

## Important School Deadlines to Remember

Below are several important deadlines that as a school you are required to know and remember. It is the expectation of the Division that schools contact this office should they have any questions or concerns regarding these deadlines.

### Quarterly Student Assessments

Each quarter schools must report their total number of students and pay a set fee per student. Quarterly assessments must be submitted via DPOS Connect. The quarterly assessment form will typically be available 20-30 days prior to the due date. Schools must set a reminder each quarter to complete this requirement. Assessments due dates are as follows:

Months Covered in Reporting Period (Quarter)	Due By
January - March	April 15 <sup>th</sup>
April - June	July 15 <sup>th</sup>
July - September	October 15 <sup>th</sup>
October - December	January 15 <sup>th</sup>

### Surety Bond Expirations

Per C.R.S. §23-64-119(5), bonds must be renewed or replaced within 15 days from the expiration date. Schools must set a reminder to submit proof of renewed bond within 15 days prior to the expiration date. Failure to submit proof of renewed bond can result in revocation of the school's Certificate of Approval.

### Annual Filings

Per Rule V, each school shall file annually a bond calculation, student graduate data, race, ethnicity, and gender data of post-admission enrollees and graduates, current instructor lists, and enrollment and placement statistics (if applicable). Annual filings are due by July 31st of every year and are available on DPOS Connect typically near the end of June.

### Changes of Instructional Staff

Per Rule III.E.2.d.2, schools must notify the Division via DPOS Connect within thirty (30) calendar days of any changes in employment status of instructional staff. Schools will notify the Division of these changes by updating an active instructor to inactive or by submitting a New Instructor form via DPOS Connect.

### Changes to Designated Agent, Agent(s), school staff (Director, administrative, DPOS contact), and/or email addresses

Schools must update the School Contacts table in DPOS Connect for any changes to their Designated Agent, Agent(s), and school staff. Any changes to school contact information, specifically email addresses, must be updated in DPOS Connect.

### Change of Location

Per Rule III.B.7, schools must submit an application for change of location no later than thirty (30) days prior to changing location. To change locations, complete the Change of Location via DPOS Connect.

### Major and Minor Revisions to Programs/Stand-Alone Courses

Per Rule III.B.2, all program and stand-alone course revisions shall be submitted to the Board for review and approval prior to the proposed date of implementation. Said revisions shall be submitted in a manner which will allow a reasonable period of time for such review.

### Changes to School Catalogs and Enrollment Agreements

Any changes made to school catalogs and enrollment agreements must be submitted to the Division via DPOS Connect for review prior to distributing to students.