

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

CHANCELLOR – AUTHORIZED
CHARTER SCHOOLS ONLY

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

REPORTING INSTRUCTIONS

This calendar includes reporting requirements for **Chancellor-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 **Charter Schools Weekly Communication email**.

Unless otherwise indicated, all reporting requirements should reflect **2016-2017 school year** information.

If a template is required, please refer to the NYC DOE **OSDCP Accountability & Oversight web page**.^{*} Links to all templates can be found by scrolling to the bottom of the web page.

Unless otherwise indicated, all reporting requirements should be submitted to the NYC DOE by emailing **charteroversight@schools.nyc.gov** and including the document(s) as attachments with your school's name in the subject line.

The Submission Notes found in the following pages will indicate alternate submission methods (as applicable) and/or whether a template is required.

The **charteroversight@schools.nyc.gov** email address cannot receive any email that contains more than 10MB of attachments. Please divide any submission with more than 10MB of attachments into individual emails, each containing 10MB or less of attachments.

^{*} All required templates can be found by going to <http://schools.nyc.gov/community/charters/contacts/DOEresources.htm> and scrolling to the section labeled Accountability.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

AUGUST 1, 2016

- 2015-2016 NYSED Annual Report

SEPTEMBER 30, 2016

- Renewal Application and Material Charter Revision Requests for schools going through the Renewal process**
- 2016-17 Board Approved Budget
- Quarter 4 Financial Report (April 1, 2016 – June 30, 2016)
- School Safety Plan
- School Year Calendar
- School Organizational Chart
- Certificate of Occupancy
- Certificate of Liability Insurance
- Escrow Agreement
- Board of Trustees Roster
- Board of Trustees Meeting Calendar
- Staff, Family and Student Handbooks
- Discipline Policy
- Student Discipline Compliance Checklist
- Special Education Compliance Checklist

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

NOVEMBER 1, 2016

- Material Charter Revision Requests for schools not going through the Renewal process**
- Annual Independent Financial Audit
- NYSED Annual Report Appendix A
- Financial Audit Template
- Fire and Bus Drill Dates
- Quarter 1 Financial Report (July 1, 2016 – September 30, 2016)
- Staff Fingerprint Clearance

FEBRUARY 1, 2017

- Annual Comprehensive Review Documents for schools not going through the Renewal process**
- Lottery Information
- School Recruitment Plan
- Quarter 2 Financial Report (October 1, 2016 – December 31, 2016)

MAY 1, 2017

- Quarter 3 Financial Report (January 1, 2017 – March 31, 2017)

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

AUGUST 1, 2016 DEADLINE

REQUIREMENT

2015-2016 NYSED Annual Report

SUBMISSION NOTES

This is required to be submitted to the NYC DOE and to NYSED via the NYSED Review Room Portal. Include Disclosure of Financial Interest Forms for all Board members.

This must also be posted on the school's website as required by New York State Charter School Law.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

SEPTEMBER 30, 2016 DEADLINE

REQUIREMENT

SUBMISSION NOTES

Board Approved Budget

Submit the school's 2016-2017 Board Approved Budget, using the financial report template. *Please use the template found on the DOE website [here](#).*

Quarter 4 Financial Report

Submit the financial report template for quarter 4. *Please use the template found on the DOE website [here](#).*

School Safety Plan

Submit one copy each to the NYC DOE and to NYSED.

School Year Calendar

Submit the school year calendar.

School Organizational Chart

Submit the school organizational chart.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

SEPTEMBER 30, 2016 DEADLINE

REQUIREMENT

SUBMISSION NOTES

Certificate of Occupancy

Submit a certificate of occupancy.
This only applies to schools located in private space.

Certificate of Liability Insurance

Submit a certificate of liability insurance.

Escrow Agreement

Submit one copy of either:

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.

Board of Trustees Roster

Submit the current Board of Trustees roster.
Please use the template found on the DOE website [here](#).

Board of Trustees Meeting Calendar

Submit the current Board of Trustees meeting calendar.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

SEPTEMBER 30, 2016 DEADLINE

REQUIREMENT

SUBMISSION NOTES

Family and Student Handbooks

Submit current Family and Student Handbooks, which includes policies on discipline, parent complaints, promotion, and graduation.
If your school disseminates policies for student discipline, parent complaints, promotion, or graduation separately from the Handbook, please send these discrete policies along with the Handbook.

Staff Handbook

Submit the current Staff Handbooks.

Student Discipline Compliance Checklist

Submit a completed Student Discipline Compliance Checklist.
Please use the template found on the DOE website [here](#).

Special Education Compliance Checklist

Submit a completed Special Education Compliance Checklist.
Please use the template found on the DOE website [here](#).

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

NOVEMBER 1, 2016 DEADLINE

REQUIREMENT

SUBMISSION NOTES

Annual Independent Financial Audit

Submit the Annual Independent Financial Audit, including all of the following that apply:

- Management Letter & Response
- Corrective Action Plan
- Federal Single Audit (A-133) Form 990

NYSED Annual Report Appendix A

Please submit to both the NYC DOE and NYSED. *The Audit and Annual Report must also be posted on the school's website.*

Audit Template

Submit the audit using the template found on the DOE website [here](#).

School's Fire and Bus Drill Dates

Submit a calendar of fire and bus drill dates. *This only applies to schools located in private space.*

Quarter 1 Financial Report

Submit the financial report template for quarter 1. *Please use the template found on the DOE website [here](#).*

Staff Fingerprint Clearance

Submit a screen shot from TEACH that shows fingerprint clearance for all current staff members, both instructional and non-instructional.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

FEBRUARY 1, 2017 DEADLINE

REQUIREMENT

SUBMISSION NOTES

Lottery Information

Schools must submit the following:

1. 2017-2018 Lottery Application
2. 2017-2018 Lottery Application Deadline Date (if not included on the lottery application)
3. 2017-2018 Lottery Drawing Date
4. Plan for Pre-K Matriculation into Kindergarten (if planning to offer Pre-K in 2017-2018)

Student Recruitment Plan

The Recruitment Plan must include:

1. Timeline and discussion of outreach & promotional activities;
2. Communication plan (e.g. notifying public of application processes & lottery drawing, etc.);
3. Specific outreach activities for English Language Learners (ELLs) and students requiring Special Education services; and
4. Lottery process (e.g. electronic, in person, manual).

Submit the financial report template for quarter 2. *Please use the template found on the DOE website [here](#).*

Quarter 2 Financial Report

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MAY 1, 2017 DEADLINE

REQUIREMENT

- Quarter 3 Financial Report**

SUBMISSION NOTES

Submit the financial report template for quarter 3. *Please use the template found on the DOE website [here](#).*

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

MATERIAL REVISIONS

Schools wishing to implement a material charter change in school year 2017-2018 must formally request to make this change to the NYC DOE.

Deadlines:

- For schools going through the Renewal process, the request must be made by **September 30, 2016**, in conjunction with the Renewal Application.
- For schools **not** going through the Renewal process, the request must be made by **November 1, 2016**.
- Material charter revisions for the 2017-2018 school year will not be accepted after November 1, 2016.

Material charter revisions include:

- Increases or decreases in maximum approved enrollment;
- Adding or removing grade levels to be served;
- Revisions that fundamentally alter a school's mission, vision or educational philosophy;
- Significant changes in the organizational or leadership structure of the school (e.g. adding a new layer of administrative reporting);
- Changes in the school design and/or education program that are inconsistent with those in the approved charter;
- Relocation of the school to a different school district (CSD);
- Contracting with or discontinuing a contract with a management company; and
- Changing the name of the school.

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MATERIAL REVISIONS

Submit the following materials to the NYC DOE:

- Board meeting minutes documenting the Board's vote to approve the changes being requested;
- A letter requesting the charter revision, including: name, position, phone number, and email for the point of contact; school name and location; date of school's original charter; date(s) of school's renewal(s); description of the change(s) being requested and the difference(s) from the current charter; and a rationale for the change(s).
- Revised charter pages that demonstrate the old and new language (pending approval), using **bold** for added text and ~~strikethroughs~~ for deleted text. Include all affected pages of the charter and any appendices.
- In cases where the Board has delegated the revision submission to a school staffer, some written notation of this delegation (e.g. an email from the Board Chair or an acknowledgement in the accompanying Board minutes).

For further help, please refer to the NYC DOE's **Guidance on Charter Revisions and Board of Trustee Changes**, which can be found on the NYC DOE website at:

<http://schools.nyc.gov/community/charters/contacts/DOEresources.htm>

Please refer to the section titled **Board Resources**.

2016-2017 CALENDAR OF REPORTING REQUIREMENTS

RENEWAL APPLICATION

All Chancellor-authorized charter schools up for renewal during the 2016-2017 school year (e.g. with a charter expiration date between July 1, 2016 and June 30, 2017) must submit their complete renewal application, including all required attachments and data forms, by **September 30, 2016**.

The required renewal documents will be sent to the appropriate schools in advance of this deadline.

ANNUAL COMPREHENSIVE REVIEW

The NYC DOE **Annual Comprehensive Review** process applies to Chancellor-authorized charter schools that do not go through the renewal process during the 2016-2017 school year (e.g. that do not have a charter expiration date between July 1, 2016 and June 30, 2017).

These schools are required to submit self-evaluation and data collection forms by **February 1, 2017**. The required forms will be sent to the appropriate schools in advance of this deadline.