

ROE/ISC Office Dates & Deadlines



Deadline	Frequency	Item
July 1	Every four years	Regional Superintendent of School Terms begins after election the preceding November. 105 ILCS 5/3-1
July 1	Annually	<p data-bbox="548 354 1608 380">During July, the Quarterly Meeting of the Regional Board of School Trustees must be held.</p> <p data-bbox="548 412 1058 438">(105 ILCS 5/6-18) (from Ch. 122, par. 6-18)</p> <p data-bbox="548 470 1892 565">Sec. 6-18. Meeting dates - Place - Quorum. The regional board of school trustees shall hold a regular meeting in July, October, January and April. With appropriate public notice, the board may cancel its regular quarterly meeting if no issues for action have been presented to the board and it has no pending business.</p> <p data-bbox="548 597 1598 623">All regular meetings of the board shall be held at the office of the regional superintendent.</p> <p data-bbox="548 656 1871 750">Special meetings may be called by the president or by 4 members of the board by giving a 48-hour written notice of the meeting stating the time and place of the meeting and the purpose thereof. Public notice of meetings must also be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.</p> <p data-bbox="548 782 1850 844">A majority of the members elected to the board shall constitute a quorum. Unless otherwise provided a majority vote of all the board shall be required to decide a measure.</p> <p data-bbox="548 876 947 902">(Source: P.A. 92-172, eff. 1-1-02.)</p> <p data-bbox="548 935 1871 1029">Special meetings may be called by the president or by 4 members of the board by giving a 48-hour written notice of the meeting stating the time and place of the meeting and the purpose thereof. Public notice of meetings must also be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.</p> <p data-bbox="548 1062 1850 1123">A majority of the members elected to the board shall constitute a quorum. Unless otherwise provided a majority vote of all the board shall be required to decide a measure.</p> <p data-bbox="548 1156 947 1182">(Source: P.A. 92-172, eff. 1-1-02.)</p>
July 15	Annually	(105 ILCS 5/5-18) (from Ch. 122, par. 5-18) Sec. 5-18 Statements of conditions of schools.

Deadline	Frequency	Item
		Trustees of schools shall prepare, or cause to be prepared, by the township treasurer, the directors or board members of the several districts or other person, and forwarded to the regional superintendent of the region in which the township lies, on or before July 15 annually, and at such other times as may be required by the regional superintendent of schools or by the State Board of Education, a statement exhibiting the condition of the schools subject to the jurisdiction and authority of such trustees in the respective townships for the preceding year, commencing on July 1 and ending June 30 which statement shall be in the form, and shall contain the information required by the State Board of Education. Any township from which such report is not so received shall forfeit its portion of the distributive fund for the next ensuing year.
		(Source: P.A. 86-1441.)
July 30	Annually	Last day for Regional Superintendent to survey and inspect schools and notify each school board, in writing, whether or not schools in their district have been kept as required by law under the terms of state life-safety standards. (3-14.21)
Aug 1	Annually	(105 ILCS 5/10-20.27) (from Ch. 122, par. 10-20.27) Sec. 10-20.27. To file with the regional superintendent a list of all unfilled teaching positions in the district by August 1 of each year, and to report to the regional superintendent no less frequently than by the first day of every month other than August, all teaching positions which, subsequent to the filing of such list, become vacant or are filled. (Source: P.A. 83-503)
Aug 1	Annually	Send notification to district superintendents of registered certificates in each district. As per State Law, unregistered teachers may not be paid by school boards.
Sept 1	Annually	School Treasurer Bonds - September 1 Section 3-8 and Section 8-2 of the School Code (105 ILCS 5/3-8 and 105 ILCS 5/8-2) require Regional Superintendents of Schools to file an affidavit with the Illinois State Board of Education (ISBE) showing which treasurers of school districts in their region are properly bonded. This affidavit must be filed by September 1 of each year. Copies of the actual school treasurer bond do not have to be filed with ISBE.

Deadline	Frequency	Item
Sept 1	Annually	<p>Section 8-2 of the School Code (105 ILCS 5/8-2) requires each treasurer of a school district to be properly bonded. The penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys and effects of which the treasurer is to have custody. The bond shall be increased or decreased from time to time, as the increase or decrease of the amount of notes, bonds, mortgages, moneys and effects may require. The bond shall be payable to the township trustees of schools over the district or payable to the school board of the district, whichever is applicable. The bond shall be filed with the Regional Superintendent of Schools.</p> <p>Section 3-8 of the School Code (105 ILCS 5/3-8) describes the duties of the Regional Superintendent of Schools upon receipt of the treasurer bonds. When the bond of any school treasurer is filed with the Regional Superintendent of Schools, the Regional Superintendent shall carefully examine it. If the bond is found to be in all respects according to law and the sureties sufficient, the Regional Superintendent shall endorse his/her approval and file it with the papers of his/her office. If the bond is in any respect defective, or if the sureties are insufficient, the bond shall be returned for correction.</p> <p>The electronic versions (excel, word, and .pdf) of the Affidavit of Treasurer Bonds are available on the ISBE website (shown below).</p> <p>http://www.isbe.net/sfms/html/t_bonds.htm</p> <p>The affidavit should be mailed by September 1, each year, with original signature, to:</p> <p>Illinois State Board of Education</p> <p>School Business and Support Services Division N-330</p> <p>100 North 1st Street</p> <p>Springfield, Illinois 62777-0001</p> <p>105 ILCS 5/3-15.10</p>

Deadline	Frequency	Item
Sept 30	Annually	<p>A regional superintendent of schools shall not employ his or her spouse, child, stepchild, or relative as an assistant regional superintendent of schools. By September 1 each year, a regional superintendent shall certify to the State Board of Education that he or she has complied with this paragraph. If the State Board of Education becomes aware of the fact that a regional superintendent is employing his or her spouse, child, stepchild, or relative as an assistant regional superintendent, the State Board of Education shall not request for payment from the State Comptroller any warrants for the payment of the assistant regional superintendent's salary. In this paragraph, "relative" means a grandparent, parent, aunt, uncle, sibling, first cousin, nephew, niece, grandchild, or spouse of one of these persons. This paragraph applies only to contracts for employment entered into on or after the effective date of this amendatory Act of the 91st General Assembly [P.A. 91-764].</p> <p>See PA 094-0600 for the complete text of this statute.</p> <p>http://www.ilga.gov/legislation/publicacts/94/PDF/094-0600.pdf</p>
Sept 30	Annually	<p>This is the end of the first quarter of the fiscal year in most IL school districts and the last day for the school board to adopts its budget for the fiscal year. (105 ILCS 5/17-1)</p> <p>Within 30 days of its adoption, the annual budget must be filed with the county clerk and ISBE.</p>
Sept 30	Annually	<p>Application for the Recognition of Schools - thru IWAS</p> <p>The ARS for all the schools in the district is due to the regional superintendent of schools by September 30th of each year. In turn, each regional superintendent of schools must to have the applications for their region submitted to ISBE by October 15th of each year. Please note that charter schools and preschools are exempt from submitting an Application for Recognition.</p> <p>The application consists of seven questions regarding rules of the 23 Illinois Administrative Code. In addition, an approval date is required to be provided to indicate when the local school board approved the application. Further, each regional superintendent of schools will periodically visit the public schools under his/her jurisdiction to perform a more in-depth review of compliance</p> <p>Additionally, each school district must submit a list of all paraprofessionals it employs to the the State Superintendent of Education with their application as per Section 1.630(b)(5)(A) of the 23 IL Administrative Code.</p>
Oct 1	Annually	Administrator and Teacher Salary and Benefits

Deadline	Frequency	Item
Oct 1	Annually	<p>According to Sections 10-20.47 and 34-18.38 of the School Code [105 ILCS 5/10-20.47 and 5/34-18.38], school districts are required to report administrator and teacher salary and benefits to the Illinois State Board of Education (ISBE).</p> <p>For the purposes of this Section, "benefits" include without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.</p> <p>Prior to this annual reporting to ISBE, the information must be presented at a regular school board meeting, subject to applicable notice requirements, and then posted on the Internet website of the school district, if any.</p>
Oct 1	Annually	<p>School Safety Drill Act - Compliance report</p> <p>Each Regional Superintendent of Schools shall provide an annual school safety review compliance report to the State Board of Education as part of its regular annual report to the State Board, which shall set forth those school districts that have successfully completed their annual review and those school districts that have failed to complete their annual review. These reports shall be delivered to the State Board of Education on or before October 1 of each year. (Submitted via IWAS)</p>
Oct 1	Annually	<p>During October, the Quarterly Meeting of the Regional Board of School Trustees must be held. (105 ILCS 5/6-18) (from Ch. 122, par. 6-18)</p> <p>Sec. 6-18. Meeting dates - Place - Quorum. The regional board of school trustees shall hold a regular meeting in July, October, January and April. With appropriate public notice, the board may cancel its regular quarterly meeting if no issues for action have been presented to the board and it has no pending business.</p> <p>All regular meetings of the board shall be held at the office of the regional superintendent.</p> <p>Special meetings may be called by the president or by 4 members of the board by giving a 48-hour written notice of the meeting stating the time and place of the meeting and the purpose thereof. Public notice of meetings must also be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.</p> <p>A majority of the members elected to the board shall constitute a quorum. Unless otherwise provided a majority vote of all the board shall be required to decide a measure.</p> <p>(Source: P.A. 92-172, eff. 1-1-02.)</p>

Deadline	Frequency	Item
Oct 15	Annually	Last day for township land commissioners to file certified annual audit with regional superintendent and ISBE. (15-27)
Oct 15	Annually	Last day for township school treasurer and school districts to file the annual report with the regional superintendent. (3-15.1)
Oct 15	Annually	<p data-bbox="548 461 827 485">(105 ILCS 5/3-7) Audits</p> <p data-bbox="548 516 1898 667">Each school district shall, as of June 30 of each year, cause an audit of its accounts to be made by a person lawfully qualified to practice public accounting as regulated by the Illinois Public Accounting Act. Such audit shall include financial statements of the district applicable to the type of records required by other sections of this Act and in addition shall set forth the scope of audit and shall include the professional opinion signed by the auditor, or if such an opinion is denied by the auditor, shall set forth the reasons for such denial.</p> <p data-bbox="548 704 1856 824">Each school district shall on or before October 15 of each year, submit an original and one copy of such audit to the regional superintendent of schools in the educational service region having jurisdiction in which case the regional superintendent of schools shall be relieved of responsibility in regard to the accounts of the school district.</p> <p data-bbox="548 862 1898 1045">If any school district fails to supply the regional superintendent of schools with a copy of such audit report on or before October 15, or within such time extended by the regional superintendent of schools from that date, not to exceed 60 days, then it shall be the responsibility of the regional superintendent of schools having jurisdiction to cause such audit to be made by employing an accountant licensed to practice in the State of Illinois to conduct such audit and shall bill the district for such services, or shall with the personnel of his office make such audit to his satisfaction and bill the district for such service.</p> <p data-bbox="548 1083 1898 1170">In the latter case, if the audit is made by personnel employed in the office of the regional superintendent of schools having jurisdiction, then the regional superintendent of schools shall not be relieved of the responsibility as to the accountability of the school district.</p> <p data-bbox="548 1208 1829 1263">The copy of the audit shall be forwarded by the regional superintendent to the State Board of Education on or before November 15 of each year and shall be filed by the State Board of Education.</p>
Nov 15	Annually	Last day for regional superintendent to submit district AFR and audits to ISBE. (3-15.1 & 3-7)

Deadline	Frequency	Item
Nov 15	Annually	Budgeted positions not filled as of Oct. 1 are to be reported via the Unfilled Positions Survey in IWAS. Each district superintendent is required to complete the survey, even if the district has no unfilled positions. (105 ILCS 5/2-3.11c)
Nov 15	Annually	Submit District AFRs/Audits to ISBE (105 ILCS 5/3-7)
Nov 15ish	Annually	For ROEs/ISCs with counties that have the County Facilities Sales Tax (CFST): Survey local school districts for determination of the number of enrolled students (by district and county) qualifying for CFST funds. Updated percentages (based on eligible enrollment) are necessary for accurate distribution of CFST proceeds beginning in January. Best to start with Home District enrollments listed in SIS on IWAS via the Fall Housing Reports. Of that number, each district can report to the ROE the enrollment from each county.
Dec 1	Quarterly	(105 ILCS 5/3-5) Report of official acts. The county superintendent shall present under oath or affirmation to the county board at its meeting in September and as nearly quarterly thereafter as it may have regular or special meetings, a report of all his acts as county superintendent, including a list of all the schools visited with the dates of visitation. (Source: Laws 1961, p. 31.)
Dec 1	Annually	<p>Not less than 100 days before each general primary election, the Regional Superintendent of Schools must certify to the State Board of Elections a list of each unit school district under his or her supervision and control and a listing of each county in which all or any part of each of those districts is located.</p> <p>(105 ILCS 5/3-1.1) (from Ch. 122, par. 3-1.1)</p> <p>Sec. 3-1.1. Eligible voters. Whenever a unit school district is located in more than one educational service region, a qualified elector residing in that unit school district but outside of the educational service region administered by the regional superintendent of schools having supervision and control over that unit school district shall be eligible to vote in any election held to elect the regional superintendent of schools of the educational service region that is administered by the regional superintendent of schools who has supervision and control over that unit school district, but the elector shall not also be eligible to vote in the election held to elect the regional superintendent of schools of the educational service region in which the elector resides.</p> <p>Not less than 100 days before each general primary election, the regional superintendent of schools shall certify to the State Board of Elections a list of each unit school district under his or her supervision and control and each county in which all or any part of each of those districts is located. The State Board of Elections shall certify each of those unit school districts and counties to the appropriate election authorities within 20 days after receiving the list certified by the regional superintendent of schools.</p>

Deadline	Frequency	Item
		<p>The election authority in a single county educational service region whose regional superintendent of schools exercises supervision and control over a unit school district that is located in that single county educational service region and in one or more other educational service regions shall certify to the election authority of each of those other educational service regions in which the unit school district is located the candidates for the office of the regional superintendent of schools exercising supervision and control over that unit school district.</p> <p>(Source: P.A. 87-328; 88-535.)</p>
Dec 1sh	Every two years	<p>Filing window for Candidacy Petitions for Regional Board of School Trustees “Not more than 113, nor less than 106 days prior to the Consolidated Election” Single County ROEs file with County Clerk. Multiple County ROEs file with Illinois State Board of Elections in Springfield. Refer to <i>Candidate’s Guide</i> for the year of election available on the website of the Illinois State Board of Elections. RBST election years are 2018, 2020, 2022, 2024, 2026, 2028, 2030, etc.</p>
Dec 1ish	Every four years (unless appointed filing an unexpired term)	<p>Filing window for Candidacy Petitions for Regional Superintendent of Schools “Not more than 113, nor less than 106 days prior to the Consolidated Election” Single County ROEs file with County Clerk. Multiple County ROEs file with Illinois State Board of Elections in Springfield. Refer to <i>Candidate’s Guide</i> for the year of election available on the website of the Illinois State Board of Elections. Typical election years for Regional Superintendents are 2018, 2022, 2026, 2030, etc.</p>
Dec 15	Annually	<p>Last day to file with regional superintendent a copy of the newspaper containing district’s annual fiscal statement and certification of publication. (10-17)</p>
Dec 15	Annually	<p>Last day to submit to ISBE District AFRs/Audits for those districts to whom extension was granted.</p>
Dec 30	Annually	<p>The annual tax levy must be certified by the school board and filed with the county clerk on or before the last Tuesday in December.</p> <p>(105 ILCS 5/17-11 and 35 ILCS 200/18-15)</p>
Dec 30	Annually	<p>At the beginning of each calendar or fiscal year, the school board must give notice of its schedule of regular meetings, including dates, times and places.</p> <p>Notice must include publication on the school district’s web site.</p> <p>(5 ILCS 120/2.02)</p>

Deadline	Frequency	Item
		[Source: IASB Annual Calendar]
Dec 31	Annually	(105 ILCS 5/3-6) Financial report - Presentation of books and vouchers for inspection. The regional superintendent shall report, in writing, to the county board, on or before January 1 of each year, stating, (1) the balance on hand at the time of the last report, and all receipts since that date, with the sources from which they were derived; (2) the amount distributed to each of the school treasurers in his county; (3) any balance on hand. At the same time he shall present for inspection his books and vouchers for all expenditures, and submit in writing a statement of the condition of the institute fund and of any other funds in his care, custody or control.
Dec 31	Annually	GATA Reporting Period Ends Online report due within thirty days on IWAS.
Dec 31	Annually	Certify to the Illinois State Board of Elections a listing of all school districts and counties in your region.
Jan 1	Annually	Complete FOIA Annual Retraining on Illinois Attorney General's website at appropriate point in the year.
Jan 1	Annually	Update required US Department of Labor and Illinois Department of Labor posters in all ROE workplaces at appropriate point in the year.
Jan 1	Annually	<p data-bbox="548 842 1650 867">During January, the Quarterly Meeting of the Regional Board of School Trustees must be held.</p> <p data-bbox="548 904 1058 928">(105 ILCS 5/6-18) (from Ch. 122, par. 6-18)</p> <p data-bbox="548 966 1894 1055">Sec. 6-18. Meeting dates - Place - Quorum. The regional board of school trustees shall hold a regular meeting in July, October, January and April. With appropriate public notice, the board may cancel its regular quarterly meeting if no issues for action have been presented to the board and it has no pending business.</p> <p data-bbox="548 1092 1598 1117">All regular meetings of the board shall be held at the office of the regional superintendent.</p> <p data-bbox="548 1154 1871 1243">Special meetings may be called by the president or by 4 members of the board by giving a 48-hour written notice of the meeting stating the time and place of the meeting and the purpose thereof. Public notice of meetings must also be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.</p> <p data-bbox="548 1281 1850 1338">A majority of the members elected to the board shall constitute a quorum. Unless otherwise provided a majority vote of all the board shall be required to decide a measure.</p> <p data-bbox="548 1375 947 1399">(Source: P.A. 92-172, eff. 1-1-02.)</p>

Deadline	Frequency	Item
Jan 15	Annually	<p data-bbox="548 266 1094 293">Summer Food Service Program Requirements</p> <p data-bbox="548 326 779 354">105 ILCS 126/20(d)</p> <p data-bbox="548 386 1875 479">A school district shall be allowed to opt out of the summer food service program requirement of this Section if it is determined that, due to circumstances specific to that school district, the expense reimbursement would not fully cover the costs of implementing and operating a summer food service program.</p> <p data-bbox="548 511 1885 571">The school district shall petition its regional superintendent of schools by January 15 to request to be exempt from the summer food service program requirement.</p> <p data-bbox="548 604 842 631">The petition shall include</p> <ul data-bbox="548 664 1808 847" style="list-style-type: none"> <li data-bbox="548 664 1696 691">* all legitimate costs associated with implementing and operating a summer food service program, <li data-bbox="548 724 1339 751">* the estimated reimbursement from State and federal sources, and <li data-bbox="548 784 1808 847">* any unique circumstances the school district can verify that exist that would cause the implementation and operation of such a program to be cost prohibitive. <p data-bbox="548 880 1896 1003">The regional superintendent of schools shall review the petition. He or she shall convene a public hearing to hear testimony from the school district and interested community members. The regional superintendent shall, by March 1, inform the school district of his or her decision, along with the reasons why the exemption was granted or denied, in writing.</p> <p data-bbox="548 1036 1896 1224">If the regional superintendent grants an exemption to the school district, then the school district is relieved from the requirement to establish and implement a summer food service program. If the regional superintendent of schools does not grant an exemption to the school district, then the school district shall implement and operate a summer food service program in accordance with this Section the summer following the current school year. However, the school district or a resident of the school district may appeal the decision of the regional superintendent to the State Superintendent of Education.</p>

Deadline	Frequency	Item
Feb 15	Annually	<p>No later than April 1 of each year, the State Superintendent shall hear appeals on the decisions of regional superintendents of schools. The State Superintendent shall make a final decision at the conclusion of the hearing on the school district's request for an exemption from the summer food service program requirement. If the State Superintendent grants an exemption to the school district, then the school district is relieved from the requirement to implement and operate a summer food service program. If the State Superintendent does not grant an exemption to the school district, then the school district shall implement and operate a summer food service program in accordance with this Section the summer following the current school year.</p> <p>Childhood Hunger Relief Act P.A. 096-1058 School Breakfast Program Exemption</p> <p>PA 95-155 requires that the board of education of each school district in this State shall implement and operate a School Breakfast Program in the next school year in accordance with federal guidelines in each school building within its district in which at least 40 percent or more of the students are eligible for free or reduced-price lunches.</p> <p>A school district may request a school or schools from the school breakfast program be exempted from the breakfast program if it is determined that, due to circumstances specific to that school district, the expense reimbursement would not fully cover the costs of implementing and operating a breakfast program.</p> <p>By February 15 a school district shall petition its regional superintendent to request an exemption from operating a school breakfast program in the upcoming school year for a given school. Petition must include: (1) all legitimate costs associated with implementing and operating a school breakfast program, (2) the estimated reimbursement from State and federal sources, and (3) any unique circumstances the school district can verify that exist that would cause the implementation and operation of such a program to be cost prohibitive.</p>
Feb 20	Annually	<p>District Superintendents:</p> <p>Spring deadline for submission of requests for waivers of School Code mandates for the General Assembly's consideration.</p>
March 1	Annually	<p>Inform local school districts that applied for Summer Opt-Out of Federal Breakfast & Lunch Food Service Mandate of Regional Superintendent's decision. Inform ISBE as well. 105 ILCS 126/20(d)</p>
April 1	Annually	<p>During April, the Quarterly Meeting of the Regional Board of School Trustees must be held.</p> <p>(105 ILCS 5/6-18) (from Ch. 122, par. 6-18)</p>

Deadline	Frequency	Item
3rd Monday in May	Annually	<p>Sec. 6-18. Meeting dates - Place - Quorum. The regional board of school trustees shall hold a regular meeting in July, October, January and April. With appropriate public notice, the board may cancel its regular quarterly meeting if no issues for action have been presented to the board and it has no pending business.</p> <p>All regular meetings of the board shall be held at the office of the regional superintendent.</p> <p>Special meetings may be called by the president or by 4 members of the board by giving a 48-hour written notice of the meeting stating the time and place of the meeting and the purpose thereof. Public notice of meetings must also be given as prescribed in Sections 2.02 and 2.03 of the Open Meetings Act.</p> <p>A majority of the members elected to the board shall constitute a quorum. Unless otherwise provided a majority vote of all the board shall be required to decide a measure.</p> <p>(Source: P.A. 92-172, eff. 1-1-02.)</p> <p>Regional School Board of Trustees Reorganizational Meeting</p> <p>Board must elect president; (105 ILCS 5/6-17) (from Ch. 122, par. 6-17)</p> <p>Section 6-17. Election of President - Terms of members. Except as otherwise provided in Section 2A-54 of the Election Code, on the third Monday in May, following the first election, or if such day is a holiday then the next day, the regional superintendent of schools who shall be the ex-officio secretary of the board shall convene the newly elected regional board of school trustees for the purpose of organization. Except as provided in Section 2A-54 of the Election Code, at this meeting the members shall elect a president from among their number who shall serve as president for a term of 2 years and shall determine by lot the length of the term of each member so that 2 shall serve for a term of 2 years, 2 for 4 years and 3 for 6 years from the third Monday of the month following the date of their election. Except as provided in Section 2A-54 of the Election Code, thereafter members shall be elected to serve for a term of 6 years from the third Monday of the month following the date of their election or until their successors are elected and qualified.</p> <p>All succeeding meetings for the purpose of organization shall be held on the third Monday in May following the election; however, in case the third Monday in May is a holiday the organization meeting shall be held on the next day.</p>

Deadline	Frequency	Item
		<p>If educational service regions are consolidated under Section 3A-3 or 3A-4 of this Act, however, the expiring terms of members of each regional board of school trustees in those regions being consolidated shall be extended so as to terminate on the first Monday of August of the year that consolidation takes effect, as defined in Section 3A-5 of this Act, and, on such day, the Regional Superintendent of the consolidated region shall convene all the members of each regional board of school trustees in the consolidated region, and shall by lot select from among such trustees an interim regional board of school trustees for the consolidated region in accord with the specifications as to membership and residency in Section 6-2. The interim board so selected shall serve until their successors are elected at the succeeding regular election of regional school trustees and have qualified. A single regional board of school trustees shall be elected at such succeeding regular election to take office on the third Monday of the month following such election. The board elected for the consolidated region shall be convened on such third Monday of the month following such election for organizational purposes, to elect a president and determine terms for its members by lot as provided in this Section. The respective regional boards of school trustees of educational service regions involved in consolidations under Section 3A-3 or 3A-4 shall cease to exist at the time the board elected for the consolidated region is so organized.</p> <p>(Source: P.A. 93-847, eff. 7-30-04.)</p>
May 15ish	Annually	<p>Districts must submit to Regional Superintendent Final School Calendar (current year just ending) for approval by the last day of school. Amended Calendars should be submitted within 30 days of the change or event.</p>
June 21	Annually	<p>Sec. 18-12. Dates for filing State aid claims. (105 ILCS 5/18-12) (from Ch. 122, par. 18-12)</p>

Deadline	Frequency	Item
June 30	Annually	<p>The school board of each school district shall require teachers, principals, or superintendents to furnish from records kept by them such data as it needs in preparing and certifying to the regional superintendent its school district report of claims provided in Sections 18-8.05 through 18-9 as required by the State Superintendent of Education. The district claim shall be based on the latest available equalized assessed valuation and tax rates, as provided in Section 18-8.05 and shall use the average daily attendance as determined by the method outlined in Section 18-8.05 and shall be certified and filed with the regional superintendent by June 21 for districts with an official school calendar end date before June 15 or within 2 weeks following the official school calendar end date for districts with a school year end date of June 15 or later. The regional superintendent shall certify and file with the State Superintendent of Education district State aid claims by July 1 for districts with an official school calendar end date before June 15 or no later than July 15 for districts with an official school calendar end date of June 15 or later. Failure to so file by these deadlines constitutes a forfeiture of the right to receive payment by the State until such claim is filed and vouchered for payment. The regional superintendent of schools shall certify the county report of claims by July 15; and the State Superintendent of Education shall voucher for payment those claims to the State Comptroller as provided in Section 18-11.</p> <p>A final school calendar must be approved before the General State Aid claim can be transmitted.</p> <p>If you need technical assistance with completing the final school calendar you may contact your Regional Office of Education or Jim Luckey schoolcalendars@isbe.net at the Illinois State Board of Education.</p>
June 30	Annually	<p>It's time to compile the school evaluation (compliance) instrument.</p> <p>Checklist:</p> <ol style="list-style-type: none"> 1) Upload PDF versions to the District Supts area on the server. 2) Send out the links to the affected superintendents. 3) Print the front page and sign it. Send that page to ISBE. 4) Email the entire compliance probe document (PDF...including electronic signature) to ISBE. <p>Keep a copy locally for reference.</p>
June 30	Annually	<p>GATA Reporting Period Ends Online report due within thirty days on IWAS.</p>

