samegoal

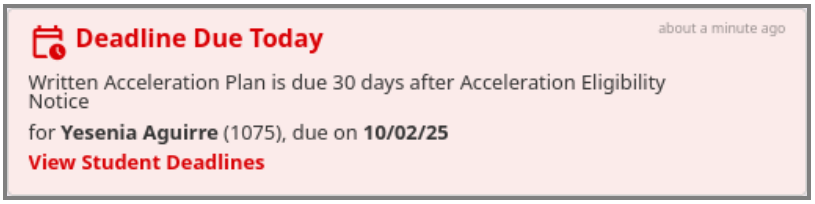
Deadline Notifications

Deadline Notifications
October 10, 2025

There is a very exciting feature on the way for districts on the Pro edition of SameGoal!

In the coming weeks, we will be rolling out our new **Deadline Notifications** feature, which will help users stay on top of important dates and remain compliant. When this feature is released at a district, users will begin receiving a weekly snapshot notification that provides an overview of how many deadlines are due within 30 days, how many deadlines are due within 7 days, and how many deadlines are overdue (within the last 90 days).

In addition to weekly snapshot summaries, users can also opt in to receiving notifications anytime a deadline is due today or overdue.



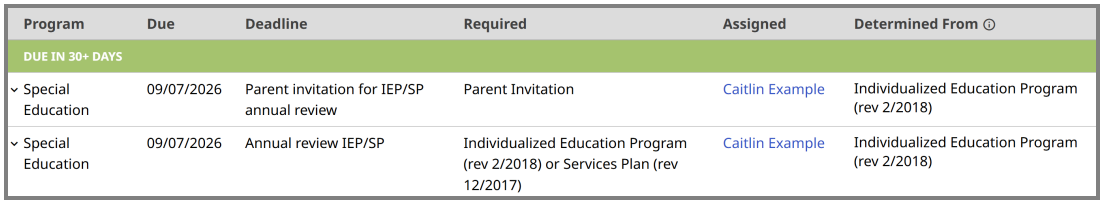
These new deadline notifications will help users stay on top of important dates and remain compliant.

For deadlines that are unassigned, a weekly summary of unassigned deadlines will be sent to admin users across the district. If needed, deadlines can be reassigned to make sure the appropriate user gets notified.

Steps *To reassign a deadline:*

1. Search for the student the deadline belongs to.
2. Switch to their **Deadlines** tab.

3. Locate the deadline in question and navigate to the document listed in the **Determined From** column.
4. Share the document and transfer ownership to whomever the deadline should be assigned to.



Program	Due	Deadline	Required	Assigned	Determined From
DUE IN 30+ DAYS					
Special Education	09/07/2026	Parent invitation for IEP/SP annual review	Parent Invitation	Caitlin Example	Individualized Education Program (rev 2/2018)
Special Education	09/07/2026	Annual review IEP/SP	Individualized Education Program (rev 2/2018) or Services Plan (rev 12/2017)	Caitlin Example	Individualized Education Program (rev 2/2018)

Tip By default, users will receive deadline summary notifications via in-app bell, email, and web-push*, whereas “Due Today” and “Overdue” deadline notifications will be off by default. Notification preferences can be managed under notification settings.

Tip If turned on in the notification settings, overdue deadline notifications will be sent daily until the deadline is satisfied or until it has been 90 days since the deadline was due.

Tip Weekly deadline summaries will be sent on Mondays and all deadline notifications will be sent at 8:00 AM local time, based on the time zone which can be set by an admin user under **Settings** > **District Information**.

** If you do not currently receive web push notifications, when this feature is enabled at your district, you will be prompted to accept web push notifications the first time you log back in.*