

Required Reports in order to correctly calculate the ED 279 Essential Programs & Services (EPS) formula and Total Cost of Education for the State each year for the Biennial and Supplemental budgets

Type of Reporting	Description	Due Date
Staff Reporting		
<ul style="list-style-type: none"> NEO Staff 	Current Year Staff Information – Certification	October 30
Staff Information System	<ul style="list-style-type: none"> All staff including CTE, but <i>especially</i> those that impact the calculation of EPS Subsidy 	
Student Enrollment Reports as of October 1st		
<ul style="list-style-type: none"> Synergy Student Data NEO Student Reports 	EPS October 1st Enrollment/Special Education (EF-S-05) including: <ul style="list-style-type: none"> <i>Attending Students</i> <i>Economic Disadvantaged Status</i> <i>Equivalent Instruction (Home School)</i> <i>Superintendent Agreements</i> <i>Resident/Subsidizable Students</i> <i>English Learner Status</i> <i>Special Education Status</i> <i>CTE Enrollment</i> 	Uploaded by October 15 Certified October 16-30
<ul style="list-style-type: none"> EFM-39A 	Adult Education report for 16 to 20 Year old's – January thru June	July 15
<ul style="list-style-type: none"> EFM-39B 	Adult Education report for 16 to 20 Year old's – July thru December	December 15
Financial Reporting		
<ul style="list-style-type: none"> Prior Year Actuals 	Prior Year – Year End Q4 Actual Expenditures, Revenues, Balance Sheet	August 30
<ul style="list-style-type: none"> Current Year Budgets 	Current Year – Revenues and Expenditures	August 15
<ul style="list-style-type: none"> EF-M-46/EF-M-46V 	Current Year Budget & Reporting of Appropriations for RSU/SAD/CSD/CTE	August 15
<ul style="list-style-type: none"> EF-S-07 	Prior Year Special Education Tuition & Board Report	October 15
<ul style="list-style-type: none"> EF-S-214 	Current Year Special Education Tuition & Board Report	April 15