

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

CHANCELLOR – AUTHORIZED  
CHARTER SCHOOLS ONLY

# 2015-2016 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**.

Unless otherwise indicated, all reporting requirements should reflect **2015-2016 school year** information.

If a template is required, please refer to the NYC DOE **OSDCP Accountability & Oversight web page**.<sup>\*</sup> 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.

<sup>\*</sup> All required templates can be found by going to <http://schools.nyc.gov/community/charters/contacts/DOEresources.htm> and scrolling to the section labeled Reporting Requirements Templates.

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

AUGUST 1, 2015	NYSED Annual Report
SEPTEMBER 30, 2015	School Safety Plan School Year Calendar School Organizational Chart Copy of Escrow Agreement Certificate of Occupancy Certificate of Liability Insurance Board of Trustees Meeting Calendar Board of Trustees Roster Staff Handbooks Family and Student Handbooks NYC DOE Student Discipline Compliance Checklist NYC DOE Special Education Compliance Checklist
NOVEMBER 2, 2015	Annual Independent Financial Audit NYSED Annual Report Appendix A Staff Fingerprint Clearance Screen Shot from TEACH Fire and Bus Drill Dates <b>** Any Material Charter Revision Request</b> <b>** Renewal Application (if applicable)</b>
FEBRUARY 1, 2016	Lottery Information School Recruitment Plan <b>** Annual Review Documents (if applicable)</b>

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## AUGUST 1, 2015 DEADLINE

### REQUIREMENT

**NYSED Annual Report (2014-2015),**  
including Disclosure of Financial  
Interest Forms for all Board members

### SUBMISSION NOTES

This is not required to be submitted to the NYC DOE.

Please submit the Annual Report to NYSED via the **NYSED Review Room Portal**

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

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## SEPTEMBER 30, 2015 DEADLINE

### REQUIREMENT

### SUBMISSION NOTES

#### School Safety Plan

Please submit one copy each to the NYC DOE and NYSED.  
Submit to NYSED by emailing [CharterSchools@mail.nysed.gov](mailto:CharterSchools@mail.nysed.gov).

#### School Year Calendar

Re-submit this to the NYC DOE if it is revised at any point during the school year.

#### School Organizational Chart

Include job titles and staff names and show lines of reporting. All information outlined in these Notes must be included.

#### Certificate of Occupancy

This only applies to schools not in NYC DOE-operated public school space or to schools changing facilities.

#### Certificate of Liability Insurance

N/A

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## SEPTEMBER 30, 2015 DEADLINE

### REQUIREMENT

**Copy of Escrow Agreement as per Charter Agreement**

**Board of Trustees Roster & Questionnaire**

**Board of Trustees Meeting Calendar**

### SUBMISSION NOTES

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.

Re-submit this to the NYC DOE if it is revised at any point during the school year.

**\* A template is required.**

Re-submit this to the NYC DOE if it is revised at any point during the school year.

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## SEPTEMBER 30, 2015 DEADLINE

### REQUIREMENT

**Family and Student Handbooks,**  
including policies on discipline, parent  
complaints, promotion, and graduation

**Staff Handbooks**

**Completed NYC DOE Charter School  
Student Discipline  
Compliance Checklist**

**Completed NYC DOE Charter School  
Special Education  
Compliance Checklist**

### SUBMISSION NOTES

Re-submit this to the NYC DOE if it is revised at any point during the school year.

\* 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.

Re-submit this to the NYC DOE if it is revised at any point during the school year.

Re-submit this to the NYC DOE if it is revised at any point during the school year.

**\* A template is required.**

Re-submit this to the NYC DOE if it is revised at any point during the school year.

**\* A template is required.**

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## NOVEMBER 2, 2015 DEADLINE

### REQUIREMENT

#### **Annual Independent Financial Audit (2014-2015),**

including all of the following that apply:

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

#### **NYSED Annual Report Appendix A: Progress Towards Charter Goals (2014-2015)**

#### **A List of the School's Fire and Bus Drill Dates**

#### **Staff Fingerprint Clearance Screen Shot**

### SUBMISSION NOTES

Please combine into one document if possible. Additionally, **please ensure that these files are not password-protected by the auditor.**

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

Please submit to both the NYC DOE and NYSED (via Fluid Review).

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

Applicable only to schools in charter/ privately-operated space.

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

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## FEBRUARY 1, 2015 DEADLINE

### REQUIREMENT

#### Lottery Information

**Student Recruitment Plan,**  
including any significant changes from  
the prior year

### SUBMISSION NOTES

Schools must submit the following:

1. 2015-2016 Lottery Application
2. 2015-2015 Lottery Application Deadline Date (if not included on the lottery application)
3. 2015-2016 Lottery Drawing Date
4. Plan for Pre-K Matriculation into Kindergarten (if planning to offer Pre-K in 2015-2016)

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).

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## MATERIAL REVISIONS

Any school wishing to implement a material charter change in school year 2016-2017 must formally request to make this change to the NYC DOE by **November 2, 2015** in order for it to be sent, if approved, to NYSED by December 15, 2015 for subsequent Board of Regents approval.

Revisions submitted before November 1, 2015 will be reviewed on the same timeline outlined above.

Material charter revisions for the 2016-2017 school year **will not be accepted after November 2, 2015**.

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.

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## 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**.

# 2015-2016 CALENDAR OF REPORTING REQUIREMENTS

## RENEWAL APPLICATION

All Chancellor-authorized charter schools up for renewal during the 2015-2016 school year (e.g. with a charter expiration date between July 1, 2015 and July 1, 2016) must submit their renewal application, including all required attachments and data forms, by **November 2, 2015**.

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

## ANNUAL REVIEW DOCUMENTATION

The NYC DOE **Annual Comprehensive Review** process applies to Chancellor-authorized charter schools that do not go through the renewal process during the 2015-2016 school year (e.g. that do not have a charter expiration date between July 1, 2015 and July 1, 2016).

These schools are required to submit self-evaluation and data collection forms by **February 1, 2016**. The required forms will be sent to the appropriate schools in advance of this deadline.