

BESE Charter Schools submit items to multiple departments throughout the school year. Submissions may include Charter Accountability, financial documents, or data items. The Charter Accountability team tracks the school's submission. The following information will help you plan for the Reporting Calendar Submission items based on each deadline. If you have any questions or need additional support, please contact the support person listed on the document or your Charter Director of Accountability.

Annual Reporting Calendar

July	August	September	October	November	December
Board Meeting Calendar	Student Enrollment Report	Act 260 FY 2024-2025 Annual Operating Budget - Adopted	Pupil Progression Plan	Enrollment Lottery Process	Website Compliance Review
Assurances	Alternative Framework Progress Monitoring Assessment Submission	FY 2024-25 General Fund Budget Form A	Quarterly Waitlist Report	Sig Dispro Data Review	SLT and Evaluator Ratings
Transportation Plan	Louisiana Evaluation System (LES) Opens	Annual Financial Report (AFR) Act 370 Report	Alternate Assessment Participation Review	PERs	Dyslexia Reporting
Student Handbook	SLTs		APR Indicator Identification for Monitoring		Achieve!
Crisis Plan	Observations		Quarter 1 Financial Report		
Quarterly Waitlist Report	Seclusion and Restraint Policy Updates				
FY 2024-2025 Annual Operating Budget					
Super App					
MOE IDEA Confirmation					
MOE IDEA Verification					
MOE ESSA Verification					

January	February	March	April	May	June
Quarterly Waitlist Report Teacher and Principal of the Year Application Process CIS Evaluation Deadline Quarter 2 Financial Report PERs	Diploma & Seal Orders Alternate Ed. Application		Quarterly Waitlist Report SLT and Evaluator Ratings Quarter 3 Financial Report PERs	SLT and Evaluator Ratings Local SEAC Reporting Act 108 Board Financial Disclosure	Board Financial Disclosure Contact Information Parental Involvement Survey Participation FY 2025-2026 Annual Operating Budget Super App MOE IDEA Confirmation MOE IDEA Verification MOE ESSA Verification

Ongoing Submissions		
EdLink 360	LEADS	eGMS

Charter Accountability Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Board Meeting Calendar	The charter board submits a copy of the official board meeting calendar.	July 30, 2024	The Charter Board Chair shall submit the calendar to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability
Contact Information	School Leaders must complete the school contact sheet provided by their Director of Accountability.	June 30, 2024	Submit your 2024-2025 School Contact Spreadsheet to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability
Assurances	The 2023-2024 Charter School Assurances template is available in the Charter School Library . Comprehensive list of assurances aligned with charter school law and BESE policy.	July 31, 2024	The Charter Board Chair shall submit the signed assurances document to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability
Transportation Plan	The 2023-2024 Charter Transportation Cover Sheet & Plan template is available in the Charter School Library . Each school must abide by the policies and procedures outlined in the approved Transportation Plan, relevant to Bulletin 126:2801 and R.S. 17:158(J).	July 31, 2024	Transportation plans should be submitted to charters@la.gov .	BESE Bulletin 126, §2801(C)	For additional support, please contact your school's Director of Charter Accountability.
Student Handbook	Each LEA shall have written policies governing all school activities as they relate to students, the instructional program, staff, buildings, services, and the curriculum, relevant to Bulletin 741, §337. A checklist is available in the Charter School Library .	July 31, 2024	Submit your Student Handbook to charters@la.gov	BESE Bulletin 741, §337	For additional support, please contact your school's Director of Charter Accountability.
Student Enrollment Report	New charters will submit their Student Enrollment Report.	August 31, 2024	Submit your Student Enrollment Report to charters@la.gov		For additional support, please contact your school's Director of Authorization.

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Crisis Plan	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. 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)	July 31, 2024	Crisis plans should be submitted to charters@la.gov	BESE Bulletin 741. §339(A)(1)	For additional support, please contact your school's Director of Charter Accountability
Website Self-Assessment	The 2023-2024 Website Self-Assessment Tool is available in the Charter School Library . This self-assessment tool will serve as a guide to ensure all content required is available on the school's website.	Does not have to be submitted.	Voluntary submission to be submitted to charters@la.gov	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability
Alternative Framework Progress Monitoring Assessment Submission	Schools that have programs for which special populations will be assessed by using additional tools for progress monitoring.	August	Alternative progress monitoring assessments are selected as a part of the framework for a school that is not classified as an alternative school yet serves a specific population. charters@la.gov	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability.
Charter Board Self-Assessment	The board chair will complete and submit the Board Self-Assessment tool.	Does not have to be submitted.	Voluntary submission to be submitted to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability.
Pupil Progression Plan	The 2024-2025 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.	October 31, 2024	Your board-approved PPP should be submitted to PPP@la.gov and charters@la.gov by October 31	Louisiana state law (R.S. 24.4)	For additional support, please contact your school's Director of Charter Accountability 2024-2025 Template

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Enrollment Lottery Process	Schools should submit a copy of their enrollment application along with the board-approved process and procedures for conducting the school's 2024-2025 enrollment lottery.	November 30, 2024	Lottery procedures should be submitted to charters@la.gov	BESE Bulletin 126. §2709	For additional support, please contact your school's Director of Charter Accountability
Website Compliance Review	The Charter Accountability team will conduct the annual website compliance review.	December 31, 2024	No submittal is required	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability.
Quarterly Waitlist Report	BESE-authorized schools will submit a quarterly report that identifies waitlist priorities toward ED and SWD students.	July 15, 2024 October 15, 2024 January 15, 2025 April 15, 2025	The relevant reporting period should be completed and submitted to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability.
Board Financial Disclosure	Board members must submit a copy of their financial disclosure form. The form is produced by the Louisiana Board of Ethics.	May 31, 2025	The Charter Board Chair shall submit the financial disclosure forms to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability. Website

System Support Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
EdLink 360	The system by which most data reporting is completed.	<p>Student EOY Collection July 7, 2023. Staff EOY Collection August 12, 2023.</p> <p>Note: These are the snapshot dates. All fields must be in the sFTP folders the day before the dates listed above no later than 5 pm to be included in the snapshot.</p>	<p>EdLink 360 Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.</p>		systemsupport@la.govcares
2024-2025 Benchmark Calendar	Contains 2023-2024 data reporting benchmarks and data snapshot dates for EdLink 360 and more.	Ongoing	Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.		systemsupport@la.gov
Student Transcript System	The system in which student transcripts are submitted for 8-12 grade students.	<p>STS EOY Deadline September 30, 2023 Please see the Student Transcript System Support Page for additional information. The site will be updated on an ongoing basis.</p>	LEADS		systemsupport@la.gov

Excellent Educator Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Teacher and Principal of the Year Application Process	Each school system is encouraged to submit up to three teachers and three principals to the state-level process (one elementary, middle and high). The application opens in October.	<ul style="list-style-type: none"> Applications due January 2025 			excellenteducators@la.gov

College and Career Readiness

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Diploma & Seal Orders	Each school system or CMO submits one order for all diplomas and endorsement seals to cover an entire year for all schools within its system.	The exact deadline is to be communicated in the Newsletter. February 13, 2025	The form will be placed in the December 2024 newsletter		Suzette.rabalais@la.gov
Alternative Ed. Site Approval	<p>Alternative Education Site Approval Process is designed for all school systems seeking BESE authorization to operate an AE school or program for the 2025-2026 school year based on one of the following conditions:</p> <ul style="list-style-type: none"> · A new AE site · A change to an existing AE site · Verification of an existing AE site (no intent to make changes to the site) 	February 27, 2025	AE Application Submission Portal	Bulletin 131	Terran.perry@la.gov

CIS/Compass Evaluation School Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
CIS Evaluation Deadline	Deadline to submit 2023-2024 evaluation data in CIS	January 2025		Bulletin 130	leads@la.gov
Louisiana Evaluation System (LES) Opens	Louisiana Evaluation System (LES) Opens for 2024-2025 Evaluation data	August 2024		Bulletin 130	leads@la.gov
SLTs	Teachers begin entering SLTs and Evaluators begin accepting SLTs	August 2024		Bulletin 130	leads@la.gov
Observations	Evaluators begin entering observations	August 2024		Bulletin 130	leads@la.gov
PGP	PGP/Coaching plans are entered	Following first observation		Bulletin 130	leads@la.gov
SLT and Evaluator Ratings	Teachers report results of SLTs and Evaluators Rate	End of SLT timeframe (typically December or April-May)		Bulletin 130	leads@la.gov
Other Evaluations	Completing Teacher, Counselor, Librarian, and Other Evaluations	May-August 2025		Bulletin 130	leads@la.gov

Diverse Learner Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Dyslexia Reporting	Legislative mandate is collected through a jot form annually. Notification will be posted in the newsletter the week prior to the jotform opens October 1.	December 15, 2024	Jotform link in the newsletter	R.S. 17: 392.11	Yolanda.oates3@la.gov
Sig Dispro Data Review	States are to collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring in the State and the local educational agencies (LEAs) of the State with respect to: (A) the identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment; (B) the placement in particular educational settings of such children; and (C) the incidence, duration, and type of disciplinary actions, including suspensions and expulsions. If an LEA/Charter is identified 15% of its IDEA fund must be allocated to CCEIS for early intervening services.	Mid-November	No action is needed on the part of the Charter. Risk Ratios are calculated in each of the categories and if the risk ratio for a category exceeds the threshold for 3 consecutive years the Charter is identified as sig dispro and 15% will be allocated to CCEIS in the IDEA budget.	IDEA, 618D	Yolanda.oates3@la.gov
Alternate Assessment Participation Review	School Systems that exceed the 1.0 percent threshold must complete an alternate assessment justification and request a review of data and procedures related to alternate state assessments	July 1 - October 30	FTP	ESSA	Ashley.augustine@la.gov
Seclusion and Restraint Policy Updates	Actions of Seclusion and/or Restraint are to be recorded in SER and each LEA/Charter that uses seclusion/restraint shall submit a copy of their handbook to the Department. Annually, a verification form is sent to each LEA/Charter to ensure counts recorded and submission of the handbook are documented correctly	August	SER for data updates and Specialeducation@la.gov for handbook submissions	R.S.28:171	Yolanda.oates3@la.gov

<p>Local SEAC Reporting</p>	<p>Local school systems are required to post their annual Special Education Advisory Council (SEAC) report on their local website, and local school systems are required to submit their report annually to the Department each May.</p>	<p>May</p>	<p>Specialeducation@la.gov</p>	<p>R.S.17:1944</p>	<p>Meredith.jordan@la.gov</p>
<p>Parental Involvement Survey Participation</p>	<p>Annually LEAs and Charters are identified to participate in the Parent Involvement Survey. The data collected in this survey is reported in the annual SPP/APR to the Office of Special Education Programs</p>	<p>March 1 - June 30</p>	<p>Jotform link in newsletter for Parents</p>	<p>IDEA</p>	<p>Yolanda.oates3@la.gov</p>
<p>APR Indicator Identification for Monitoring</p>	<p>Annually, Risk Ratios are calculated for Significant Discrepancy in Discipline (Ind. 4), and Disproportionate Representation in Identification (Inds. 9 & 10). Additionally, SER is monitored for Evaluation Compliance for Child Find (Ind. 11) and Early Childhood Transition (Ind 12).</p>	<p>Mid-October</p>	<p>Identification Letters in FTP</p>	<p>IDEA</p>	<p>Yolanda.oates3@la.gov</p>
<p>LEA Determination Review</p>	<p>The Department uses information from a three-tiered process that includes data graduation, assessment, cohort credential attainment, the APR indicators, timely and accurate submission of 618 data and CEIS data in eGMS, uncorrected noncompliance, corrective action plans, audit findings, and information obtained through monitoring visits and other public information to annually determine if the state meets requirements and purposes of the IDEA, needs assistance in implementing the requirements of Part B of the IDEA, needs intervention in implementing the requirements of Part B of IDEA or needs substantial intervention in implementing the requirements of Part B of the <u>IDEA</u>.</p>	<p>Mid-April for Draft, Final Issued Mid-May</p>	<p>Determinations in FTP</p>	<p>IDEA</p>	<p>Yolanda.oates3@la.gov</p>

Teaching and Learning Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Act 108	Act 108 requires that LEAs report the number of teachers and school administrators who have completed a LDOE approved foundational literacy skills course.	May 1, 2025	The form will be placed in the December 2024 newsletter	Act 108 Reporting FAQ	Louisianaliteracy@la.gov
Act 260	Act 260 requires all 4-8 math teachers to complete numeracy professional learning. The survey identifies a system contact to coordinate the required training.	September 1, 2024	Survey Link	Act 260 Guidance	STEM@la.gov

Finance Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
<p>FY 2024-2025 Annual Operating Budget</p>	<p>The Annual Operating Budget submission includes actual data for the prior fiscal year ending June 30 along with budgeted data for the current fiscal year starting July 1 If the budget has been adopted, this information should be included.</p>	<p><u>July 31, 2024</u></p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>	<p>BESE Bulletin 126, Section 2505(A)</p>	<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school's Director of Charter Accountability</p>
<p>FY 2024-2025 Annual Operating Budget - Adopted</p>	<p>If the Annual Operating Budget submitted on July 31st has not been adopted in accordance with the Louisiana Local Government Budget Act, a submission of the budget adopted is required.</p>	<p>September 30, 2024</p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>	<p>BESE Bulletin 126, Section 2505(A)</p>	<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school's Director of Charter Accountability</p>
<p>FY 2024-25 General Fund Budget Form A</p>	<p>For the fiscal year that begins July 1, 2024, each Type 2 and Type 5 charter school will begin submitting Budget Form A to LDOE by September 30th of each year, in addition to the quarterly budget submissions.</p>	<p>September 15, 2024</p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>		<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school's Director of Charter Accountability</p>

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
<p>FY 2024-25 MFP Forward Funding Request</p>	<p>Per the MFP Resolution, charter schools are funded based on the prior year's February 1 count. Charter schools may request an increase in MFP funding based on based on sizeable, documented growth in student enrollment above the prior year's February 1 count. If approved, MFP payments are estimated and adjusted to correspond to increased enrollment through February of the current fiscal year. In March, student counts are reconciled and adjusted, upward or downward, as appropriate. Adjusted payments are implemented from March through June of the fiscal year.</p>	<p>Notice of the submission date will be placed in the charter school newsletter</p>	<p>The forms should be submitted to mfphelpdesk@la.gov</p>	<p>MFP Resolution</p>	<p>September 30, 2024, for Budget Information March 31, 2025, and September 30, 2025, for Semiannual information</p>
<p>Annual Financial Report (AFR)</p>	<p>Each charter school must submit an Annual Financial Report (AFR) to the Department of Education. The AFR follows the same general format as the quarterly report but contains additional line items and fund classifications. Reminders in LDOE weekly newsletter.</p>	<p>September 30, 2024</p>	<p>The completed AFR should be uploaded via the LEADS Portal:https://leads5.doe.louisiana.gov/ptl/</p>	<p>RS 17:92</p>	<p>If you have any questions or require further information, contact Stateaudit@la.gov</p> <p>Or reach out to your school's Director of Charter Accountability</p>

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
<p>Quarter 1 Financial report</p>	<p>Includes budgeted data for the fiscal year along with the YTD actual data from July 1 through September 30. Each Quarterly and Annual Financial Report should include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the report and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles. Reminders in LDOE weekly newsletter.</p>	<p>October 31, 2024</p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>	<p>BESE Bulletin 126, Section 2505(A)</p>	<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school’s Director of Charter Accountability</p>

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
<p>Quarter 2 Financial Report</p>	<p>Includes budgeted data for the fiscal year along with the YTD actual data from October 1 through December 31. Each Quarterly and Annual Financial Report should include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the report and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles. Reminders in LDOE weekly newsletter.</p>	<p>January 31, 2025</p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>	<p>BESE Bulletin 126, Section 2505(A)</p>	<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school’s Director of Charter Accountability</p>

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
<p>Quarter 3 Financial Report</p>	<p>Includes budgeted data for the fiscal year along with the YTD actual data from January 1 through March 31. Each Quarterly and Annual Financial Report should include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the report and the adherence to the Operator’s Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles. Reminders in LDOE weekly newsletter.</p>	<p>April 30, 2025</p>	<p>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</p>	<p>BESE Bulletin 126, Section 2505(A)</p>	<p>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</p> <p>Or reach out to your school’s Director of Charter Accountability</p>
<p>Act 370 Report</p>	<p>Includes budgeted data for the fiscal year along with semiannual YTD actual data. Each Semiannual year-to-date data should also include a listing of expenditures paid according to guidelines communicated by LDOE and the Department of Treasury.</p>	<p>September 30, 2024</p>			

Grant Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Achieve!	ESSER III funding ending. All ESSER III funding must be obligated on or before 9/30/24 and liquidated on or before 12/16/2024.	December 16, 2024	eGMS		grantshelpdesk@la.gov
Believe!	This application is going away. New Early Childhood apps will be opened for 2024-25.		eGMS		grantshelpdesk@la.gov
Education Excellence Fund	The 2024-25 application will be released in August	TBD	eGMS		grantshelpdesk@la.gov
High Cost Services Grant	Competitive grant for LEAs to seek reimbursement for high-cost special education services. The projected release date for the Round 1 application is October 7, 2024; December 2 for the Round 2 application.	TBD	eGMS	<u>Annual MFP Formula, Level 4</u>	Ashley.Augustine@la.gov
Super App	2024-25 Amendment 1 is due on or before June 20, 2024.	June 20, 2024	eGMS		grantshelpdesk@la.gov
ESSER Data Reporting Year	APR 5 ESSER Data Application will be released in November 2024	TBD	eGMS		grantshelpdesk@la.gov
PERs	Periodic Expenditure Reports in eGMS for all grants.	November 15, 2024 January 15, 2025 April 15, 2025 July 15, 2025	eGMS		grantshelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
MOE IDEA Confirmation	Fiscal Requirement FY 23-24 IDEA MOE Confirmation	June 30, 2024	eGMS		fedaudit@la.gov
MOE IDEA Verification	Fiscal Requirement FY 24-25 IDEA MOE Verification	June 30, 2024	eGMS		fedaudit@la.gov
MOE ESSA Verification	Fiscal Requirement FY 24-25 ESSA MOE Verification	June 30, 2024	eGMS		fedaudit@la.gov

Version	Changes Made
v1	added board financial disclosure to June column removed 23-24 from Student Handbook and Student Enrollment Report System Support (page 6) updated with resources and links specific to the 24-25 school year
v2	Enrollment Lottery Process changed from 23-24 to 24-25 school year
v3	Adding Fiscal Disclosure Statement to May submissions