

School Year 2021-2022 Academic Plan and Financial Plan Process Timeline

Timeline	Description	Responsible	For CURRENT SY 2020-21	For PLANNING SY 2021-22
August 31, 2020	Official Enrollment Count (OEC) School Year (SY) 2020-21	OSIP	●	
September 21, 2020 (on or about)	Weighted Student Formula (WSF) adjusted for SY 2020-21 OEC	OFS	●	
August - October 2020	SCC Community Meeting #1 for SY 2021-22	Principals, SCCs		●
October 12, 2020	2 nd OEC SY 2020-21 (Second Quarter OEC)	OSIP	●	
October 26, 2020 (on or about)	WSF adjusted for Second Quarter SY 2020-21 OEC	OFS	●	
October 2020	Projected SY 2021-22 enrollment	OSIP		●
November 2020	Release SY 2021-22 Financial Plan templates in eHR	OFS, OITS		●
November 25, 2020	Complete Needs Assessment	Principals		●
November - December 2020	Develop SY 2021-22 Salaried Financial Plan (may begin work on non-salary)	Principals, SCCs		●
November - December 2020	Present SY 2021-22 Salaried Financial Plan to SCC	Principals		●
December 2020	Submit SY 2021-22 Salaried Financial Plan to CAS (plan total difference does not need to equal zero)	Principals (deadline TBD by CAS)		●
December 15, 2020	Submit SY 2021-22 Indexed Complex Area Allocation (<u>ICAA</u>) Salaried Financial Plan to Deputy (plan total difference does not need to equal zero)	CASs		●
December 31, 2020	Approve SY 2021-22 Salaried Financial Plans	CASs		●
December 31, 2020	Approve SY 2021-22 <u>ICAA</u> Salaried Financial Plans	Deputy		●
January 8, 2021	3 rd OEC SY 2020-21 (Second Semester OEC)	OSIP	●	
Mid-January 2021	Projected School List (PSL) processing	Principal		●
January 22, 2021 (on or about)	WSF adjusted for Second Semester SY 2020-21 OEC	OFS	●	

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January - March 2021	Begin to develop Academic Plan for SY 2021-22, with updates to FY 2021-22 Comprehensive Financial Plan (WSF FTEs and salaries approved as of December 31, 2020 will be locked.)	CASs, Principals, SCCs		●
Late-February 2021	TATP #1 for SY 2021-22	OTM		●
February 28, 2021	Position Buy/Sell ends for SY 2020-21	OTM, OFS	●	
February - April 2021	SCC Community Meeting #2 and present proposed SY 2021-22 Academic Plan and Comprehensive Financial Plan to SCC	Principal, SCC		●
March 2021	Submit SY 2021-22 Comprehensive Financial Plan to CAS (plan total difference must equal zero.)	Principals (deadline TBD by CAS)		●
March 31, 2021	Submit SY 2021-22 <u>ICAA</u> Comprehensive Financial Plan to Deputy (plan total difference must equal zero.)	CASs		●
Mid-April, 2021	TATP #2 for SY 2021-22	OTM		●
April 15, 2021	Approve all SY 2021-22 Comprehensive Financial Plans	CASs		●
April 15, 2021	Approve SY 2021-22 <u>ICAA</u> Comprehensive Financial Plans	Deputy		●
April 2021	Submit Academic Plan for SY 2021-22	Principals (deadline TBD by CAS)		●
April 30, 2021	Submit SY 2020-21 <u>ICAA</u> Operational Plan to Deputy	CASs		●
May 7, 2021	Approve all Academic Plans for SY 2020-21	CASs		●
May 7, 2021	Approve SY 2020-21 <u>ICAA</u> Operational Plans	Deputy		●
Mid-May 2021	PSL Process Completed	OTM		●

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May 2021	Amended SY 2021-22 Financial Plans open – edits for school use only, does not interface with Budget or FMS	Principals, CASs		●
June 2021	Position Buy/Sell begins for SY 2021-22	OTM, OFS		●
August 2021	OEC SY 2021-22 WSF adjusted for SY 2021-22 OEC	OSIP, OFS		●
October 2021	2 nd OEC SY 2021-22 (Second Quarter OEC) WSF adjusted for Second Quarter SY 2021-22 OEC	OSIP, OFS		●
January 2022	3 rd OEC SY 2021-22 (Second Semester OEC) WSF adjusted for Second Semester SY 2021-22 OEC	OSIP, OFS		●
February 2022	Position Buy/Sell ends for SY 2022-23	OTM, OFS		●