

	<b>Quarter 1: January - March</b> <b>Quarter 2: April - June</b>	<b>Quarter 3: July - September</b> <b>Quarter 4: October - December</b>
<b>Deadline</b>	<b>Task</b>	
7/1/25	<b>Q3 2025 Begins</b> <b>FDOE TASK</b> - Email 25/26 timeline	
7/4/25	<b>HOLIDAY</b> FDOE closed in observance of Independence Day	
7/30/25	<b>DISTRICT/FDOE TASK</b> <b>Q2 2025 All Moments Due</b> - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved	
7/31/25	<b>FDOE TASK</b> <b>Prepare for Q4 2025 Quarter</b> Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q3 2025 timeline	
8/13/25	<b>DISTRICT TASK</b> <b>Prepare for Q4 2025</b> - Submit employee files to FDOE - Provide updated cost center from/through times	
8/29/25	<b>FDOE TASK</b> <b>Submit Q2 2025</b> - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity	
9/1/25	<b>HOLIDAY</b> FDOE closed in observance of Labor Day	
9/12/25	<b>FDOE TASK</b> <b>Prepare for Q4 2025</b> - Generate random moment sample - Email sample participant list and clean employee file to districts  <b>DISTRICT REMINDER</b> <b>Prepare for Q4 2025</b> - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary	
9/30/25	<b>Q3 2025 Ends</b>	

10/1/25	<b>Q4 2025 Begins</b>
10/15/25	<b>FDOE TASK</b> <b>Prepare for Q1 2026</b> Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q4 2025 timeline
10/29/25	<b>DISTRICT TASK</b> <b>Prepare for Q1 2026</b> - Submit employee files to FDOE - Provide updated cost center from/through times
10/30/25	<b>DISTRICT/FDOE TASK</b> <b>Q3 2025 All Moments Due</b> - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
11/11/25	<b>HOLIDAY</b> FDOE closed in observance of Veterans Day
11/26/25	<b>FDOE TASK</b> <b>Submit Q3 2025</b> - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity
11/26/25	<b>FDOE TASK</b> <b>Prepare for Q1 2026</b> - Generate random moment sample - Email sample participant list and clean employee file  <b>DISTRICT REMINDER</b> <b>Prepare for Q1 2026</b> - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
11/27/25	<b>HOLIDAY</b> FDOE closed in observance of Thanksgiving
11/28/25	<b>HOLIDAY</b> FDOE closed in observance of Thanksgiving

12/25/25	<b>HOLIDAY</b> FDOE closed in observance of Christmas
12/31/25	<b>Q4 2025 Ends</b>
1/1/26	<b>Q1 2026 Begins</b>
1/1/26	<b>HOLIDAY</b> FDOE closed in observance of New Year's Day
1/15/26	<b>FDOE TASK</b> <b>Prepare for Q2 2026</b> Email to participating districts: <ul style="list-style-type: none"> <li>- Pre-formatted employee file (roster)</li> <li>- Contact information form</li> <li>- Q1 2026 timeline</li> </ul>
1/19/26	<b>HOLIDAY</b> FDOE closed in observance of Birthday of Dr. Martin Luther King, Jr.
1/28/26	<b>DISTRICT TASK</b> <b>Prepare for Q2 2026</b> <ul style="list-style-type: none"> <li>- Submit employee file (roster) to FDOE</li> <li>- Provide updated cost center from/through times</li> </ul>
1/30/26	<b>DISTRICT/FDOE TASK</b> <b>Q4 2025 All Moments Due</b> <ul style="list-style-type: none"> <li>- Additional information collected from participants and submitted to FDOE</li> <li>- All moments with questionable status resolved</li> </ul>
2/20/26	<b>FDOE TASK</b> <b>Submit Q4 2025</b> <ul style="list-style-type: none"> <li>- Provide AHCA access to the EMACS software</li> <li>- Email additional information, school closures, checklist, RMS activity</li> </ul>
2/27/26	<b>FDOE TASK</b> <b>Prepare for Q2 2026</b> <ul style="list-style-type: none"> <li>- Generate random moment sample</li> <li>- Email sample participant list and clean employee files</li> </ul> <b>DISTRICT REMINDER</b> <b>Prepare for Q2 2026</b> <ul style="list-style-type: none"> <li>- Review sample participant list &amp; make corrections where necessary</li> <li>- Identify replacement employees and make updates where necessary</li> </ul>
3/31/26	<b>Q1 2026 Ends</b>

4/1/26	<b>Q2 2026 Begins</b>
4/30/26	<b>DISTRICT/FDOE TASK</b> <b>Q1 2026 All Moments Due</b> - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
5/13/26	<b>FDOE TASK</b> <b>Prepare for Q3 2026</b> Email to participating districts: - Pre-formatted employee file (roster) - Template for collecting changes to Cost Centers - Request updates to contacts (Contact Information Form) - Q2 2026 timeline
5/15/26	<b>FDOE TASK</b> <b>Submit Q1 2026</b> - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity
5/25/26	<b>HOLIDAY</b> FDOE closed in observance of Memorial Day
5/27/26	<b>DISTRICT TASK</b> <b>Prepare for Q3 2026</b> - 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
6/26/26	<b>FDOE TASK</b> <b>Prepare for Q3 2026</b> - Generate random moment sample - Email sample participant list and clean employee file  <b>DISTRICT REMINDER</b> <b>Prepare for Q3 2026</b> - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
6/30/26	<b>Q2 2026 Ends</b>

Amended ms 6.13.25

Amended ne 6.20.25

Rolling 3 month timeline except prepare Q3 2025 4 months prepare Q4 2025 2 months