

	Quarter 1: January - March Quarter 2: April - June	Quarter 3: July - September Quarter 4: October - December
Deadline	Task	
7/1/24	Q3 2024 Begins FDOE TASK - Email 24/25 timeline	
7/30/24	DISTRICT/FDOE TASK Q2 2024 All Moments Due - All RMS forms signed and coded - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved	
7/31/24	FDOE TASK Prepare for Q4 2024 Quarter Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q3 2024 timeline	
8/14/24	DISTRICT TASK Prepare for Q4 2024 - Submit employee files to FDOE - Provide updated cost center from/through times	
8/30/24	FDOE TASK Submit Q2 2024 - Provide AHCA access to the EMACS software - Email paper moments, additional information, school closures, checklist, RMS activity	
9/2/24	HOLIDAY FDOE closed in observance of Labor Day	
9/13/24	FDOE TASK Prepare for Q4 2024 - Generate random moment sample - Print and mail paper RMS forms and sample participant list to paper districts - Email sample participant list and clean employee file to districts DISTRICT REMINDER Prepare for Q4 2024 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary	
9/30/24	Q3 2024 Ends	
10/1/24	Q4 2024 Begins	

10/16/24	FDOE TASK Prepare for Q1 2025 Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q4 2024 timeline
10/30/24	DISTRICT TASK Prepare for Q1 2025 - Submit employee files to FDOE - Provide updated cost center from/through times
10/31/24	DISTRICT/FDOE TASK Q3 2024 All Moments Due - All RMS forms signed and coded - Additional information collected from participant and submitted to FDOE - All moments with questionable status resolved
11/11/24	HOLIDAY FDOE closed in observance of Veterans Day
11/27/24	FDOE TASK Submit Q3 2024 - Provide AHCA access to the EMACS software - Email paper moments, additional information, school closures, checklist, RMS activity
11/27/24	FDOE TASK Prepare for Q1 2025 - Generate random moment sample - Print and mail paper RMS forms and sample participant list to paper districts - Email sample participant master excel file and clean employee file DISTRICT REMINDER Prepare for Q1 2025 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
11/28/24	HOLIDAY FDOE closed in observance of Thanksgiving
11/29/24	HOLIDAY FDOE closed in observance of Thanksgiving
12/25/24	HOLIDAY FDOE closed in observance of Christmas
12/31/24	Q4 2024 Ends
1/1/25	HOLIDAY FDOE closed in observance of New Year's Day
1/2/25	Q1 2025 Begins

1/15/25	FDOE TASK Prepare for Q2 2025 Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q1 2025 timeline
1/20/25	HOLIDAY FDOE closed in observance of Birthday of Dr. Martin Luther King, Jr.
1/29/25	DISTRICT TASK Prepare for Q2 2025 - Submit employee file (roster) to FDOE - Provide updated cost center from/through times
1/31/25	DISTRICT/FDOE TASK Q4 2024 All Moments Due - All RMS forms signed and coded - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
2/28/25	FDOE TASK Prepare for Q2 2025 - Generate random moment sample - Print and mail paper RMS forms and sample participant list to paper districts - Email sample participant list and clean employee files DISTRICT REMINDER Prepare for Q2 2025 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
2/28/25	FDOE TASK Submit Q4 2024 - Provide AHCA access to the EMACS software - Email paper moments, additional information, school closures, checklist, RMS activity
3/31/25	Q1 2025 Ends
4/1/25	Q2 2025 Begins
4/30/25	DISTRICT/FDOE TASK Q1 2025 All Moments Due - All RMS forms signed and coded - Additional information collected from participant and submitted to FDOE - All moments with questionable status resolved
5/14/25	FDOE TASK Prepare for Q3 2025 Email to participating districts: - Pre-formatted employee file (roster) - Template for collecting changes to Cost Centers - Request updates to contacts (Contact Information Form) - Q2 2025 timeline

5/26/25	HOLIDAY FDOE closed in observance of Memorial Day
5/28/25	DISTRICT TASK Prepare for Q3 2025 - Submit employee files to FDOE - Review cost center from/through times and provide updates (use cost center button while in the current quarter to review cost center times) - Approve sample dates provided by FDOE
5/30/25	FDOE TASK Submit Q1 2025 - Provide AHCA access to the EMACS software - Email paper moments, additional information, school closures, checklist, RMS activity
6/27/25	FDOE TASK Prepare for Q3 2025 - Generate random moment sample - Print and mail paper RMS forms and sample participant list to paper districts - Email sample participant list and clean employee file DISTRICT REMINDER Prepare for Q3 2025 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
6/30/25	Q2 2025 Ends