



SPECIAL EDUCATION FINANCE UNIT MONTHLY REMINDERS

Updated 7/11/25

Monthly	Things to review each month:
	Monthly Budget/AFR Totals Compliance Sheet sent out after the second Saturday of each month. Check to verify budget totals, including required set-asides, remaining funds, and expiring funds.
	Monthly CCEIS monitoring sheet sent out after the monthly pull. For those districts that have CCEIS required or carryover amounts, check the CCEIS budgets and remaining funds totals.
	Watch for emails containing 3-month snapshots, TA, or professional development opportunities.
	Email Request forms to SPED Finance for preapproval before purchasing. Equipment \$5,000 or more, all construction/playground, and bus must be pre-approved.
	After purchasing and receiving the equipment/bus/construction, please email the Report forms to your SPED finance contact.
	Review training materials. https://dese.ade.arkansas.gov/Offices/special-education/funding-and-finance/finance-training-material
	JULY
1-31	Pull COGNOS State/Local AFR reports for the previous fiscal year to check MOE status. Check MySped for MOE exceptions.
21	ESY Part I reimbursement and Superintendent Certification are due in MySped.
	Check the Monitoring Cycle for the current year. https://dese.ade.arkansas.gov/Offices/special-education/monitoring-and-program-effectiveness/monitoring-procedures
	AUGUST
1-31	Pull COGNOS State/Local AFR reports for the previous fiscal year to check MOE status. Check MySped for MOE exceptions.
	LEA Monthly TA Call: Preliminary Budget. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	SEPTEMBER
1-30	Pull COGNOS budget reports, including PSPS and CCEIS/CEIS. Check program codes, function codes, and totals.
15	ESY Part II reimbursement and Superintendent Certification are due in MySped.
15-26	Ch-Ch-Changes in SPED Finance trainings at various Cooperatives.
30	All October 1 budgets are due in eFinance.
	LEA Monthly TA Call: Preliminary Budget. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	OCTOBER
14	JDC Superintendent Certification due (if applicable).
15	School Age AFR MOE Data form for FY 2024-25 year due in MYSPED.
31	Complete the School Age AFR MOE Data form for the current year in MYSPED. Make sure the contact information is current. Enter exceptions in the School Age AFR MOE Data form in MYSPED.
	NOVEMBER
14	Residential Superintendent Certification is due.
	School Age AFR MOE Data form for FY 2025-26 year due in MYSPED.
28	December 1 child count is due.
	For LEA Supervisor Reimbursement, verify LEA Supervisor is listed in eSchool along with their licensure codes, and that they have been assigned a building.

	LEA Monthly TA Call: High-Cost Occurrence Registry and LEA Supervisor Reimbursement. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	DECEMBER
1	High-Cost Occurrence Registry opens for student entry.
15	Private/Home School Survey due. Retain a copy for your records.
	Cycle 4 data due – including coding for LEA Supervisor funding.
	JANUARY
16	Residential Superintendent Certification due (if applicable).
20	JDC Superintendent Certification due (if applicable).
30	High-Cost Occurrence Registry closes for student entry. Reopens for data entry at a later date.
	LEA Monthly TA Call: AR App: Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	FEBRUARY
9	High-Cost Occurrence Registry reopens for data entry.
27	MOE exceptions are due in MySped.
	LEA Monthly TA Call: Final Allocations and AR App. Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	MARCH
1-31	Check the School Age AFR MOE Data form on A2 in MYSPED for possible Child Count loss.
18	High-Cost Occurrence Deadline.
31	CCEIS/CEIS Application Deadline.
	APRIL
10	Residential Superintendent Certifications are due (if applicable).
14	JDC Superintendent Certification due (if applicable).
	MAY
1	Equitable Services Consultation form due. Upload to Indistar.
1-31	Amend all budgets for final allocation amounts and required CCEIS recalculation.
	JUNE
5	Final Allocations Due: Amend all budgets and required CCEIS recalculations. Use SPED Budget/Expenditure Comparison Report II in COGNOS to review for 10% variances. Email your SPED Finance contact that your final allocations are completed.
	Residential Superintendent Certifications due (if applicable).
	Check State/Local AFR for MOE Status and MOE exceptions.
16	JDC Superintendent Certification due (if applicable).
30	AR App Due and uploaded in Indistar: <ul style="list-style-type: none"> • AR App workbook • Assurances and GEPA statement. (Must be school board-approved before the due date) • SPED MOE worksheet
	Salary and Benefits must be moved before the end of the month.