



**Office of School Design and Charter Partnerships  
Calendar of Reporting Requirements for 2014-15  
Chancellor-Authorized Charter Schools ONLY**

This calendar includes reporting requirements for NYC DOE 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**. If you wish to be added to the recipient list for the Charter Schools Weekly Communication, contact your cohort's Senior Director.

**Please Note:** The [charteroversight@schools.nyc.gov](mailto:charteroversight@schools.nyc.gov) email address cannot receive any email that contains more than 10MB of attachments. Please ensure that any email submitted to the Charter Oversight inbox follows these requirements as failure to follow submission restrictions does not absolve the charter school of the requirement to submit documents timely. Please divide any submission containing more than 10MB of attachments into individual emails, each containing 10MB of attachments total or less.

Please reach out to your cohort's Senior Director and/or Director of Evaluation and Policy with any questions.

<b>2014-15 Calendar of Reporting Requirements NYC DOE Chancellor-Authorized Charter Schools ONLY</b>			
<b>AUGUST 1</b>			
<b>Requirement</b>		<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>2013-14 NYSED Annual Report</b> , including Disclosure of Financial Interest Forms for all Board members*		<a href="#">NYSED's Review Room Portal</a>  *This must also be posted on the school's website as required by New York State Charter School Law.	No
<b>SEPTEMBER 30</b>			
<b>Requirement</b>	<b>Notes</b>	<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>2014-15 School Safety Plan</b>	Submit one copy each to the NYC DOE and NYSED.	Email to NYC DOE at: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> and include your school's name in the subject line.  Email to NYSED at: <a href="mailto:CharterSchools@mail.nysed.gov">CharterSchools@mail.nysed.gov</a> .	No

<b>2014-15 Calendar of Reporting Requirements NYC DOE Chancellor-Authorized Charter Schools ONLY</b>			
Requirement	Notes	Submission Method	NYC DOE Template Required?
<b>2014-15 School Year Calendar</b>	Submit one copy by this deadline. Re-submit this to the NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 School Organizational Chart</b>	Include job titles and staff names, and show lines of reporting.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No; however, <u>all information outlined in Notes must be included.</u>
<b>Copy of escrow agreement as per charter agreement</b>	Submit one copy of either: 1. The legal escrow agreement established between the school and an attorney/law firm; or 2. The school's <u>most current</u> bank statement that clearly shows the established escrow minimum amount requirement of \$70,000	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 Certificate of Occupancy</b>	This only applies for schools <b>not</b> in NYC DOE-operated public school space, or for schools changing facilities.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 Certificate of Liability Insurance</b>		Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 Board of Trustees Meeting Calendar</b>	Submit one copy by this deadline. Re-submit this to NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 Board of Trustees Roster</b>	Submit one copy by this deadline using the NYC DOE template. Re-submit this to NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	YES. Link to template is <a href="#">here</a> .

<b>OCTOBER 31</b>			
<b>Requirement</b>	<b>Notes</b>	<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>2014-15 Staff Handbooks</b>	Submit one copy by this deadline. Re-submit this to the NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b>2014-15 Family &amp; Student Handbooks, including policies on discipline, parent complaints, promotion, and graduation*</b>	Submit one copy by this deadline. Re-submit this to NYC DOE if it is revised at any point during the course of 2014-15.  *If your school disseminates policies for student discipline, parent complaints, promotion, or graduation separately from policies in the Family & Student Handbook, please send these discrete policies along with the Handbook.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No; however, <u>all policies identified in Notes must be included.</u>
<b>NOVEMBER 1</b>			
<b>Requirement</b>	<b>Notes</b>	<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>2013-14 Annual Independent Financial Audit*</b>	Include with your audit all of the following that apply: <ul style="list-style-type: none"> <li>• Management Letter</li> <li>• Management Letter Response</li> <li>• Corrective Action Plan</li> <li>• Federal Single Audit (A-133) Form 990</li> </ul> Please combine into one document if possible. <b>Additionally, please ensure that these files are not password-protected by the auditor.</b>	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.  *This must also be posted on the school's website as required by New York Charter School Law	No
<b>2013-14 NYSED Annual Report Appendix A: Progress Toward Charter Goals*</b>		Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.  *This must also be posted on the school's website as required by New York Charter School Law.	No; however, a NYSED template is required and can be found <a href="#">here</a> .

Requirement	Notes	Submission Method	NYC DOE Template Required?
<b>Staff Fingerprint Clearance Screen Shot</b>	Submit a screen shot from the TEACH system that shows fingerprint clearance information for all current staff members, both instructional and non-instructional.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No.
<b>A list of the school's fire and bus drill dates for 2014-15</b>	Applicable to schools in charter/privately-operated space ONLY.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	No
<b><u>Any Material Charter Revision Request</u></b>	<p>Any school wishing to implement a material charter change in school year 2015-16 must formally request to make this change to the NYC DOE by <b>November 1, 2014</b> in order for it to be sent, if approved, to NYSED by December 15, 2014 for subsequent Board of Regents approval.</p> <p>Material charter revisions include:</p> <ul style="list-style-type: none"> <li>• Increases or decreases in the maximum approved enrollment</li> <li>• Adding or removing grades</li> <li>• Revisions that fundamentally alter a school's mission, vision or educational philosophy</li> <li>• Significant changes in the organizational or leadership structure of the school (e.g, adding a new layer of administrative reporting)</li> <li>• Changes in the school design and/or education program that are inconsistent with those in the approved charter</li> <li>• Relocation of the school to a different school district</li> <li>• Contracting with or discontinuing a contract with a management</li> </ul>	<p>Email the following required materials to your cohort Senior Director:</p> <ol style="list-style-type: none"> <li>1. Board Meeting minutes documenting the board's vote to approve of the changes being requested.</li> <li>2. A letter requesting the charter revision, including: name, position, phone number, and email for the point of contact; school name and location; date/year of school's original charter; date(s)/year(s) of school's renewal(s); description of the change(s) being requested and how it differs from the current charter; and a rationale for the change(s).</li> <li>3. Revised charter pages that demonstrate the old and new language (pending approval), using <b>bold</b> or <i>italics</i> for added text and <del>strikeouts</del> for deleted text. Include all affected pages of the charter and any appendices.</li> <li>4. 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).</li> </ol>	No; however, please submit all materials identified in Submission Method.

	<ul style="list-style-type: none"> <li>company</li> <li>Changing the name of the school</li> </ul>	For further help, please refer to the NYC DOE's <a href="#">Guidance on Charter Revisions and Board of Trustee Changes</a> . <input type="checkbox"/>	
<b>JANUARY 6</b>			
<b>Requirement</b>	<b>Notes</b>	<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>NYC DOE Charter School Student Discipline Compliance Checklist</b>	Submit one copy by this deadline using the NYC DOE template. Re-submit this to NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	YES. Link to template is <a href="#">here</a> .
<b>NYC DOE Charter School Special Education Compliance Checklist</b>	Submit one copy by this deadline using the NYC DOE template. Re-submit this to NYC DOE if it is revised at any point during the course of 2014-15.	Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a> . Include your school's name in the subject line.	YES. Link to template is <a href="#">here</a> .

<b>FEBRUARY 2</b>			
<b>Requirement</b>	<b>Notes</b>	<b>Submission Method</b>	<b>NYC DOE Template Required?</b>
<b>2015-16 Lottery information</b>	<p>Schools must submit the following:</p> <ol style="list-style-type: none"> <li>1. <b>2015-16 Lottery Application</b></li> <li>2. <b>2015-16 Lottery Application Deadline Date</b> (if not included on the Lottery Application)</li> <li>3. <b>2015-16 Lottery Drawing Date</b></li> <li>4. <b>Plan for Pre-K Matriculation into Kindergarten</b> (if planning to offer Pre-K in 2015-16)</li> <li>5. <b>2015-16 Student Recruitment Plan, including:</b> <ul style="list-style-type: none"> <li>• Timeline and discussion of outreach and promotional activities. Include any significant changes from previous year.</li> <li>• Communication plan (e.g., notifying public of application procedures and lottery drawing, for example)</li> <li>• Specific outreach activities for English language learners (ELLs) and students requiring Special Education (SPED) services</li> <li>• Lottery process (e.g., electronic, in person, manual)</li> </ul> </li> </ol> <p>Please refer to <a href="#">NYSED Guidelines on the NYS Charter School Uniform Applications</a> Form<sup>1</sup> for additional guidance on New York State requirements pertaining to charter school admissions applications.</p>	<p>Email to: <a href="mailto:charteroversight@schools.nyc.gov">charteroversight@schools.nyc.gov</a>. Include your school's name in the subject line.</p>	<p>No; however, <u>all information outlined in Notes must be included.</u></p>

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