

2020-2021 BESE Authorized Charter Schools Reporting Calendar

JULY 2020			
	Reporting Requirement	Description	Due Date
<input type="checkbox"/>	FY 2020-2021 Annual Operating Budget	<p>The FY2020-21 Annual Operating Budget submission was Friday, July 31, 2020. If the Annual Operating Budget submitted by July 31st has not been adopted in accordance with the Louisiana Local Government Budget Act, submission of the budget adopted in accordance with the Budget Act is required no later than September 30.</p> <p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov. If you have any questions or require further information, contact Karen McCarvy or call 225-342-3776.</p>	7/31/2020
AUGUST 2020			
<input type="checkbox"/>	2020-2021 Contact Survey	<p>A link to the survey was sent via e-mail to school leaders/CEOs. The information need to complete the survey is below:</p> <ul style="list-style-type: none"> • School Contact Information: <i>Physical address, grades taught, website, and school leadership</i> • Charter Schools Division Point of Contact • Charter Board Member Information: <i>Full Name, e-mail, phone number (CSPC Board FAQ)</i> • Charter Board Bylaws • CMO/ESP Contact Information <i>(If applicable)</i> • School Calendar <p>For additional support, please contact your school's LDOE liaison (Kelly DiMarco or Erica Spencer)</p>	8/28/2020
SEPTEMBER 2020			
<input type="checkbox"/>	Student Handbook	<p>Submit a copy of the 2020-2021 Student Handbook to charters@la.gov. Student Handbook Guidance has been provided.</p> <p>For additional support, contact your LDOE liaison (Kelly DiMarco or Erica Spencer).</p>	9/24/2020
<input type="checkbox"/>	Charter School Assurances	<p>The Charter Board Chair shall submit the assurances to charters@la.gov</p>	9/24/2020
<input type="checkbox"/>	Transportation Plan	<p>Each school is expected to abide by the policies and procedures outlined in the approved Transportation Plan, relevant to Bulletin 126:2801 and R.S. 17:158(J). For additional guidance, refer to the CSPC School Bus Safety link.</p> <p>Transportation plans should be submitted to charters@la.gov.</p> <p>For additional support, contact your LDOE liaison (Kelly DiMarco or Erica Spencer).</p>	9/24/2020
	AFR	<p>Each charter school must submit an Annual Financial Report (AFR) to the Department of Education no later than September 30 each year as required by R.S. 17:25(A)(2) and 17:92. The AFR follows the same general format as the quarterly report, but contains additional line items and fund classifications. AFR instructions and forms are located on the LDE website at the following link: https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm</p>	9/30/2020
October 2020			

<input type="checkbox"/>	Pupil Progression Plan	<p>The 2020-2021 Pupil Progression Plan (PPP) template is available in the School Policy Library. The purpose of this document is to ensure schools are in accordance with applicable laws and regulations related to student placement and promotion and aligned with policy in Bulletin 1566.</p> <p>New to the template are sections related to BESE approved credit recovery policy and nontraditional coursework accepted by the NCAA.</p> <p>The approved PPP should be submitted to PPP@la.gov and charters@la.gov.</p>	<p>10/16/2020</p>
<input type="checkbox"/>	2020-2021 Crisis Plans	<p>A school crisis management and response plan shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials.</p> <p>In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. (RS 17:416.16)</p> <p>LA School and Campus Safety Planning Guide LA State Police Safety & Security Checklist Homeland Security and Emergency Preparedness Contacts</p> <p>Crisis plans should be submitted to charters@la.gov.</p> <p>For additional support, contact your LDOE liaison (Kelly DiMarco or Erica Spencer).</p>	<p>10/22/2020</p>
<input type="checkbox"/>	First Quarter Financial Report	<p>Includes budgeted data for the fiscal year along with the YTD actual data through September 30.</p> <p>Quarterly and Annual Financial Reports include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the reports and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles.</p> <p>This information should be submitted to charterfinancehelpdesk@la.gov.</p> <p>If you have any questions or require further information, contact Karen McCary or call 225-342-3776.</p>	<p>10/31/2020</p>

December 2020

<input type="checkbox"/>	2020-2021 Website Monitoring	<p>A link to the school website has been submitted via the Charter Contact Survey. School website monitoring elements are listed here.</p> <p>For additional support, contact your LDOE liaison (Kelly DiMarco or Erica Spencer).</p>	<p>12/04/2020</p>
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January 2021

<input type="checkbox"/>	Enrollment/Recruitment Plan	<p>Submit a copy of the school’s enrollment and recruitment plan to charters@la.gov.</p> <p>For additional support, contact your LDOE liaison (Kelly DiMarco or Erica Spencer).</p>	<p>1/15/2021</p>
<input type="checkbox"/>	2nd Quarter Financial Report	<p>Includes budgeted data for the fiscal year along with the YTD actual data through December 31.</p>	<p>1/31/2021</p>

		<p>Quarterly and Annual Financial Reports include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the reports and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles.</p> <p>This information should be submitted to charterfinancehelpdesk@la.gov. If you have any questions or require further information, contact Karen McCary or call 225-342-3776.</p>	
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APRIL 2021

□	3rd Quarter Financial Reports	<p>Includes budgeted data for the fiscal year along with the YTD actual data through March 31. Quarterly and Annual Financial Reports include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the reports and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles.</p> <p>This information should be submitted to charterfinancehelpdesk@la.gov. If you have any questions or require further information, contact Karen McCary or call 225-342-3776.</p>	4/30/2021
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