

Program Deadlines

Special Program deadlines tracking calculates upcoming document deadlines directly from existing documents as they are completed.

 **Tip** For specific deadlines tracking guidance, visit your state's specific guide page.

Student Deadlines tab

A student's **Deadlines** tab displays a table with all upcoming deadlines, past due deadlines, and any skipped documents or errors. The deadlines table includes:

- **Program** - The special program the deadline is related to.
- **Due** - Date the requirement needs to be completed by.
- **Deadline** - A short description of what the deadline is.
- **Required** - What specific form needs to be completed and the exact information that is required to satisfy the deadline.
- **Assigned** - The user who is set as the owner of the completed document that the deadline was determined from. The deadline is considered to be assigned to them.
- **Determined From** - The completed documents and fields that created this deadline.

If there are any incomplete documents that would affect deadlines if they were to be completed, they will be listed above the deadlines table.

Deadline indicators

A program participation icon displays throughout the application next to any student when they currently participate in a given program (as determined from the **Programs** tab). If there are upcoming or missed deadlines for a student, a deadline indicator will appear on the top right corner of the associated program participation icon. Red dots indicate missed deadlines, orange dots indicate a deadline due within the next 7 days, and yellow dots indicate due dates within 30 days. Additionally, when you hover over the program participation icon, you will see a summary of all deadlines for the program.

Deadlines calendar

Users on the Pro or Plus edition on SameGoal have access to the deadlines calendar in the left menu. This calendar displays all deadlines that are assigned to you and administrative users may also view deadlines for all students in their district by selecting **All students district-wide**. You may view deadlines by day, week, or month, as well as in a chronological list format. You can also filter the deadlines by deadline name.

Clicking on a deadline in the calendar will display additional information including which student it's for, which document the deadline was determined from, and what is required to satisfy the deadline.