

BESE Charter Schools submit items to multiple departments throughout the school year. The charter accountability team tracks the school's submissions. The following information will help you plan for the submissions based on each deadline. If you have any questions or need additional support, please contact the support person listed on the document and copy your Director of Accountability, along with the charters@la.gov inbox.

Annual Reporting Calendar

July	August	September	October	November	December
Charter Contact Sheet Virtual Attendance Policy Background Check Attestation Insurance Coverage Attestation Board Assurances HOS/CEO Assurances Quarterly Waitlist (Q1) Transportation Plan Crisis Plan Alternate Assessment Participation Review Exit Count SPP/APR (LEA Determination Data) Instructional Material Access Policy FY 2025-2026 Annual Operating Budget EdLink 360: Student EOY Collection Super App - Existing Charters Course Choice Fall/Full Year Reporting	Website Compliance Website Self-Assessment Student Handbook New Charter School Student Enrollment Report Louisiana Evaluation System (LES) Opens Teachers SLTs Evaluators Observations Course Choice Fall/Full Year Reporting Students of the Year Cohort Graduation Certification - Collection Opens SPED Camera Policy EdLink 360: Staff EOY Collection Mentor Resident Stipend Spring Data Collection Education Excellence Fund Application Release Alternate Assessment Participation Review FY 2025-26 MFP Forward Funding Request	School Board Disclosure Super App - New Charters Course Choice Fall/Full Year Reporting OSSE - Opens SHSPY - Opens Student Transcript System Literacy Screener for K-3 Gifted Referral Data - BOY ESYS Data and Verification Report IDEA Child Count Setup for Preliminary Runs Personnel Table 2 Setup for Preliminary Runs Act 79 Report FY 2025-2026 Annual Operating Budget FY 2025-26 General Fund Budget Form A Annual Financial Report (AFR) Act 370 Report Act 771: High-Dosage Tutoring Alternate Assessment Participation Review	Quarterly Waitlist (Q2) Pupil Progression Plan (PPP) TPOY - Opens NTOY - Opens ECTL - Opens IDEA Audit IDEA Count APR Indicator Identification for Monitoring IDEA Count Final Run Quarter 1 Financial Report Technology Readiness Tool Health and Physical Education in Schools Survey Alternate Assessment Participation Review	Enrollment Lottery Process CIS Evaluation Deadline Course Choice Spring Reporting IDEA Count IDEA Personnel Significant Disproportionality Data & CCEIS Determinations Act 674 Report PERs	Course Choice Spring Reporting Cohort Graduation Certification - Collection Closes Dyslexia Reporting Teacher SLT Reported OSSE - Closes SHSPY - Closes

January	February	March	April	May	June
Quarterly Waitlist (Q3) Website Compliance Super App Course Choice Spring Reporting Accommodations and Eligibility for LEAP Connect, ELPT and ELPT Connect Assessments MFP Counts Quarter 2 Financial Report International Associate Teacher Program: Projected Needs Request PERs TPOY - Closes NTOY - Closes ECTL - Closes	Charter Board Meeting Calendar Alternative Education Plan/Process Diploma & Seal Orders Course Choice Spring Reporting MFP Counts International Associate Teacher Program: Evaluations	Parental Involvement Survey Participation - Opens Accommodations and Eligibility for K-3 Literacy and Numeracy Screeners, LEAP 2025 Grades 3-8 and High School Assessments End of Year Data - IEPs Act 370 Report International Associate Teacher Program: Signing Statement and Cooperative Agreement Teacher Roster Verification	Quarterly Waitlist (Q4) Super App IDEA MOE Confirmation End of Year Data - Re-evaluations LEA Determination - Review End of Year Data - Discipline Graduation Data Validation Quarter 3 Financial Report PERs Teacher SLT Reported Teacher Roster Verification	Board Financial Disclosures IDEA MOE Verification ESSA MOE Verification Behavioral Health in Schools Survey School Resources Officers (SROs) Annual Report Local SEAC Reporting Seclusion and Restraint Policy & Data Updates Literacy Screener for K-3 Gifted Referral Data - MOY and EOY Act 353 (LANE) Teacher Roster Verification	Super App Behavioral Health in Schools Survey End of Year Data - SER/SIS End of Year Data - ESYS End of Year Data - Student Profile Grade Rollover Parental Involvement Survey Participation - Closes Act 771: High-Dosage Tutoring

Submission Portals

[EdLink 360](#)

[LEADS](#)

[eGMS](#)

[Data System Support Resources](#)

* Changes to this form will be updated on the [last page](#) of this document.

Charter Accountability Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Charter Contact Sheet	A contact excel spreadsheet that provides the department with details regarding individuals who serve on the charter board and school leadership in roles specific to data collected annually is created by and submitted to charter accountability annually. The excel sheet was emailed to leadership.	July 1, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.		For additional support, please contact your school's Director of Accountability
Virtual Attendance Policy	Virtual BESE-Authorized Charter Schools and Learning Pods that operate as virtual or hybrid models need to provide answers to specific questions identified in policy. Form available on Charter School Resources page.	July 1, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126, §3709	For additional support, please contact your school's Director of Accountability
Charter Background Check Attestation	The school leadership attests to not hiring/contracting with anyone ineligible to work in a school setting as defined in statute. Form available on Charter School Resources page.	July 1, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	La.R.S. 17 §15 La.R.S. 15:587.1,	For additional support, please contact your school's Director of Accountability
Charter Insurance Coverage Attestation	The school leadership attests to being in good standing with all required insurance coverage and that any proof of documentation requested be available for review on all school campuses. Form available on Charter School Resources page.	July 1, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	La.R.S. 17 §3991(18) Bulletin 126 §515(D)(20)	For additional support, please contact your school's Director of Accountability
Charter Board Self - Assessment	Board completeness check to support charter boards in assessing their compliance with bulletin 126 according to their current membership. Form available on Charter School Resources page.	voluntary	Schools may submit this to their Director of Accountability.	La.R.S. 17:3996(B)(20)	For additional support, please contact your school's Director of Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Quarterly Waitlist	Quarterly reporting of a school waitlist. Form available on Charter School Resources page.	July 15, 2026 Oct. 15, 2026 Jan. 15, 2027 April 15, 2027	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126, §2709	For additional support, please contact your school's Director of Accountability
Board Assurances	Essential list of assurances aligned with charter school law and BESE policy signed by the board chair/president. Form available on Charter School Resources page.	July 31, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126 Chapter §2103	For additional support, please contact your school's Director of Accountability
Head of School/ CEO Assurances	Essential list of assurances aligned with charter school law and BESE policy signed by the Head of School/ CEO. Form available on Charter School Resources page.	July 31, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.		For additional support, please contact your school's Director of Accountability.
Transportation Plan	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. Form available on Charter School Resources page.	July 31, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126, §2801(C)	For additional support, please contact your school's Director of Accountability.

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) LA School and Campus Safety Planning Guide LA State Police Safety & Security Checklist Homeland Security and Emergency Preparedness Contacts	July 31, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 741, §339(A)(1)	For additional support, please contact your school's Director of Authorization.
Website Compliance	Directors will review your website in August and again in January.	August 2026 January 2027	All school websites should be up-to-date by the deadlines indicated	BESE Bulletin 741, §301	For additional support, please contact your school's Director of Accountability
Website Self-Assessment Tool	The 2026-2027 Website Self-Assessment Tool is available in the Charter Resource landing page. This self-assessment tool will serve as a guide to ensure all content required is available on the school's website.	August 3, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126	For additional support, please contact your school's Director of Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Student Handbook	The student handbook review checklist was provided on the charter resources page under the guidance tab. Schools will publish the 2026-2027 student handbook on their website. Directors of Accountability will access it directly from your schools website in August while checking website compliance.	August 3, 2026	Publish the 2026-2027 student handbook on your website. Provide the link in the self-assessment website completeness check.	BESE Bulletin 741, §337	For additional support, please contact your school's Director of Accountability
New Charter Student Enrollment Report	New charters will submit their Student Enrollment Report based on attendance the first week of school.	August 3, 2026	Email submission to your Director of Accountability and to the charters@la.gov inbox.		For additional support, please contact your school's Director of Accountability
School Board Disclosure Statement	Statement (Form 403) filed annually to disclose immediate family member employment by a board member to the Louisiana Board of Ethics.	September 15, 2026	Adhere to form directions to properly file. Notify your Director of Accountability that such disclosure has been made to the Louisiana Ethics Administration.	La.R.S. 42:1119B(2)(a)	Louisiana Board of Ethics "Contact Us" page

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
2026-2027 Pupil Progression Plan and Template	The purpose of this document is to assist school systems in developing their required Pupil Progression Plan in accordance with applicable laws and regulations, and to codify school system policies and procedures related to K-12 student placement, promotion and retention. The 2026-2027 PPP template will be released in the summer. An entry will be placed in the weekly newsletter and the system leader call once the template is released. The PPP template will be uploaded to the Pupil Progress section of the LDOE School Policy webpage.	October 31, 2026	The PPP should be submitted as a PDF to ppp@la.gov by October 31. Please copy your Director of Accountability and the charters@la.gov inbox.	La.R.S. 24.4	For additional support, please contact your school's Director of Accountability
Enrollment Lottery Process	Schools should submit the board-approved process and procedures for conducting the school's 2027-2028 enrollment lottery along with their application.	November 29, 2026	Email both submissions to your Director of Accountability and to the charters@la.gov inbox.	BESE Bulletin 126, §2709	For additional support, please contact your school's Director of Accountability
Charter Board Meeting Calendar	Board meeting calendars are due to the Louisiana Board of Ethics annually. Meetings are set on the calendar including dates, times and places for each meeting.	February 1, 2027	Email submission to your Director of Accountability and to the charters@la.gov inbox.	La.R.S. 42:19	For additional support, please contact your school's Director of Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Alternative Ed. Plan/Process	Alternative Education Site Approval Process is designed for all school systems seeking BESE-authorization to operate an Alternative Education (AE) school or program for the 2027-2028 school year based on one of the following conditions: • A new AE site • A change to an existing AE site • Verification of an existing AE site (no intent to make changes to site)	February 27, 2027	Alternative Education Application Submission Portal	Bulletin 131	For additional support, please contact your school's Director of Accountability
Board Financial Disclosures	Schools must submit evidence of the completion of a tier 3 financial disclosure form to Charter Accountability. Form available on Charter School Resources page.	May 31, 2027	Adhere to form directions to properly file with the Louisiana Board of Ethics. Submit your evidence to your Director of Accountability and to the charters@la.gov inbox	R.S. 42:1119B(2)(a)	Louisiana Board of Ethics "Contact Us" page and for additional support, please contact your school's Director of Accountability
Material and Non-Material Amendments	BESE-authorized schools must present any modification to a school's charter. Amendments may make substantive changes which require approval from a majority vote from BESE or be eligible for "delegated authority" as defined in Bulletin 126 (Material). They can also make no substantive change to a school's charter and do not require BESE approval (Non-material)	Ongoing	Charter operator must submit the appropriate request form by email to their Director of Accountability. Forms are available on the LDOE Charter Resource page.	Bulletin 126	For additional support, please contact your school's Director of Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Leadership Change Form	Notification of a change in board membership or CEO to the LDOE along with the board meeting minutes should be submitted using the Leadership Change Form. Additionally, changes to name, email, phone number or address (for board members) and other key personnel should be submitted per occurrence.	Ongoing	Charter operators must submit the appropriate request form by email to their Director of Accountability. The form is available on the LDOE Charter Resource page.	Bulletin 126	For additional support, please contact your school's Director of Accountability
New Board Member Background Check	Once a Leadership Change Form is received for a superintendent (temporary appointments must complete this step as well as permanent appointments) or board members. A board packet is sent from the director of accountability to the LDOE Contact and the board member.	Ongoing	The LDOE contact must submit the forms along with completed tasks and email the packet to their Director of Accountability and the charters@la.gov inbox.	La. R.S. §17:15	For additional support, please contact your school's Director of Accountability

AAA 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.	Student EOY Collection July 9, 2026. Staff EOY Collection August 6, 2026. Note: These are the snapshot dates. All fields must be in the sFTP folders the day before the dates listed above no later than 5pm to be included in the snapshot.	Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.		systemsupport@la.gov
2025-2026 Benchmark Calendar	Contains 2025-2026 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.	STS EOY Deadline September 1, 2026 Please see the Student Transcript System Support page for additional information. The site will be updated on an ongoing basis.	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 (TPOY) + New Teacher of the Year (NTOY) + Early Childhood Teacher/Leader of the Year (EC)- Application Process	For TPOY and NTOY each school system is encouraged to submit up to three teachers and three principals to the state-level process (one elementary, middle and high). For EC, School systems are not restricted in the number of applications they may submit.	Application Process Opens: early October 2026 Closes: January 2027	When the application process opens, the application portals may be accessed on the Awards Page Resources Library	TPOY	TPOY: excellenteducators@la.gov NTOY: britt.colon@la.gov ECTL: Shallan.jones@la.gov
Outstanding School Support Employee of the Year (OSSE) + School Health Service Provider of the Year (SHSPY) - Application Process	For OSSE, each school system is encouraged to submit up to three candidates to the state-level process (one elementary, middle and high). For SHSPY, school systems are not restricted in the number of applications they may submit.	Application Process Opens: Mid-September 2026 Closes: December 2026	When the application process opens, the application portals may be accessed on the Staff and Educators Awards page	OSSE	OSSE & SHSPY: ExcellentEducators@la.gov
Students of the Year	School Systems are encouraged to submit a fifth, eighth, and twelfth-grade candidate to the state-level application processes.	Application process Opens: August/September 2026 Closes: November 2026	When the application process opens, the application portals may be accessed on the Student Awards page	N/A	exemplaryeducator@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.	February 5, 2027 Exact deadline to be communicated in LDOE Newsletter each year.	Form will be placed in the December 2026 newsletter		jenny.moran2@la.gov
CDF End of Year	Each school system or CMO reports the final CDF expenditures for the year.	Exact deadline to be communicated in LDOE newsletter. The date and reporting link is published in the summer.	The form will be placed in the system leader newsletter and announced in the Office of Career and College Readiness Office Hours call.		fastforward@la.gov
CDF Mid-year	Each school system or CMO reports the most up-to-date CDF expenditures at the time of reporting.	Exact deadline to be communicated in LDOE newsletter. The date and reporting link is published throughout the year.	The form will be placed in the system leader newsletter and announced in the Office of Career and College Readiness Office Hours call.		fastforward@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Course Choice Fall/Full Year Reporting	Each school system reports Course Choice enrollments at the time of reporting.	The Course Choice Reporting Portal is open for fall and full year reporting during the months of July-September and is communicated in the LDOE newsletter. The date and published throughout the year.	Reporting takes place directly in the Course Choice Reporting System https://lacourses.net/Default		coursechoice@la.gov
Course Choice Spring Reporting	Each school system reports Course Choice enrollments at the time of reporting.	The Course Choice Reporting Portal is open for spring reporting during the months of July-September and November - February and is communicated in the LDOE newsletter. The date and published throughout the year.	Reporting takes place directly in the Course Choice Reporting System https://lacourses.net/Default		coursechoice@la.gov
Behavioral Health in Schools Survey	R.S. 17:416.23 requires school systems to report the number of students having behavioral or emotional challenges, the number of students for whom a conference was scheduled, and the number of students referred for supportive services.	Portal Opens: May 1, 2027 Closes: June 30, 2028	https://ldoeforms.jotform.com/251205657308051		healthyschools@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
2026 - 2027 School Resources Officers (SROs) Annual Report	Act 148 of the 2019 Regular Legislative Session requires that a city, parish, or other local public school system that has entered into an agreement with a local law enforcement agency to provide for school resource officers (SROs) shall annually report to the state Department of Education the total number of school resource officers provided to the system.	May 1, 2027- May 30, 2027	https://ldoeforms.jotform.com/260773927616871		healthyschools@la.gov

LEADS Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Louisiana Evaluation System (LES) Opens	Louisiana Evaluation System (LES) Opens for 2026-2027 Evaluation data	August 2026	LEP Portal	Bulletin 130	leads@la.gov
Teachers SLTs	Teachers begin entering SLTs and Evaluators begin accepting SLTs	August 2026	LEP Portal	Bulletin 130	leads@la.gov
Evaluators observations	Evaluators begin entering observations	August 2026	LEP Portal	Bulletin 130	leads@la.gov
CIS Evaluation Deadline	Deadline to submit 2025-2026 evaluation data in LES	November 2026	LEP Portal	Bulletin 130	leads@la.gov
PGP/Coaching plans	PGP/Coaching plans are entered	Following first observation	LEP Portal	Bulletin 130	leads@la.gov
Teacher SLTs reported	Teachers report results of SLTs and Evaluators Rate	End of SLT timeframe (typically December or April-May)	LEP Portal	Bulletin 130	leads@la.gov
Completing Evaluations	Completing Teacher, Counselor, Librarian and Other Evaluations	May-August 2026	LEP Portal	Bulletin 130	leads@la.gov
Teacher Roster Verification	Teacher Roster Verification for VAM	March-May 2027	LEP Portal	R.S. 17:3884	leads@la.gov

Diverse Learner Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Exit Count	Reports to run and verify: Exit Count to Exit Child Listing (by LEA and Exit Reason), Exit Summary Begin verifying data: State Performance Plan/Annual Performance Report (SPP/APR), Indicator 11 (Initial Evaluation Compliance) and Indicator 14 (Post School Transition), Preliminary run Reports to run and verify: SPP Indicator 11, Initial Evaluation Management, Post School Transition Information, Post School Transition Missing Info	July 1, 2026	SER	IDEA	Yolanda.oates3@la.gov
SPP/APR (LEA Determination Data) Discipline	State Performance Plan /Annual Performance Report (SPP/APR) Indicator 4 (Discipline) Correction Deadline. Reports to run: Disciplinary Removals-Summary, Disciplinary Removals-Detail (Out of School Expulsions-No, Out of School Expulsions-Yes)	July 5, 2026	SER	IDEA	Yolanda.oates3@la.gov
SPP/APR (LEA Determination Data) Part C	State Performance Plan/Annual Performance Report (SPP/APR) Indicator 12 -Part C Transition Compliance Report Correction Deadline. Reports to run: Part C Compliance Report	July 23, 2026	SER	IDEA	Yolanda.oates3@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
SPED Camera Policy	Each governing authority shall submit a copy of the policies adopted pursuant to this Section to the state Department of Education. Within ten days of any revision of the policies, each governing authority shall submit a copy of the policies to the department. New link is needed if there are revisions to the policy	August 20, 2026	Link Provided in Newsletter and Diverse Learners Monthly Call	RS 17:1948	Lauren.wells@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, 2026 - October 30, 2026 August- November	FTP	ESSA	Karen.becnel@la.gov
Literacy Screener for K-3 Gifted Referral Data - BOY	Louisiana Revised Statute 17:24.9 requires that the literacy screener be used as a tool to assist in identifying students for specific programming, including gifted evaluation. LDOE administers an ad hoc data collection to school systems to collect the number of students who were referred for gifted evaluation as a result of their literacy screening results.	September	Jotform	R.S. 17: 24.9	Bernetta.sims@la.gov
ESYS Data and Verification Report	Reports to Run: ESEY Consideration vs Determination; ESYS Eligibility Served/Not Served; ESYS Student Decision Listing Report	September 1, 2026	SER	State Policy	Yolanda.oates3@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Cohort Graduation Certification	Graduation Cohort validation is needed to ensure Graduation and Drop out data are accurate for reporting in SPS, LEA Determination and Performance Profiles	Snapshot Opens: Mid August Closes: Mid December	EDLink	State Policy	LDOE Data System Support
IDEA Child Count Setup for Preliminary Runs (Count Date as of October 1)	Reports to run and verify: IDEA Students Counted; IDEA Students Not Counted; IDEA Child Count Summary by Disability and Age, SIS/SER Cross Checks, and Cross Check IDEA Count	September 8, 2026	SER	IDEA	Yolanda.oates3@la.gov
Personnel Table 2 Setup for Preliminary Runs (Count Date as of Oct 1)	Reports to run and verify: Service Listing Report, Personnel Reports	September 8, 2026	SER	IDEA	Yolanda.oates3@la.gov
IDEA Audit	Review Data in Edlink to verify match between SIS and SER data	Data Collection Period October 1, 2026	EDLink/SER	IDEA	Yolanda.oates3@la.gov
IDEA Count	Deadline for resolving All Federal Eval errors for private school students. Validate that each public school student has an IEP and every non-public student has a service plan, If any public school student has a service plan, these need to be updated to an IEP using guidance as set forth in Bulletin 1530.	October 5, 2026	SER	IDEA/State Policy	Yolanda.oates3@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
APR Indicator Identification for Monitoring	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).	Mid October	Identification Letters in FTP	IDEA	Yolanda.oates3@la.gov
IDEA Count Final Run	IDEA Count Final run (Count date as of October 1) Deadline for verifying data on all IDEA Reports (Note: eSER snapshot happens at 6 p.m. on 10/28/26 to align with EdLink snapshot on 10/29/26.) SER/SIS child Count Cross Check should be blank.	October 28, 2026	SER	IDEA	Yolanda.oates3@la.gov
IDEA Count	Deadline for obtaining signatures and uploading a completed IDEA Child Count Statement of Affirmation Form (SOA Link available 11/2/2026)	November 13, 2026	Link Provided in Data Management Calls	State Policy	LDOE Data System Support

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.	TBD	Form will be placed in the March newsletter	Act 108 Reporting FAQ	Louisianaliteracy@la.gov
Act 353 (LANE)	Act 353 Requires all K-8 math teachers to complete an approved professional development course that includes information on instructing students regarding the vertical alignment of mathematical concepts and the blending of concepts, procedures, strategies, problem-solving, and disposition. On May 1, 2026, and annually thereafter, require each city, parish, or other local public school board to report to the department the number and percentage of teachers who have successfully completed an approved professional development course.	May 1, 2027	contact math@la.gov to receive a spreadsheet for roster verification	RS 17:24.13	math@la.gov
Technology Readiness Tool	School systems should submit required technology information, ensuring they meet the standards for devices, Internet bandwidth, software applications, and local network capacity.	October 1, 2026	Sheet will be placed on the EdTech website on May 14; Submission Opens August 13	§3921.2. Statewide Educational Technology Plan	edtech@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
Act 771: High-Dosage Tutoring	School systems will submit a plan to the LDOE by September 15th in the E-Grant Management System (EGMS). Each school system will also submit a report by June 1, 2025 with information on what actually occurred in program implementation throughout the school year.	September 15, 2026 - June 1, 2027	eGMS (HDT Plan) Attendance (EdLink Extract- consult with data manager)	Act 771 of the 2024 Louisiana Legislative Session	Programmatic/Policy questions: Tutoring@la.gov Data Extract questions: systemsupport@la.gov
International Associate Teacher Program	School systems submit the annual Projected Needs Request for new and returning International Associate Teachers	January 15, 2027	language.acquisition@la.gov	Louisiana's International Associate Teacher Program	Language.Acquisition@la.gov
International Associate Teacher Program	School systems submit the annual Evaluations of International Associate Teachers	February 15, 2027	language.acquisition@la.gov	Louisiana's International Associate Teacher Program	Language.Acquisition@la.gov
International Associate Teacher Program	School systems submit the official Signing Statement for new and returning International Associate Teachers	March 15, 2027	language.acquisition@la.gov	Louisiana's International Associate Teacher Program	Language.Acquisition@la.gov
International Associate Teacher Program	School systems submit the official Cooperative Agreement for new and returning International Associate Teachers	March 30, 2027	language.acquisition@la.gov	Louisiana's International Associate Teacher Program	Language.Acquisition@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
Mentor Resident Stipend Spring Data Collection	Spring (End of Year) collection of mentor and resident data on Edlink 360 used to determine eligibility for stipends.	August 6, 2026	mentorandcontentleaders@la.gov	Minimum Foundation Program	Programmatic/policy questions: mentorandcontentleaders@la.gov Data Extract questions: systemsupport@la.gov
Mentor Resident Stipend Fall Data Collection	Fall (Beginning of Year) collection of mentor and resident data on Edlink 360 used to determine eligibility for stipends.	TBD	mentorandcontentleaders@la.gov	Minimum Foundation Program	Programmatic/policy questions: mentorandcontentleaders@la.gov Data Extract questions: systemsupport@la.gov
Health and Physical Education in Schools Survey	Each school completes an annual survey on school health, recess, physical activity, and employee training.	October 16, 2026	Survey will open September 1, 2026	Louisiana Revised Statute 17:17.4	classroomsupporttoolbox@la.gov

Finance Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
FY 2025-2026 Annual Operating Budget	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.	July 31, 2026	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	CharterFinanceHelpdesk@la.gov
FY 2025-2026 Annual Operating Budget - Adopted	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.	September 30, 2026	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	CharterFinanceHelpdesk@la.gov
FY 2025-26 General Fund Budget Form A	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.	September 15, 2026	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov		CharterFinanceHelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
FY 2025-26 MFP Forward Funding Request	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 sizable, 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 March through June of the fiscal year.	August 12, 2026	The forms should be submitted to mfphelpdesk@la.gov	MFP Resolution	CharterFinanceHelpdesk@la.gov
Annual Financial Report (AFR)	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.	September 30, 2026	The completed AFR should be uploaded via the LEADS Portal: https://leads5.doe.louisiana.gov/ptl/	RS 17:92	CharterFinanceHelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
Quarter 1 Financial Report	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.	October 31, 2026	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	CharterFinanceHelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
Quarter 2 Financial Report	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.	January 31, 2027	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	CharterFinanceHelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
Quarter 3 Financial Report	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.	April 30, 2027	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	CharterFinanceHelpdesk@la.gov
Act 370 Report	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 Department of Treasury.	September 30, 2026 March 31, 2027	This information must be submitted via the Department of Treasury's portal.	2023 legislative session HB 462 (Act 370)	CharterFinanceHelpdesk@la.gov

Grant Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Education Excellence Fund	2026-27 application will release in August	TBD	eGMS		grantshelpdesk@la.gov
High Cost Services Grant	Competitive grant for LEAs to seek reimbursement for high-cost special education services. Projected release date of Round 1 application is Fall of 2026; Winter of 2026 for Round 2 application.	TBD	MTW GMS - Grants Management System (louisiana.gov)	Annual MFP Formula, Level 4	Randy Littleton Randy.littleton@la.gov
Super App	2026-27 Amendment 1: Existing Charters: due on or before June 30, 2026 New 2026-27 Charters: funding loaded at the end of August 2026, application should be submitted by the end of September 2026	Existing: June 30, 2026 New: September 30, 2026	eGMS		grantshelpdesk@la.gov
PERs	9.30, 12.31, 3.31 and 6.30 for each one of these PERs they have 15 days to submit the document except for the 9.30 PER. 6.30 PER they have until July 15th to submit the report. The 9.30 because it is a close out for the federal fiscal year November 15th.	November 15, 2026 January 15, 2027 April 15, 2027 July 15, 2027	eGMS		grantshelpdesk@la.gov
Anti-discrimination Assurances	The 2026-27 Common Assurances, and the 2026-27 Compliance with Nondiscrimination Assurances will be available in Fiscal Year 2027 LEA Central Data in eGMS.	Will be available in Fiscal Year 2027 LEA Central Data in eGMS.	eGMS		Randy Littleton Randy.littleton@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Statewide Monitoring (if selected)	Documentation/Evidence as required/indicated on federal and state program monitoring tools. Monitoring schedule is announced quarterly and is based on risk and/or cycle, depending on program.	Quarterly Notices are in newsletter at least 30 days prior to: October 1 January 1 April 1 September 1	Data Management File Transfer Portal (FTP)	2 CFR Part 200.329 Monitoring and reporting program performance 2 CFR Part 200.332 Requirements for pass-through entities 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	ide-program.monitoring@la.gov or angela.randall@la.gov

MOE Fiscal: Federal Audit

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
IDEA MOE Confirmation	FY 2025-2026 IDEA MOE Confirmation	April 2027	eGMS		fedaudit@la.gov
IDEA MOE Verification	FY 2027-2028 IDEA MOE Verification	May 2027	eGMS		fedaudit@la.gov
ESSA MOE Verification	FY 2027-2028 ESSA MOE Verification	May 2027	eGMS		fedaudit@la.gov

Education Policy

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
HB 818 (Act 674) Effective 6/2/2026	Beginning with the 2026-2027 school year, no later than November 1 annually, each public school governing authority submits to LDOE, in the form and manner prescribed by LDOE: the assessment-schedule information required to be posted (statewide-schedule link/PDF and the local assessment schedule), the website address where posted, and the annual local assessment review report. LDOE compiles submissions to the House and Senate education committees by Dec. 20 and posts publicly by Jan. 15. Charter schools are covered: R.S. 17:24.4 applies to charters through the existing pupil-assessment carve-in.	November 1, 2026		R.S. 17:24.4 applies to charters through the existing pupil-assessment carve-in (Bulletin 126 §4003, ¶15)	Assessment@LA.GOV
Instructional Material Access Policy	Updated policy providing for parent access to instructional materials	Ongoing	Should already be posted on the school's website. Revisions go to Ed Policy email.	Act 103 (2025)	EducationPolicy@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
HB 316 (Act 79)	Beginning September 1, 2026, and triennially thereafter, each public school serving grades 4-8 develops and submits to LDOE an adolescent literacy skills plan and posts it on the school website. Charter tiers: a charter with a school performance letter grade or progress index of A, B, or C is exempt; a D or F charter submits its plan to its chartering authority instead of LDOE. May be consolidated with the K-3 foundational literacy plan.	Begins September 1, 2026	Louisianaliteracy@la.gov -and- Posted on school website	HB 316 (Enrolled – at the Governor) – Act 79	Louisianaliteracy@la.gov

Version History

Version	Changes Made
v1	8/3 Removed an end of school year submission from College and Career Readiness.

Naming files to be submitted to OSC, for example;

Fillable Draft-26-27 Contact Sheet.xlsx should become;

- YOUR SCHOOL NAME 26-27 Contact Sheet.xlsx
- YSN 26-27 Contact Sheet.xlsx