

Board Reporting Deadline Table
May 2, 2024

Report	Deadline
Adult Education – Final Report – Prior Year	July 15
Adult Education – Final Audit Report – Prior Year	September 15
Annual Assurance Letter – R277-108	October 1
Annual Financial Report – Prior Year as per 53G-4-404(3)(a)(i)	October 1
Annual Program Report – Prior Year	October 1
Bus Driver Credentials Report – Current Year	December 15
Bus Inventory Report	July 15
CACTUS/USIMS – Final Update – Current Year	June 29
CACTUS/USIMS – Midyear Update – Current Year	October 15
Charter School Projects	September 15
Classified Personnel Report – Prior Year	September 30
Community Development and Renewal Agency Representative List Deadline	February 28
Designated Individual Contact Information	August 15 or within 30 days of change
Driver Education Report – Prior Year	July 15
Emergency Preparedness Compliance Statement – Prior Year	July 1
Emergency Response Plan – Prior Year	July 1
ESEA Choice and Supplemental Services Report – Prior Year	July 15
Financial Statement Audit Report – Prior Year as per 53G-4-404(4)	November 30
Free and Reduced Price Lunch October 21 Enrollment Survey – Current Year	November 15
Immunization Status Report to UDOH – Final	June 15
Immunization Status Report – Current Year	November 1
LEA Budget – Next Fiscal Year	July 15
LEA Budget – Next Fiscal Year – Planned Truth in Taxation Process	August 15
LEA demographic information changes	One year prior school year when changes take effect
Negotiations Report – Current Year	November 1
Notice of LEA Closure	June 30 or within 45 days of closure
Notice of LEA Opening	July 1 – One year prior to opening
Notice of School Closure	August 15 or within 45 days of closure

Notice of School Opening	January 1 prior to school opening to students
Other Emergency (Earthquake and School Violence) Drills Compliance Statement – Prior Year	July 1
Pupil Transportation – Schedule A1 (Miles, Minutes, Students Report) – Current Year Projected	November 1
Pupil Transportation Schedule B (Miscellaneous Expenditure Report) – Prior Year	November 1
Pupil Transportation Statistics Year End Report – Prior Year	July 15
Redevelopment Agency Taxing Entity Committee Representative List	February 28
School demographic information changes	August 15 or within 30 days of change
Single Audit Report – Prior Year (Sometimes submitted with the Financial Statement Audit Report, but also subject to federal audit requirements)	As required by the Office of the State Auditor
State Compliance Audit Report – Prior Year (Generally submitted with the Financial Statement Audit Report)	November 30
UTREx – Current Year Complete December 1 Update	December 7
UTREx – Current Year Complete October 1 Update	[October 7] <u>First Wednesday in October</u>
UTREx – Final Prior School/Fiscal Year Comprehensive Update	July 7