

Florida Department of Education  
Bureau of Exceptional Education and Student Services

**Comprehensive Timeline of Activities  
2019-20**

The information in the table below also reflects the activities required to close out corrective actions resulting from noncompliance identified and the implementation of the self-assessment during the 2018-19 school year.

**Note:** In addition to the major activities indicated below, **each district with outstanding noncompliance must report to the bureau no later than the 15th of each month** its status with regard to demonstration of 100 percent compliance through the monthly sampling process. See the *Demonstrating 100 Percent Compliance – Windows for Sampling and Reporting* section of the introduction for additional information.

Key: CAP – Corrective action plan  
GSW – General Supervision Website  
Shaded items reflect closeout of 2018-19 school year

Date	Cycle/ School Year	Action	Method of Submission
Week of September 16, 2019	Fall 2019-20	Bureau requests districts to provide student lists	Email
<b>October 2<sup>nd</sup>, 2019</b>	Fall 2019-20	Informational and technical assistance calls with districts regarding desktop monitoring and the GSW  <b>Districts can begin to submit their 2019-2020 Desktop Monitoring as soon as FCIM opens GSW for the year</b>	Teleconference  GSW Sharefile
By September 27, 2019	Fall 2019-20	District sends student lists to the bureau	Sharefile
Week of October 11, 2019	Fall 2019-20	Bureau notifies districts of students selected for the 2019-20 Level 1 Desktop Monitoring	Email (Password Protected)
November 20, 2019	Fall 2019-20	Informational and technical assistance call with districts regarding desktop monitoring submission and the GSW	Teleconference
December 4, 2019	Fall 2019-20	Informational and technical assistance call with districts regarding desktop monitoring submission and the GSW	Teleconference
No later than December 13, 2019	Fall 2019-20	As applicable, districts submit: <ul style="list-style-type: none"> <li>• <b>Report</b> summarizing results of 2019-20 Level 1 Desktop Monitoring</li> <li>• <b>Evidence</b> documenting correct implementation of specific regulatory requirement(s)</li> </ul> <b>Note:</b> <i>This timeline reflects the established goal of 10 months for districts to demonstrate correct implementation of the specific regulatory requirement(s). In the event this goal is not met, the district must continue to implement corrective actions such that demonstration of 100% compliance is achieved no later than one year from identification of noncompliance.</i>	GSW  Sharefile

Comprehensive Timeline of Activities

Date	Cycle/ School Year	Action	Method of Submission
December 13 through December 20, 2019	Fall 2019-20	<p><b>Districts submit 2019-2020 Level 1 Desktop Monitoring and Student Selection List with the GSW student number</b></p> <p>Bureau notifies districts of student records to be submitted for validation of 2019-20 Level 1 Desktop Monitoring within three weeks of district's submission (but no later than November 27, 2019)</p>	<p>GSW</p> <p>Sharefile</p>
Varies by district (One week following the bureau's notification of records to be submitted, but no later than December 20, 2019)	Fall 2019-20	Districts submit copies of student records for validation by the bureau for 2019-20 Level 1 Desktop Monitoring	Sharefile
January 24, 2019	Fall 2019-20	Bureau disseminates follow-up correspondence of 2019-20 Level 1 Desktop Monitoring	Email and U.S. mail
Varies by district (five weeks following bureau's receipt of records for validation, but no later than February 7, 2020)	Fall 2019-20	Bureau validates records for 2019-20 Level 1 Desktop Monitoring	GSW
February 7, 2020	Fall 2019-20	Informational calls with districts to review correction of noncompliance	Teleconference
Week of February 17, 2020	Spring 2019-20	Bureau notifies selected districts of protocol(s) selected for Spring Cycle Level 2 Desktop Monitoring, along with additional information request	Email
March 10, 2020	Fall 2019-20	<p>60-day timeline ends for correction of 2019-20 Level 1 noncompliance found by the district; final date for districts to submit, if required:</p> <ul style="list-style-type: none"> <li>• Report of correction of individual noncompliance</li> <li>• Hard copy documentation of correction of student-specific noncompliance</li> <li>• CAP to address noncompliance (to include demonstration of 100 percent compliance through a sampling process)</li> </ul>	<p>GSW</p> <p>Sharefile</p>
Week of March 11, 2020	Spring 2019-20	Bureau notifies selected districts of students selected for the 2019-20 Spring Cycle Level 2 Desktop Monitoring	Email (Password Protected)
March 11, 2020	Fall 2018-19	As applicable, bureau disseminates letters to districts regarding the completion of 2018-19 corrective action for both prongs.	Email and U.S. mail

Date	Cycle/ School Year	Action	Method of Submission
March 11, 2020	Spring 2019-20	Informational and technical assistance calls with districts regarding desktop monitoring and the GSW  <b>Selected districts can begin to submit their Spring Cycle Level 2 Desktop Monitoring as soon as FCIM opens GSW.</b>	Teleconference  GSW U.S. mail
April 3, 2020	Fall 2019-20	Bureau disseminates verification reports of 2019-20 Level 1 Desktop Monitoring to all districts.	Email and U.S. mail
No later than April 20, 2020	Spring 2019-20	<b>Select districts submit Spring Cycle Level 2 Desktop Monitoring</b>  Bureau notifies selected districts of student records to be submitted for validation of Spring Cycle Level 2 Desktop Monitoring within three weeks of district's submission (but no later than May 1, 2020)	GSW  Sharefile
Varies by district (One week following the bureau's notification of records to be submitted, but no later than May 8, 2020)	Spring 2019-20	Select districts submit copies of student records for validation by the bureau for Spring Cycle Level 2 Desktop Monitoring	Sharefile
May 8, 2020	Spring 2019-20	Bureau disseminates follow-up correspondence of Spring Cycle Level 2 Desktop Monitoring	Email and U.S. mail
Varies by district (five weeks following bureau's receipt of records for validation, but no later than June 5, 2020)	Spring 2019-20	Bureau validates records for Spring Cycle Level 2 Desktop Monitoring	GSW
No later than December 2, 2020	Fall 2019-20	As applicable, districts submit: <ul style="list-style-type: none"> <li>• <b>Report</b> summarizing results of 2019-20 Level 1 Desktop Monitoring CAP</li> <li>• <b>Evidence</b> documenting correct implementation of specific regulatory requirement(s)</li> <li>• <b>Note:</b> <i>This timeline reflects the established goal of 10 months for districts to demonstrate correct implementation of the specific regulatory requirement(s). In the event this goal is not met, the district must continue to implement corrective actions such that demonstration of 100% compliance is achieved no later than one year from identification of noncompliance.</i></li> </ul>	GSW  Sharefile
The week of February 22, 2021	Fall 2019-20	As applicable, bureau disseminates letters to districts regarding the completion of 2019-20 Level 1 CAP.	Email U.S. mail