

End of Year Federal Activities Checklist (2026)

Track key federal deadlines and tasks from spring through fall.

February – April

- Begin Comprehensive Needs Assessment (CNA)
- Conduct CNA with stakeholder committee and document meeting
- Draft Campus Improvement Plan (CIP)
- Draft District Improvement Plan (DIP)

May

- May 1: SC5003 Federal Grant Consolidated Schedule Special Collection opens
- May 8: CLNA due for Perkins V
- May 13: Perkins V + IDEA-B ADCs open
- May 20: ESSA ADC opens
- Complete PR6000 Gun Free Schools Report after last day of school

End of School Year

- Complete Time & Effort records before staff leaves (date last work day or after)
- Complete inventory of federal walkable supplies and equipment

June

- June 2: Amendments due (ESSA, IDEA-B if needed)
- Ensure opportunity for public input/public hearing for 2026-27 grants is held
- June 30: PR6000 Gun Free Schools Report due
- June 30: Grants due if July 1-funded staff

Summer

- Complete program evaluation for 2025-26 ESSA programs and Comp Ed (At Risk)
- Update Title I PFE policies and compacts
- Begin budget planning for grant funds prior to grant submission

Late July – September

- ESSA Compliance report opens (late July)
- September 3: All grants due
- September 30: Compliance report for 2025-26 due