

EDUCATION FOR EMPLOYMENT SYSTEM CALENDAR 2025-26

Ongoing Activities:

- System Directors Leadership Council (SDLC) monthly meetings
- 2 In-person mandatory meetings with ISBE at EFE North Location TBD, October 7, 2025, and April 8, 2026, @ ISBE Springfield; 4 quarterly check-ins with ISBE principal consultants (online meetings, IACTE, Connections Conference, count towards the 4)
- Create monthly and/or quarterly expenditure reports to keep funds flowing for all funding provided by ISBE
- Continually check on FRIS—if State funds have been sent to the System
- ISBE disposable files—send list to ISBE for approval
- Equipment inventory updated at least every year
- Identify individuals responsible for SIS in each member district, and individual responsible for Master Schedule, Course Guide, and course code assignment
 - Collect/Identify due dates and submission dates of each member district
- Board of Control Meetings - Agendas must be posted 48 hours in advance of the meeting.
- Update System credentials and information for Sam.gov to meet GATA requirements prior to deadline
- Review JAB continuously throughout the year and amend as needed (suggest to amend once at end of year)

JULY

Key Dates:

- July 1 **New fiscal year begins.**
- July 1 CCPE Opt-out submission due to ISBE (only if district is applying to opt-out of CCPE process)
- System Plan is generally approved effective July 1. Contact schools when **grant approval** is received
 - Notify schools that grant expenditures can begin.
- By July 1: [Public Notice of Board meeting dates](#)
- July 20: Federal and State – Submit Completion **Expenditure** Reports for the prior fiscal year through the ISBE/IWAS. Complete GATA Reports.
 - If there are no outstanding obligations on this report, it becomes the Final Expenditure Report.
 - September 30—If there are outstanding obligations (Pos and unpaid invoices), the Final Expenditure Report for the prior fiscal year (with -0- obligations) is due 90 days after the grant end date.
- By July 30: METT and Ed Pathways Grant End of Year Reports due (only from grantees)
- By July 31: [Public Notice](#) — availability of **next fiscal year's budget and a public hearing** must be posted at least 30 days prior to the actual hearing date. (JAB must be approved by Sept. 1).
 - If you receive additional funds or grants through ISBE or other sources, amend JAB as needed.
 - [Board Presentation example](#)
- Amend any grants ending August 31 **before** July 31. (July 26th suggested date for submission, July 31st absolute final date)
- ICTA Back-to-School Retreat is generally held the last week of July.
 - ISBE Updates (ex. Grants, CLNA, Course Matrices)

Key Activities:

- Set up **financial systems** for the next fiscal year. *Build budget into system, implement processes and checkpoints to monitor fiscal practices, expenditures, and cash on hand throughout the year.*
- Prepare for required **audit** for the System and work with auditors on previous year grants.
 - Prepare to submit [Illinois Audit Certification](#) in GATA Portal (Due August 31st)
 - First Step in the GATA Audit process
- Complete [Open Meetings Act Training](#).
- Assign FOIA Officer (Complete annual training)
- Collect an updated list of CTE personnel in each school district.

- CTE Teachers, School Counselors, WBL Personnel, CTE Coordinators/Department Heads, SIS Coordinators & Master Schedule/Course Assignment Personnel, Dual-Credit Coordinators, Fiscal Officers and Personnel
- End-of-Year Reports for CCPE, etc. (due dates vary)
 - <https://www.isbe.net/Pages/ISBE-Forms.aspx>

AUGUST

Key Dates:

- August 31: Board of Control and Fiscal Agent approves [Joint Agreement Budget](#) - must be approved prior to September 1
 - (Template available on [ISBE website](#)). Give to ROE/ISBE within 30 days after adopting the budget. (Final Reading presented at August Board Meeting.)
 - Submit through IWAS (School District Financial Reports)

Key Activities:

- Begin grant activities:
 - (ex. Schedule workshops/events, schedule regional advisory committees, etc.)
 - [CTSO mini-grants](#)
 - [Team-based Challenge/Externship](#) Teacher Stipends
 - [Elementary STEM grant](#), [narrative](#) and [expenditure report](#)

SEPTEMBER

Key Dates:

- September 20: Federal and State **Final Expenditure** Reports – for prior fiscal year, if grant was extended to Aug. 31st.
 - (Any previous year grants with obligations must be liquidated by September 30.)
 - If your Completion Reports in July showed obligations, then submit (with -0- obligations) no later than 90 days after the grant end date through the IWAS.

Key Activities:

- Review ISCS to make sure appropriate state course codes are assigned (Collect listing of classes offered by system schools and check against ISCS.)
- Begin scheduling Technical Assistance Visits and review the following:
 - Final **course/program changes** for the coming school year in ISCS.
 - [EFE 110 Course List example](#)
 - [EFE 020 Course List Template](#)
 - [EFE 450 Course List Example](#)
 - 2000 Vocational Work Hours – check and file with home school and EFE office.
 - [CTE Teacher Licensure](#)
 - [EFE 020 Educator Licensure Template](#)
 - Confirm with schools the accuracy of CTE teacher lists.
 - Review area high school curriculum guides vs. approved matrixes and arrange to meet with area principals.
 - Discuss proposed changes in CTE offerings for the next school year.
- Review Policy Manual for potential updates/changes. ([Policy Manual/IGA Samples](#))

OCTOBER

Key Dates:

- October 1: Illinois State Course System (ISCS) changes due from EFEs in ISCS.
- October 7: Mandatory in-person EFE Directors' meeting at an EFE North-location TBD for all EFE Directors and ISBE.
- Audit due to ROE/ISC no later than October 15 (Form 50-60) available on ISBE website. ([Annual Financial Report](#)). If received past deadline, contact ROE for extension if needed.
- October 15: LNA targeted release in IWAS
- October 20: Submit **expenditure reports** for present fiscal year through the ISBE/IWAS.
- Annual State Report Card release October 31.
- EFE Program Monitoring occurs during this month for Level 1 (L1s). Scheduled by your assigned regional ISBE Principal Consultant (PC).

Key Activities:

- Review advisory committees practices (Collect schedule of local advisory committees)
 - Collect artifacts from advisory committees (ex. Agendas, notes, etc.)
 - If facilitating advisory committees: Collect agendas, sign-in sheets, and meeting notes from each meeting.

NOVEMBER

Key Dates:

- EFE Program Monitoring for Level 2-3 (L2-L3) occurs during this month. Scheduled by your assigned regional ISBE PC.
- November 30: [Publish Annual Statement of Affairs \(ASA\)](#) (Form 50-37)
 - Must file with the regional superintendent a certified statement including Statement of Publication and a copy of the newspaper containing it. (ASA)

Key Activities:

- Include 1st Semester Time and Effort Certification in Fall Board Meeting for approval
 - [Time and Effort Certification Template](#)

DECEMBER

Key Dates:

- December 15 final deadline for submitting annual CCPE plans for approval in current school year.
- December 15 monitoring summary letters sent by ISBE (unless L2-L3 issues).
- ACTE generally held this month (National Conference).
- All equipment item purchases outlined in initial school budgets should be completed at minimum specific detail for purchase provided in budget detail of your CTEI and Perkins grant with a target of final purchases being completed by April/May annually.

Key Activities:

- Review and Update Course Assignments in ISCS.
 - Update regional Career Pathways, and school Matrices.
- Semi-Annual Reports for METT, Ed Pathways, CCPE, etc. (due dates vary)
 - Begin collecting Data at beginning of December
 - <https://www.isbe.net/Pages/ISBE-Forms.aspx>

JANUARY

Key Dates:

- January 15: Semi-annual reports are due for METT Pathway and Education Pathway grants.
- January 20: Federal and State – Submit **expenditure reports** to state board by January 31 (July-December 31 expenses).
- January 31: Annual Report and Program Improvement Plan due

Key Activities:

- Complete CTE Annual Report and Program Improvement Plan (PIP) and submit to ISBE.

FEBRUARY**Key Dates:**

- IACTE Conference: February 12-13, 2026; Springfield, IL
- February is CTE Month
 - Collaborate with schools to highlight programs and build awareness for CTE.
 - <https://www.acteonline.org/cte-month/>
 - <https://careertech.org/document/cte-month/>
- February 28: Receipt of email approval from ISBE for all Annual Reports and PIPs completed and approved.

Key Activities:

- Review 1st Semester SIS Data from member school districts. (Timeline to review SIS data varies by EFE System and Individual School Districts)

MARCH**Key Dates:**

- March 1: All CCPE revisions requested from ISBE are due to be considered for the current school year.
- March 31: Closing date for LNA submissions to EFE> CLNA to begin
- Honorable discharge letters should go to persons employed through grants 90 days prior to end of year.
- IACTE Legislative Day – reach out to school districts to attend.

Key Activities:

- Receive **next year's grants and allocations**—begin working on Plan. (Begin grant language and budget details).
 - Collect data and input from stakeholders on grant activities.
 - Plan activities for next year.
 - Send initial allocations and budget planning spreadsheets to schools for the following school year.
- Complete ICQ and Organizational Risk Assessment in IWAS.
- Receive **economic interest statements**.
- Include 2nd Semester Time and Effort Certification in Spring Board Meeting for approval
 - [Time and Effort Certification Template](#)

APRIL**Key Dates:**

- April 8: Mandatory in-person EFE Directors' Meeting with CTE Director at ISBE Board Conference Room, Springfield.
- April 30: Federal and State – Submit **expenditure reports** for present fiscal year through IWAS
- April 30: CLNA due by each EFE in IWAS

Key Activities:

- Monitoring end of year (EOY) occurs with ISBE. Scheduled by your regional ISBE PC.
- Establish deadline for schools to spend initial CTEI and Perkins allocations.
 - Collaborate with schools to spend any unspent grant funds.

MAY

Key Dates:

- May 1: Submit **economic interest statements** to county; forms are mailed to schools.
- May 31: Submit **final amendments** to any grant ending June 30. (Extend grants if necessary). (June 25th suggested date for submission, June 30th absolute final date)

JUNE

Key Dates:

- June (3rd week) normally Monday/Tuesday- Connections Pre-Conference/Conference.
- Submit new CTE Consolidated grant application (when available) for **CTEI and Perkins** in IWAS due by July 1.
 - Ensure districts have IWAS subgrants (if utilized) prior to submitting.
- **Close out all grants** ending June 30 (unless extended).
 - Gather final bills from schools, spend any unspent funds and write their final checks—for audit purposes all funds spent from July 1 (previous year) to June 30 (present year) must be either invoiced or PO'd.

Key Activities:

- Prepare next fiscal year [Joint Agreement Budget](#) for first reading at August Board Meeting.