

## Important School Deadlines to Remember

Below are important deadlines that schools 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 15 days prior to the due date. Assessments due dates are as follows:

Months Covered in Reporting Period (Quarter)	Due By	Fiscal Quarter	Calendar Quarter
January - March	April 15 <sup>th</sup>	3rd	1st
April - June	July 15 <sup>th</sup>	4th	2nd
July - September	October 15 <sup>th</sup>	1st	3rd
October - December	January 15 <sup>th</sup>	2nd	4th

### 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, school staff, and/or email addresses

Schools must update the School Contacts table in DPOS Connect for any changes to their Designated Agent or school staff. Any changes to contact information must be updated in DPOS Connect.

### Change of Location

Per Rule IV.D.4, schools must apply for change of location no later than thirty (30) days prior to changing location. To change locations, complete the Change of Location application 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.

### Change of Ownership

Per C.R.S. 23-94-116, in the event of a change of ownership of a school, the seller, prior to the effective date of the change ownership, shall notify the Board via DPOS Connect. The buyer shall apply for approval prior to the change of ownership via DPOS Connect.