

# CISDM 2.0 Yearly Reporting Calendar

## August

<b>School/Site Management</b>	Update the “My Profile” section in CISDM 2.0
	Update and/or enter School Demographics in “School Assessment” Section
	Enter Tier 1 Supports
<b>Student Management</b>	Enroll Students into CISDM 2.0

## September

<b>School Management</b>	Complete School Assessment & Support Plan in CISDM 2.0
	Enter Initial School Support Team/Leadership Meeting into “Site Coordination Entry” section in CISDM 2.0
	Enter Tier 1 Supports
<b>Student Management</b>	Complete Student Assessment & Student Support Plan in CISDM 2.0 for every student on caseload
	Enroll New Student’s not on caseload from previous year
	Run a “Goal Achievement Report” to confirm baseline and target for the correct goal is present for caseload students
	Enter Tier 2 & 3 Supports

## October

<b>School Management</b>	Enter 1 <sup>st</sup> Quarter School Progress Monitoring— <b>Once grading period has ended</b>
	Enter Tier 1 Supports
<b>Student Management</b>	Enter 1 <sup>st</sup> Quarter Student Progress Monitoring for students on caseload – <b>Once grading period has ended</b>
	Add any new students and complete Student Support Plan
	Enter Tier 2 & 3 Supports

### November

<b>School Management</b>	Enter 1 <sup>st</sup> Quarter report meeting with School Support Team in the “Site Coordination Entry” section of CISDM 2.0
	Enter Tier 1 Supports
<b>Student Management</b>	Finishing Entering 1 <sup>st</sup> Quarter Student Progress Monitoring for each student
	Add new students and complete Student Support Plan
	Enter Tier 2 & 3 Supports

### December

<b>School Management</b>	Enter Tier 1 Supports
<b>Student Management</b>	Enter Tier 2 & 3 Supports

### January

<b>School Management</b>	Enter 2 <sup>nd</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>
	Enter Tier 1 Supports
	<p>School Management Mid-Year Audit:</p> <ul style="list-style-type: none"> <li>• Pull TQS “Tier 1 Support” Report to confirm all supports have been entered</li> <li>• Update School Needs Assessment in the following sections: School Demographics, Current Principal, Current Support Team Members—<b>If applicable</b></li> <li>• Update “My Profile” section in CISDM 2.0—<b>If applicable</b></li> <li>• Ensure that School Progress Monitoring for 1<sup>st</sup> &amp; 2<sup>nd</sup> quarter is entered including Baseline and Target</li> </ul>
<b>Student Management</b>	Enter 2 <sup>nd</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	<p>Student Management Mid-Year Audit:</p> <ul style="list-style-type: none"> <li>• Pull “Support Summary by Student” Report and check all monthly supports for students have been entered</li> <li>• Pull TQS “Case Management” Report to check all students have current information in each category</li> </ul>



	<ul style="list-style-type: none"> <li>• Pull “Goal Achievement” report to confirm 1<sup>st</sup> and 2<sup>nd</sup> quarter data has been entered and delete any goals no longer being tracked</li> <li>• Enter Goal Achievement for any student no longer being case managed or for completed goals</li> </ul>
	Add new student and complete Student Support plan
	Enter Tier 2 & 3 Supports
<b>February</b>	
<b>School Management</b>	Finish entering 2 <sup>nd</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>
	Enter 2 <sup>nd</sup> Quarter report meeting with School Support Team in the “Site Coordination Entry” section of CISDM 2.0
	Enter Tier 1 Supports
<b>Student Management</b>	Finish entering 2 <sup>nd</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	Finish Mid-Year Audit for Students
	Add New Students and Complete Student Support Plan
	Enter Tier 2 & 3 Supports
<b>March</b>	
<b>School Management</b>	Enter Tier 1 Supports
	Enter 3 <sup>rd</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>
<b>Student Management</b>	Add New Students and Complete Support Plan
	Enter 3 <sup>rd</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	Enter Tier 2 & 3 Supports
<b>April</b>	
<b>School Management</b>	Finish 3 <sup>rd</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>



	Enter 3 <sup>rd</sup> Quarter report meeting with School Support Team in the “Site Coordination Entry” section of CISDM 2.0
	Enter Tier 1 Supports
<b>Student Management</b>	Finish 3 <sup>rd</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	Enter Tier 2 & 3 Supports
<b>May</b>	
<b>School Management</b>	Enter 4 <sup>th</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>
	Enter Goal Achievement for School Progress Monitoring
	Enter Tier 1 Supports
	Complete End of Year Process
<b>Student Management</b>	Enter 4 <sup>th</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	Enter Tier 2 & 3 Supports
	Complete End of Year Process
<b>June</b>	
<b>School Management</b>	Finish 4 <sup>th</sup> Quarter Progress Monitoring for School— <b>Once grading period has ended</b>
	Enter Goal Achievement for School Progress Monitoring
	Complete End of Year Process
<b>Student Management</b>	Finish 4 <sup>th</sup> Quarter Progress Monitoring for Students— <b>Once grading period has ended</b>
	Complete End of Year Process

