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September 13, 2004

## MEMORANDUM

**TO:** Charter School Directors/Principals  
School District Superintendents

**FROM:** Theresa A. Klebacha, Ph.D.

**SUBJECT:** 2003-04 Annual Charter School Reports – **11/1/2004 DEADLINE**

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This memorandum serves as a reminder of the annual reporting requirement for charter schools and their school district sponsors. **School districts and other sponsoring entities must submit a 2003-2004 annual report for each charter school to the Department of Education postmarked no later than November 1, 2004.**

School districts may determine the number of copies and the timeline that charter schools must follow in submitting their annual reports to the district office. Charter school directors and principals should contact their district charter school director to determine the number of copies and other specific reporting requirements that the district may have established. The school district office is responsible for collecting annual reports from all charter schools in the district and sending one copy of each school's report to the Office of Independent Education and Parental Choice, Florida Department of Education, to the attention of Karen Hines Henry.

Section 1002.33(9)(1), Florida Statutes, requires every operating charter school to coordinate with its sponsoring school district in submitting an annual report to the Florida Department of Education. Per statutory requirement, the annual report must include, at minimum:

**THERESA A. KLEBACHA, PH.D.**  
*Executive Director*  
*Office of Independent Education and Parental Choice*

- Student Achievement: Student achievement data, as recorded by the Florida Comprehensive Assessment Test (FCAT), including reports of student achievement information that links baseline student data to the school's performance goals as identified in the charter. The report must identify reasons for any difference between established goals and actual student performance.
- Financial Status: Financial status of the charter school, which must include revenues and expenditures at a level of detail that allows for analysis of the school's ability to meet financial obligations and timely repayment of debt.
- Facilities: Documentation of the facilities in current use and any planned facilities for use by the charter school for instruction of students, administrative functions or investment purposes.
- Personnel: Descriptive information about the charter school's personnel, including salary and benefit levels of charter school employees, the proportion of instructional personnel who hold professional or temporary certificates, and the proportion of instructional personnel teaching in-field or out-of-field.

To ensure compliance and reporting comprehensiveness, and to assist the charter schools in compiling the required reporting information, the Department has provided a template that **must be completed by each charter school** that operated during the 2003-04 academic year. Schools that closed during the school year do not have to complete a report, but must be identified by the district when other charter school annual reports are submitted to the Department. The template assures that each required statutory issue is addressed and compiled in a way that allows for comparisons across schools and districts.

Charter schools **must** use the template to complete information required by the Department for the 2003-04 annual report. It is possible the sponsoring school district may require additional information be included in the charter school submission to the district, consistent with contract requirements. However, at a minimum, the Department expects to receive a final version of the template information.

Again, the deadline for school district sponsors to submit charter school annual reports to the Department is **November 1, 2004**. The school district is responsible for notifying the charter schools, in writing, of any additional reporting requirements beyond the template requirements, including rationale for such requirements. Ultimately, the law holds both the charter school and school district responsible for meeting the reporting deadline.

As required by law, if a charter school fails to meet the reporting deadline, the Department of Education *is required to include a notation of non-compliance* in the Annual Charter School Report submitted to the Commissioner of Education, the State Board of Education, the Governor, the President of the Senate and the Speaker of the House of Representatives. We hope that this new reporting system will assist in ensuring compliance, consistency, comprehensiveness and timeliness in the reporting process.

If you have any technical questions regarding the template, please contact Nancy Scowcroft at (850) 322-5093 or [Nancy.Scowcroft@fldoe.org](mailto:Nancy.Scowcroft@fldoe.org). Any policy questions should be directed to Dr. Paulette Mainwood at (850) 245-0502 or [Paulette.Mainwood@fldoe.org](mailto:Paulette.Mainwood@fldoe.org). Thank you for your attention to this matter.

c: Jim Warford, Chancellor  
Jeanine Blomberg, Deputy Chief of Staff  
School District Charter School Directors