

**TECHNICAL ASSISTANCE PAPER**

Contact Information:  
Karen Hines-Henry  
850-245-0502  
[karen.hines@fldoe.org](mailto:karen.hines@fldoe.org)

September 2005  
No: 2005-03

**Application and Reporting Deadlines for  
Charter Schools**

Purpose

Due to concern for hurricane impact on deadlines for charter schools we have prepared this technical assistance paper to serve as a reminder of deadlines applicable to charter schools. Some deadlines are statutory and cannot be adjusted, some deadlines are issued by the Florida Department of Education and may be altered depending on collective or individual circumstances, and some deadlines are issued by school districts. These may be adjusted if the district allows for such action.

Discussion

This memo deals with statutory or Florida Department of Education deadlines. Issues regarding district deadlines should be handled through the district contact.

- Application: Section 1002.33(6), Florida Statutes, establishes **September 1** as the annual deadline date for charter school authorizers to receive new charter school applications.
- **Charter School Accountability Reports**, along with the required attachments, are due in the Office of Independent Education and Parental Choice **November 1, 2005**. As a reminder, each school district is responsible for collecting the annual reports from all charter schools in the district and submitting the required number of copies to the Office of Independent Education and Parental Choice.
- **Financial Audit:** Section 218.39 (1), Florida Statutes states, “If, by the first day in any fiscal year, a local governmental entity, district school board, charter school, or charter technical career center has not been notified that a financial audit for that fiscal year will be performed by the Auditor General, each of the following entities shall have an annual financial audit of its accounts and records completed within 12 months after the end of its fiscal year by an independent certified public accountant retained by it and paid from its public funds: ... (e) Each charter school established under s.1002.33” Also, Section 218.39(8), Florida Statutes, states, “All audits conducted in accordance with this section must be conducted in accordance with the rules of the Auditor General promulgated pursuant to s.11.45. All audit reports and the officer's written statement of explanation or rebuttal must be submitted to the Auditor General within 45 days after delivery of the audit report to the entity's governing body, but no later than 12 months after the end of the fiscal year.” The Department of Education’s deadline for submitting the annual financial report is **November 1, 2005**, as a required attachment of the Charter School Accountability Report as described above.

If your circumstances warrant a change in deadlines issued by the Florida Department of Education please file your request through the Office of Independent Education and Parental Choice at:

Florida Department of Education  
Office of Independent Education and Parental Choice  
325 West Gaines Street, Suite 522  
Tallahassee, Florida 32399-0400

**Contacts for Additional Information**

The Florida Department of Education, Office of Independent Education and Parental Choice, website can be found at: <http://www.floridaschoolchoice.org>

For questions and information on charter schools, contact Karen Hines-Henry at 850-245-0502 or [karen.hines@fldoe.org](mailto:karen.hines@fldoe.org)