



MATER CALENDAR OF REPORTING REQUIREMENTS FOR CHARTER SCHOOLS

July 1, 2011 - June 30, 2012

Revised October 12, 2011

July 1, 2011	
<i>Adopted Annual Budget</i>	School is to submit their Governing Board approved Annual Budget for the 2011-2012 school year.
July 9, 2012	
<i>Survey 5 Staff Demographic</i>	All 2010-2011 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions are available on the Choice website at www.polk-fl.net , keyword School Choice, link for Charter School Documents. Submit report via email to rita.fawcett@polk-fl.net .
July 15, 2011	
<i>Pre-Opening Checklist</i>	Prior to July 15th, charter schools must have all final documentation on checklist provided to the Office of Magnet, Choice and Charter Schools and School Assurances form signed. A site visit will be scheduled for new charter schools in the beginning of July. Most existing charter schools will have their site visit conducted in June.
July 15, 2011	
<i>Inspections, Insurance, and Certificates of Occupancy</i>	All charter schools must submit copies of a Health Inspection, Fire Inspection, Insurance Certificates, and new Certificates of Occupancy for 2011-2012 prior to their Pre-Opening Site Visit.
<i>Governing Board Meetings</i>	Each charter school is to submit a list of Governing Board Meetings for the 2011-2012 school year, including date, time, and location of each meeting prior to their Pre-Opening Site Visit.
August 1, 2011	
<i>Charter School Proposals</i>	Proposals from new charter applicants are due no later than 5 PM to the Office of Magnet, Choice, and Charter Schools.
August 8, 2011	
<i>Annual Cost Report</i>	Each charter school open during the 2010-2011 school year is required to complete an Annual Cost Report and submit to Rose Loudon in the Finance Department. A memo and cost report template will be provided to all charter schools by the Finance Department.
August 9, 2011	
<i>Charter School Directors' Meeting</i>	All charter schools attend a meeting with the Office of Magnet, Choice, and Charter Schools for updates on the 2011-2012 school year. Date and time will be scheduled closer to June.

August 15, 2011	
<i>Unaudited Financial Statements</i>	Each charter school is to submit an Unaudited Financial Statement to the Office of Magnet, Choice, and Charter Schools and Finance Department. (New charter schools opening August 2011 excluded first year of operation)
August 19, 2011	
<i>Facilities Report</i>	Annually each charter school is to submit information requested by DOE regarding their facility to be included in the District's 5-year plan. An email will be sent out with the specific information needed.
August 25, 2011	
<i>Survey 8 Staff Demographic</i>	All 2011-2012 charter schools who have their own employees are responsible for submitting this data for FTE funding. A report is not required for this survey only, but each school must update all instructional staff information, if needed, by completing a PAF or similar form chosen by the school and submit to Human Resource Services, rita.fawcett@polk-fl.net
September 26, 2011	
<i>Survey 2 Staff Demographic</i>	All 2011-2012 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions are available on the Choice website at www.polk-fl.net , keyword School Choice, link for Charter School Documents. Submit report via email to rita.fawcett@polk-fl.net.
September 30, 2011	
<i>Annual Financial Audit</i>	Each charter school is to submit an Annual Financial Audit to the Office of Magnet, Choice, and Charter Schools and Finance Department as well as submit a copy directly to DOE by their due date. (New charter schools opening August 2011 excluded first year of operation)
October 2011	
<i>Federal Court Report</i>	All schools in Polk County are required to report information for the PCSB Report to the Federal Courts regarding desegregation and staff demographics. Information will be provided to each school and corrected reports are to be submitted to Paula Dull in Business Services via email paula.dull@polk-fl.net.
October 2011	
<i>Parental Notifications (Out of field & Not Highly Qualified)</i>	(Out-of-Field and/or Not Highly Qualified Teachers) – Each charter school must meet the requirement of notifying all parents of students who are taught by an out-of-field or not highly qualified teacher. Schools will sign a statement of assurances that this requirement has been fulfilled timely. Schools must keep copies on file of letter sent and board meeting minutes where teachers were approved to teach out-of-field.

November 1, 2011	
<i>Renewal Process Document</i>	All renewing charter schools with contracts ending June 30, 2012 must submit their Renewal Process Document as specified during the Renewal Orientation held with each school August 2011. Renewal Schools must submit 15 unbound copies of all documentation in final format to Office of Magnet, Choice and Charter Schools, Attn: Carla McMullen, no later than 5:00 PM on this date. No late submissions will be accepted.
November 7-11, 2011	
<i>Renewal Site Visit and Academic Evaluation</i>	(only for charters renewing their contracts) Renewal site visits and Academic Evaluations will be performed by the Office of Magnet, Choice and Charter Schools at each renewing charter school site. Checklist and memo for the site visit will be provided during Orientation. The Academic Evaluation information will be emailed to each charter school.
November 15, 2011	
<i>Form 990</i>	Each charter school is required to file their Form 990 for the 2010/2011 fiscal year no later than the 15 th day of the 5 th month after their year end (November 15), or file for an automatic extension using the Form 8868. Each charter school is required to submit a copy of the Form 990 after all extensions have expired, and, if filed, Form 8868 to the attention of Stevii Hoggatt, Office of Magnet, Choice and Charter Schools.
November / December 2011	
<i>Annual Report</i>	(first year charters are exempt) All charter schools open for one year or more must submit the DOE Internet Annual Report per the due dates provided by DOE. This report is provided to the District upon submission electronically.
<i>Accountability/School Improvement Plan Progress Report</i>	(all charter schools who have completed an Accountability Plan or School Improvement Plan as required in the School's contract) An annual Accountability Plan Progress Report on all sponsor approved accountability plan/School Improvement Plan goals and objectives must be reported in a separate Progress Report at the same time as the DOE Annual Report to the attention of Carla McMullen, Office of Magnet, Choice and Charter Schools. A template has been provided to each charter school with the School's approved goals and objectives.
<i>Property Inventory Listing</i>	Each charter school is to submit the cumulative property listing as specified in contract with the DOE Annual Report to the Office of Magnet, Choice and Charter Schools.
January 30, 2012	
<i>Survey 3 Staff Demographic</i>	All 2011-2012 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions are available on the Choice website at www.polk-fl.net , keyword School Choice, link for Charter School Documents. Submit report via email to rita.fawcett@polk-fl.net .

February 2012	
<i>Start Up Grant</i>	(only for new charters beginning 1 st year of operation 2012-2013) Once information is received from DOE, actual due dates and RFP will be sent to appropriate charter schools.
February 2012	
<i>Parent Notifications(Out of field & Not Highly Qualified)</i>	Each charter school must meet the requirement of notifying all parents of students who are taught by an out-of-field or not highly qualified teacher. Schools will sign a statement of assurances that this requirement has been fulfilled timely. Schools must keep copies on file of letter sent and board meeting minutes where teachers were approved to teach out-of-field.
February 29, 2012	
<i>Projected Enrollment</i>	Each charter school (as stated in individual contracts) is to report their projected enrollment to the Office of Magnet, Choice and Charter Schools. A form to be completed will be provided to each school.
March 15, 2012	
<i>Annual Renewal of Charter School Leave</i>	All charter school employees on PCSB Charter School Leave must submit an annual leave form to the Sponsor's personnel department on or before March 15, 2012. <u>It is the responsibility of the individual employee to ensure that this letter is submitted to the Sponsor's personnel department.</u>
April 2012	
<i>Projected FTE</i>	Each charter school is to report their projected FTE to the Finance Department. An email request will be sent to each school for this information.
April 2, 2012	
<i>K-12 Reading Comprehension Participation Form</i>	All charter schools serving grades K-12 must submit a completed K-12 Reading Comprehension Participation Form stating if they wish to participate or not participate in the districts reading plan.
June 1, 2012	
<i>Graduation Requirements Certification</i>	On or before June 1 st of each year, each charter school graduating high school students must submit a letter of certification stating that all students graduating have met the minimum requirements for graduation per Florida Statutes.
June 1, 2012	
<i>Pre-Opening Checklist and Site Visits</i>	(for all charter schools, including new schools to open August 2012) A site visit will be scheduled for existing charter schools in June.