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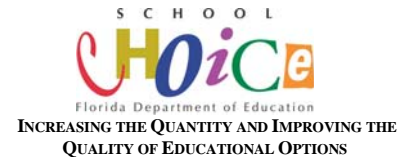
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August 24, 2005

MEMORANDUM

TO: District Superintendents
Charter School Directors/Principals

FROM: Virginia Gentles, Executive Director
Office of Independent Education and Parental Choice

SUBJECT: 2004-05 ANNUAL CHARTER SCHOOL REPORTS

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 2004-2005 annual report for each charter school to the Department of Education postmarked no later than November 1, 2005.**

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 three copies 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 a minimum:

- ◇ **Student Achievement:** Student achievement performance data, including the information required for the annual school report and the education accountability system governed by ss. 1008.31 and 1008.345. Charter schools are subject to the same accountability requirements as other public schools, including reports of student achievement information that links baseline student data to the school's performance projections identified in the charter. The charter school shall identify reasons for any difference between projected and actual student performance.

Office of Independent Education and Parental Choice

- ◇ 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 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 2004-2005 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 2004-2005 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.

The deadline for school district sponsors to submit charter school annual reports to the Department is November 1, 2005. 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 this reporting system will assist in ensuring compliance, consistency, comprehensiveness and timeliness in the reporting process.

If you have questions or would like an electronic copy of the template, please contact Karen Hines-Henry at 850-245-0502 or Karen.Hines@fldoe.org. Thank you for your attention to this matter.

c: School District Charter School Directors