



SPECIAL EDUCATION FINANCE UNIT MONTHLY REMINDERS

Updated 7/11/25

Monthly	Things to review each month:
	Monthly Budget/AFR Totals Compliance Sheet posted in MySped after the second Saturday of each month. Verify budget totals, required set-asides, remaining funds, and expiring funds.
	Monthly CCEIS monitoring sheet sent out after the monthly pull. For districts that have CCEIS required or carryover amounts, check the CCEIS budgets and remaining funds totals.
	Watch for the DESE-OSE Highlights containing the 3-month snapshot, TA, or professional development opportunities.
	Email Request forms to SPED Finance for pre-approval 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.
20	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.
18	ESY Part II reimbursement and Superintendent Certification are due in MySped.
11-25	SPED Finance training 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
15	School Age AFR MOE Data form for FY 2025-2026 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
13	Residential Superintendent Certification is due.
15	School Age AFR MOE Data form for FY 2026-2027 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.
15,18	High-Cost Demographic and Calculation Sheet Zoom
	JANUARY
15	Residential Superintendent Certification due (if applicable).
20 - 29	High-Cost at various Cooperatives
30	High-Cost Occurrence Registry closes for student entry. Reopens for data entry on February 9.
	LEA Monthly TA Call: AR App: Division of Elementary and Secondary Education - Offices - Special Education - Monthly Calls (arkansas.gov)
	FEBRUARY
2	High-Cost at Crowley's Ridge Co-Op
4 - 9	High-Cost at various Cooperatives
12, 19, 26	High-Cost Office Hours
28	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
5, 12	High-Cost Office Hours
18	High-Cost Occurrence Deadline.
31	CCEIS/CEIS Application Deadline.
	APRIL
9	Residential Superintendent Certifications are due (if applicable).
20	ESY Part III reimbursement and Superintendent Certification are due in MySped.
	MAY
1-31	Amend all budgets for final allocation amounts and required CCEIS recalculation.
	JUNE
4	Residential Superintendent Certifications due (if applicable).
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.
	Check State/Local AFR for MOE Status and MOE exceptions.
30	AR App Due: submitted within the AR App Portal
	Due Date to upload the following documents to the AR App Portal Digital Locker: Federal Assurances. (Must be school board-approved before the due date) Equitable Services Consultation form due
	Salary and Benefits must be moved before the end of the month.