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MEMORANDUM

TO: Superintendents and Curriculum Leaders
FROM: Amy Fowler
SUBJECT: 2018-19 Critical Dates for Schools Calendar
DATE: June 13, 2018

The AOE is announcing the release of the updated [2018-19 Critical Dates for Schools spreadsheet](#). This excel document captures the dates where the AOE will require school systems to perform specific functions, including:

1. requirements that the AOE must collect from the field annually to meet statutory requirements (e.g. data collections, required applications and reports);
2. major reports that the AOE makes available annually (e.g. assessment results, budgetary information);
3. critical alerts that will likely impact your annual planning (e.g. assessment windows, major professional development opportunities)

The spreadsheet also includes the projected month and week for each event, field staff (e.g. curriculum leaders, SPED directors, business managers, etc.) who would likely take a leadership role related to each event, and identifies which requirements are “new” for this year. These projected time frames are our best estimate, and are subject to change.

How Do I Use This Resource?

The recommended application for this resource is to use it when planning academic calendars and/or determining staff roles and responsibilities.

We are intentionally posting as an excel file to provide flexible use by you and other users. Possible applications for this resource include:

- sorting events by date to see what’s coming each month;
- sorting to highlight which actions the AOE will complete versus things you will need to do
- sorting by role so that new staff members can understand their baseline responsibilities related to meeting state and federal policy;
- sorting to highlight which requirements are “new” for the year, so that you can anticipate changes

Ultimately, if you can use the filter function in Excel (or if you work with someone who does), you are encouraged to manipulate this table to make it relevant to your needs. See this [video](#) for directions on how to use filters if this is new for you.

Disclaimers

Although the AOE has made its best effort to reflect information in this table accurately, some of the due dates listed here that are not prescribed in rule or statute may shift as they approach. This table is also meant to complement, and not replace other event-specific communication from the AOE. For these reasons, please use this information for general planning purposes, with the understanding that additional information about many of these events will be published in the months ahead.

If you have been using the 2017-18 Critical Dates for Schools file, we recommend discarding it as adjustments have been made in this revision.

Questions

If you have questions about this resource, please contact Chris Case, Education Project Manager, at chris.case@vermont.gov, or at 802-479-1179.