

## **Calendar of Reporting Requirements for Chancellor-Authorized Charter Schools**

Below please find detailed deadlines of materials that you are required to submit to the NYC DOE CSO. This is a general timeline that is subject to change. Please stay in touch with members of your cohort about these deadlines and feel free to reach out if you have any questions.

Unless otherwise specified, all documents should be submitted to [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov).

Due Date	Requirement	Submit To	Applies to Schools:		
			In 1 <sup>st</sup> year of operation	In 2 <sup>nd</sup> -5 <sup>th</sup> year of charter term	Must be re-submitted if changed during charter term
June 1	Bi-Monthly Invoice for July per-pupil funds payment	CSO	√	√	
July 1	Copy of Tax-Exempt Status Certificate*	CSO	√	√	
July 1	Project Save – School Safety Plan (only for schools in DOE space)	CSO, SED	√	√	
August 1	Annual Report including SED and CSO requirements	CSO, SED	√	√	
August 1	Reconciliation report for previous fiscal year	CSO	√	√	
August 1	Bi-Monthly Invoice for September 1 per-pupil funds payment	CSO	√	√	
August 1	School Year Calendar	CSO	√	√	√
August 15	Board-approved budget for upcoming school year	CSO	√	√	√
August 15	Management and Staff Roster including staff qualifications and fingerprint clearance	CSO	√	√	√
August 15	Board of Trustees Meeting Calendar for 2011-2012*	CSO	√	√	√

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August 15	Current Parent, Teacher, and/or Student Handbooks including policies on discipline, promotion, and graduation*	CSO	√	√	√
Prior to first day of instruction	Certificate of Occupancy (only applies for schools not in traditional DOE public school space)	CSO	√		√
Prior to first day of instruction	Certificate of Liability Insurance	CSO		√	
September 1	Management, staff, and Board retention report for SY 2010-2011 (this should include ALL full-time and part-time employees from SY 2010-2011 and their current status at the school)	CSO	√	√	
September 1	Board of Trustees roster, including resumes, length of time served on the Board, and Committee positions held*	CSO	√	√	√
September 1	Disclosure of Financial Interest forms and Board Questionnaires for all current Board members	CSO	√	√	√
October 1	Copy of escrow agreement as per charter agreement	CSO	√	√	
October 1	Bi-Monthly Invoice for November 1 per-pupil funds payment	CSO	√	√	
October 5	BEDS Survey	SED (online, copy to CSO)	√	√	

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October 14	Renewal Application Part I: Retrospective (for schools up for renewal in the 2011-2012 year)	CSO		√	
November 1	Annual Financial Audit including accompanying management letter, if received, and response by school	CSO		√	
December 1	Bi-Monthly Invoice for January 1 per-pupil funds payment	CSO	√	√	
December 15	Renewal Application Part II: Prospective (for schools up for renewal in the 2011-2012 year)	CSO		√	
January 1	Lottery information: sample application, timeline that outlines this year's marketing and outreach plan, and the date of this year's lottery	CSO	√	√	√
Prior to annual site visit (January-April; date TBD)	Board of Trustees Minutes from previous year*	CSO	√	√	√
Prior to annual site visit (January-April; date TBD)	Documentation for annual site visit (TBD)	CSO	√	√	√
February 1	Bi-Monthly Invoice for March 1 per-pupil funds payment	CSO	√	√	
February 28	Mid-Year Fiscal Check-In for Year-to-Date Period Ending 12/31	CSO	√	√	
April 1	Bi-Monthly Invoice for May 1 per-pupil funds payment	CSO	√	√	

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Ongoing	Criminal Incident Report	CSO and SCI	√	√	
Ongoing	Suspected Child Abuse	Central Register of Child Abuse	√	√	
Ongoing	Requests for charter revisions (both material and non-material)	CSO	√	√	√
Ongoing	Board Trustee additions and removals (must be submitted within 5 business days)**	CSO	√	√	√

\*Some schools may have already submitted certain documents (labeled with an asterisk) from the annual site visits in April-June 2011. If this is the case, please only submit any updates and additions since that submission (e.g. if you have made revisions to your handbooks or changed the composition of your Board; or if you did not already submit resumes and DOE questionnaires for all of your Board members).

**Please note that charters are required to update the CSO when key leadership roles and contacts at the school change (e.g. Principal, Executive Director, Director of Operations, etc.).**

**\*\*Charters are also required to notify the CSO of all Board member additions and resignations, and to submit all new Board members' resumes to the CSO for approval *within five business days*. This notification should be accompanied by the CSO Board Member Questionnaire, the Disclosure of Financial Interest form, and Board minutes indicating that the Board has approved the addition of the new member.**

Guidance on Submissions:

If a due date falls on a Saturday, Sunday, or Holiday, please submit documents on the next business day.

Please label all documents with your school's name, the title of the document, and the date of the document, unless otherwise specified. Example: "ABCBoardRoster7.30.11"; "ABCCalendar2011."