

ESU #1 SPECIAL EDUCATION BILLING DATES 2018-19

School Age - Tower - PSP

<u>Quarter</u>	<u>Cutoff Date</u>
#1	10/12/18
#2	12/21/18
#3	3/15/19
#4	5/24/19
Summer	7/26/19

CUTOFF DATE:

Staff are required to post service hours daily. All service hours are to be posted by the Monday following the cutoff date. No changes to the service log are to be made by a staff member after the Monday deadline date. If a change is needed, contact Joleen Gustafson.

NOTE:

- All staff are to notify SPED Director, if, when, and how often summer services will be provided by 5/1/19. Summer Services Intentions form available on ESU website.
- Additional staff contract days must be approved in advance and in writing by the Administrator.