

	Quarter 1: January - March Quarter 2: April - June	Quarter 3: July - September Quarter 4: October - December
Deadline	Task	
7/1/26	Q3 2026 Begins FDOE TASK - Email 26/27 timeline	
7/3/26	HOLIDAY FDOE closed in observance of Independence Day	
7/30/26	DISTRICT/FDOE TASK Q2 2026 All Moments Due - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved	
7/31/26	FDOE TASK Prepare for Q4 2026 Quarter Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q3 2026 timeline	
8/12/26	DISTRICT TASK Prepare for Q4 2026 - Submit employee files to FDOE - Provide updated cost center from/through times (Eastern Time)	
8/28/26	FDOE TASK Submit Q2 2026 - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity	
9/7/26	HOLIDAY FDOE closed in observance of Labor Day	
9/11/26	FDOE TASK Prepare for Q4 2026 - Generate random moment sample - Email sample participant list and clean employee file to districts DISTRICT REMINDER Prepare for Q4 2026 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary	
9/30/26	Q3 2026 Ends	

10/1/26	Q4 2026 Begins
10/14/26	FDOE TASK Prepare for Q1 2027 Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q4 2026 timeline
10/28/26	DISTRICT TASK Prepare for Q1 2027 - Submit employee files to FDOE - Provide updated cost center from/through times (Eastern Time)
10/30/26	DISTRICT/FDOE TASK Q3 2026 All Moments Due - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
11/11/26	HOLIDAY FDOE closed in observance of Veterans Day
11/19/26	FDOE TASK Submit Q3 2026 - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity
11/20/26	FDOE TASK Prepare for Q1 2027 - Generate random moment sample - Email sample participant list and clean employee file DISTRICT REMINDER Prepare for Q1 2027 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
11/26/26	HOLIDAY FDOE closed in observance of Thanksgiving
11/27/26	HOLIDAY FDOE closed in observance of Thanksgiving
12/25/26	HOLIDAY FDOE closed in observance of Christmas
12/31/26	Q4 2026 Ends

1/1/27	Q1 2027 Begins
1/1/27	HOLIDAY FDOE closed in observance of New Year's Day
1/14/27	FDOE TASK Prepare for Q2 2027 Email to participating districts: - Pre-formatted employee file (roster) - Contact information form - Q1 2027 timeline
1/18/27	HOLIDAY FDOE closed in observance of Birthday of Dr. Martin Luther King, Jr.
1/27/27	DISTRICT TASK Prepare for Q2 2027 - Submit employee file (roster) to FDOE - Provide updated cost center from/through times (Eastern Times)
1/29/27	DISTRICT/FDOE TASK Q4 2026 All Moments Due - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
2/19/27	FDOE TASK Submit Q4 2026 - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity
2/26/27	FDOE TASK Prepare for Q2 2027 - Generate random moment sample - Email sample participant list and clean employee files DISTRICT REMINDER Prepare for Q2 2027 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
3/31/27	Q1 2027 Ends

4/1/27	Q2 2027 Begins
4/30/27	DISTRICT/FDOE TASK Q1 2027 All Moments Due - Additional information collected from participants and submitted to FDOE - All moments with questionable status resolved
5/12/27	FDOE TASK Prepare for Q3 2027 Email to participating districts: - Pre-formatted employee file (roster) - Template for collecting changes to Cost Centers (Eastern Time) - Request updates to contacts (Contact Information Form) - Q2 2027 timeline
5/14/27	FDOE TASK Submit Q1 2027 - Provide AHCA access to the EMACS software - Email additional information, school closures, checklist, RMS activity
5/31/27	HOLIDAY FDOE closed in observance of Memorial Day
5/26/27	DISTRICT TASK Prepare for Q3 2027 - Submit employee files to FDOE - Review cost center from/through times and provide updates (Eastern Time) (use cost center button while in the current quarter to review cost center times) - Approve sample dates provided by FDOE
6/25/27	FDOE TASK Prepare for Q3 2027 - Generate random moment sample - Email sample participant list and clean employee file DISTRICT REMINDER Prepare for Q3 2027 - Review sample participant list & make corrections where necessary - Identify replacement employees and make updates where necessary
6/30/27	Q2 2027 Ends