



**2013-14– Calendar of Reporting Requirements for Chancellor-
Authorized Charter Schools ONLY**

This calendar includes reporting requirements for NYC DOE-authorized schools only. These deadlines are subject to change; however, schools will be held responsible for submitting required documents by their deadlines regardless of any changes.

Schools will be notified of any deadline changes via the [CSAS Weekly Communication](#). If you wish to be added to the recipient list for the CSAS Weekly Communication, contact your cohort’s Senior Director.

Please reach out to your cohort’s Director of Oversight with any questions, unless otherwise specified. If you are unsure which cohort your school is in, please see [this cohort list](#).

AUGUST 1			
Requirement		Submission Method	CSAS Template Required?
2012-13 NYSED Annual Report , including Disclosure of Financial Interest Forms for all Board members**		SED’s Review Room Portal **This must also be posted on the school’s website as required by New York Charter School Law	No
SEPTEMBER 30			
Requirement	Notes	Submission Method	CSAS Template Required?
Project Save – School Safety Plan*	Submit one copy to CSAS and SED. *This requirement is only applicable for schools in DOE facilities.	Email to: charteroversight@schools.nyc.gov . Include your school’s name in the subject line.	No

		Email to: CharterSchools@mail.nysed.gov .	
School Year Calendar	Submit one copy by this deadline. Re-submit this to CSAS if it is revised at any point during the course of 2013-14.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
Copy of escrow agreement as per charter agreement	Submit one copy of either: <ul style="list-style-type: none"> 1. The legal escrow agreement established between the school and an attorney/law firm; or 2. The school's most current bank statement that clearly shows the established escrow minimum amount requirement of \$70,000 	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
Certificate of Occupancy*	*This only applies for schools not in traditional DOE space, or for schools changing facilities.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
Certificate of Liability Insurance		Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
2013-14 Staff Handbooks	Submit one copy by this deadline. Re-submit this to CSAS if it is revised at any point during the course of 2013-14.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No

OCTOBER 18

Requirement	Notes	Submission Method	CSAS Template Required?
2013-14 Board of Trustees Meeting Calendar for 2013-14	Submit one copy by this deadline. Re-submit this to CSAS if it is revised at any point during the course of 2013-14.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
2013-14 Board of Trustees	Submit one copy by this deadline using the CSAS template. Re-submit	Email to: charteroversight@schools.nyc.gov .	YES. Link to

Roster	this to CSAS if it is revised at any point during the course of 2013-14.	Include your school's name in the subject line.	template is here .
Current Family & Student Handbooks, including policies on discipline, parent complaints, promotion, and graduation	Submit one copy by this deadline. Re-submit this to CSAS if it is revised at any point during the course of 2013-14. If your school disseminates policies for parent complaint, promotion, and graduation separately from policies in the Family & Student Handbook, please attach these discrete policies along with the Handbook.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No; however, all policies outlined here must be included.
Discipline Compliance Checklist	Submit one copy by this deadline using the CSAS template. Re-submit this to CSAS if it is revised at any point during the course of 2013-14. [Deadline moved to November 1st.]	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	YES. Link to template is here . <i>(Note: The link to this template will be provided at a later date. Please contact your Director of Oversight with any questions.— CSAS, 8/9/13)</i>
Operational Policies and Procedures	Submit one copy by this deadline. Re-submit this to CSAS if it is revised at any point during the course of 2013-14.	Email to: charteroversight@schools.nyc.gov . Include your school's name in the subject line.	No
NOVEMBER 1			
Requirement	Notes	Submission Method	CSAS Template Required?

Staff Fingerprint Clearance Screen Shot and Signed Assurance Form	<ol style="list-style-type: none"> 1. Submit a screen shot from the TEACH system that shows fingerprint clearance information for all current staff members, both instructional and non-instructional. 2. Submit a hand-signed Assurance Form acknowledging the accuracy of this information. 	<p>Email to: charteroversight@schools.nyc.gov. Include your school's name in the subject line.</p>	<p>Yes, for item 2. Link to template is here.</p>
Annual Independent Financial Audit**	<p>Include with your audit all of the following that apply:</p> <ul style="list-style-type: none"> • Management Letter • Management Letter Response • Corrective Action Plan • Federal Single Audit (A-133) Form 990 <p>Please combine into one document if possible. Additionally, please ensure that these files are not password-protected by the auditor.</p> <p>**This must also be posted on the school's website as required by New York Charter School Law</p>	<p>Email to: charteroversight@schools.nyc.gov. Include your school's name in the subject line.</p>	<p>No</p>
2012-13 NYSED Annual Report Appendix A: Progress Toward Charter Goals**	<p>**This must also be posted on the school's website as required by New York Charter School Law</p>	<p>SED's Review Room Portal</p>	<p>No</p>
Discipline Compliance Checklist	<p>Submit one copy by this deadline using the CSAS template. Re-submit this to CSAS if it is revised at any point during the course of 2013-14.</p>	<p>Email to: charteroversight@schools.nyc.gov. Include your school's name in the subject line.</p>	<p>YES. (Note: Template will be provided at a later date. Please contact your Director of Oversight</p>

			with any questions.— CSAS, 8/9/13)
DECEMBER 1			
Requirement	Notes	Submission Method	CSAS Template Required?
Lottery information	<p>Schools should submit the following:</p> <ol style="list-style-type: none"> 1. Charter School Application Deadline 2. Lottery Drawing date 3. Copy of the School Application 4. School Recruitment Plan including: <ul style="list-style-type: none"> • Timeline of outreach and promotional activities • Communication plan (e.g., notifying public of application procedures and lottery drawing, for example) • Discussion of recruitment activities (include any significant changes from previous year) • Specific outreach activities for English language learners (ELLs) and students requiring Special Education (SPED) services • Lottery process (e.g., electronic, in person, manual, etc.) <p>Please refer to NYSED Guidelines on the NYS Charter School Uniform Applications Form¹ for additional guidance on New York State requirements pertaining to charter school admissions</p>	<p>Email to: charteroversight@schools.nyc.gov. Include your school's name in the subject line.</p>	<p>No; however, all information outlined here must be included.</p>

¹ <http://www.p12.nysed.gov/psc/documents/NYSCSUniformAppFormDirectionstoCSforUseNov2011.pdf>

applications.

JANUARY 31

Requirement	Notes	Submission Method	CSAS Template Required?
Annual Comprehensive Review Documents: First Set*	<p>*This requirement does not apply to schools undergoing the renewal process during the 2013-14 school year. If you are unsure whether or not this applies to your school, please contact your cohort's Senior Director.</p> <p>Schools should submit the following:</p> <ol style="list-style-type: none">School Organizational Chart, including job titles, staff names, and lines of reportingA list of the school's fire and bus drill dates for 2013-14*<ul style="list-style-type: none">*Applicable to schools in private space ONLYSchool Safety Plan*<ul style="list-style-type: none">*Applicable to schools in private space ONLYBoard minutes for all meetings held during the 2012-13 school year and up to this point during the 2013-14 school yearMid-Year Fiscal Check-In for Year-to-Date Period Ending 12/31/13<ul style="list-style-type: none">• Profit and Loss statement for the Year-To-Date period ending 12/31/13 (please indicate Board Approved Budget vs. Year to Date Performance and Revised Budget)• Statement of Cash flows Year-To-Date period ending 12/31/13	<p>Email to: charteroversight@schools.nyc.gov. Include your school's name in the subject line.</p>	<p>YES, for items 1, 2, 3, and 7. Link to templates is here. (Note: The link to these templates will be provided at a later date. Please contact your Director of Oversight with any questions.— CSAS, 8/9/13)</p>

	<ul style="list-style-type: none"> • Balance Sheet (balances on 12/31/13) • Statement of Functional Expenses for Year-To-Date period ending 12/31/13 		
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FEBRUARY 15

<p>Annual Comprehensive Review Documents: Second Set**</p>	<p>Schools should submit the following:</p> <ol style="list-style-type: none"> 1. School Self-Evaluation Form (use CSAS template) 2. School Data Collection Form (use CSAS Template) 3. Roster of all Instructional Staff, Non-Instructional Staff, and Board Members (use CSAS Template) [PLEASE NOTE: THIS TEMPLATE HAS BEEN DELETED] 4. Special Education Compliance Check** (use CSAS template) [PLEASE NOTE: THE SPECIAL EDUCATION COMPLIANCE CHECK MUST BE SUBMITTED BY ALL DOE-AUTHORIZED SCHOOLS, REGARDLESS OF RENEWAL YEAR. RENEWAL SCHOOLS SHOULD USE THE RENEWAL SCHOOLS COMPLIANCE CHECK TEMPLATE.] 		
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