	4/23/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov
May Cash Requests Due	Cash requests submitted from March 26th through April 25th, will be processed and paid on May 10th.  *See: <a href="https://egrants.opi.mt.gov">https://egrants.opi.mt.gov</a> : OPI Grant Program Contacts.  Juli Tenneson 444-3408 or Leisa Blanton 444-4403	3/26/18	4/25/18	EGrants	Nancy Harrel; (406) 444-3680; NHarrel@mt.gov
Notice of Election is Posted	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior	3/29/18	4/28/18	MAEFAIRS	Nicole Thuotte; (406) 444-4524; nthuotte@mt.gov

21st CCLC- Teacher and Student Surveys	Survey Administration Guide will be sent to programs by the State Evaluator in February.	3/15/18	4/30/18	21st Century	Amanda Domino; (406) 444-1964; ADomino@mt.gov
AIM Spring CTE Collection	Identify and enter 12th grade CTE Concentrators and mark an Area of Concentration for each.	3/1/18	4/30/18	AIM	Christy Hendricks; (406) 444-9019; CHendricks@mt.gov

NOTE THAT THIS CALENDAR IS ALSO FOUND ON THE OPI WEBSITE BY CLICKING ON 'CALENDAR' AND THEN 'OPI DATA COLLECTIONS CALENDAR'.