

ESU #1 SPECIAL EDUCATION BILLING DATES 2016-17

School Age - Tower - PSP

<u>Quarter</u>	<u>Cutoff Date</u>
#1	10/14/16
#2	12/23/16
#3	3/17/17
#4	5/19/17
Summer	7/31/17

CUTOFF DATE:

Staff required to submit service hours are to enter the data on the cutoff date or next day (Saturday). Data is to be received by ESU #1 on the Tuesday following the cutoff date.

NOTE:

- All staff are to notify SPED Director, if, when, and how often summer services will be provided by 5/1/17. Summer Services Intentions form available on ESU website.
- Additional staff contract days must be approved in advance and in writing by the Administrator.