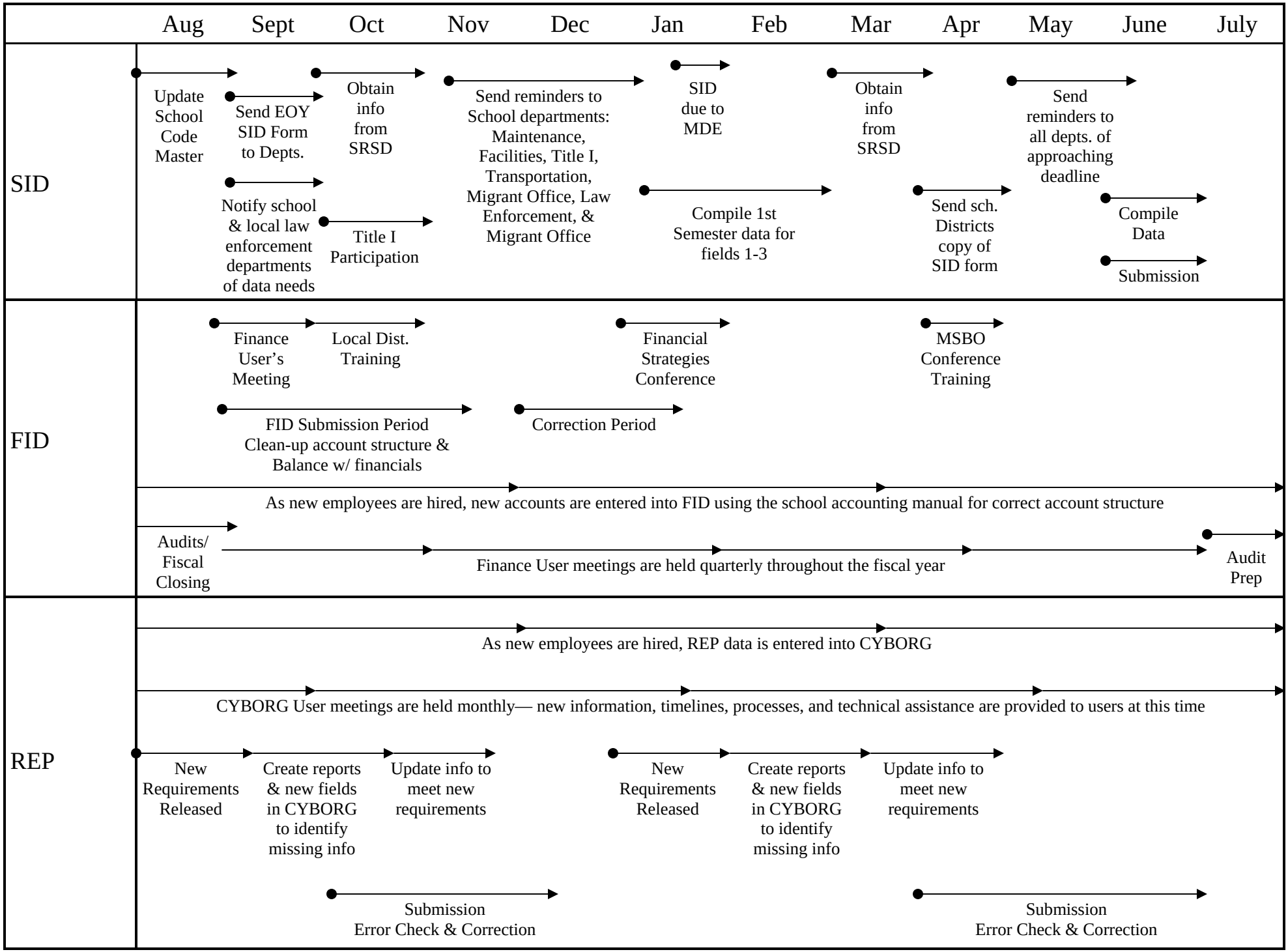
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June
July
SID
Update School Code Master
Send EOY SID Form to Depts.
Obtain info from SRSD
Send reminders to School departments: Maintenance, Facilities, Title I, Transportation, Migrant Office, Law Enforcement, & Migrant Office
SID due to MDE
Obtain info from SRSD
Send reminders to all depts. of approaching deadline
Notify school & local law enforcement departments of data needs
Title I Participation
Compile 1st Semester data for fields 1-3
Send sch. Districts copy of SID form
Compile Data
Submission
FID
Finance User's Meeting
Local Dist. Training
Financial Strategies Conference
MSBO Conference Training
FID Submission Period Clean-up account structure & Balance w/ financials
Correction Period
As new employees are hired, new accounts are entered into FID using the school accounting manual for correct account structure
Audits/ Fiscal Closing
Finance User meetings are held quarterly throughout the fiscal year
Audit Prep
REP
As new employees are hired, REP data is entered into CYBORG
CYBORG User meetings are held monthly— new information, timelines, processes, and technical assistance are provided to users at this time
New Requirements Released
Create reports & new fields in CYBORG to identify missing info
Update info to meet new requirements
New Requirements Released
Create reports & new fields in CYBORG to identify missing info
Update info to meet new requirements
Submission Error Check & Correction
Submission Error Check & Correction