

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
Transportation Plan	Student Enrollment Report	Principal/Teacher of The Year Application Opens	Pupil Progression Plan	Enrollment Lottery Process	Website Compliance Review
Student Handbook	Website Assessment Tool	Student of the Year Application Opens	2nd Quarterly Waitlist Report	Technology Readiness Tool	Course Choice Spring Reporting
Crisis Plan	2025-2026 Benchmark Calendar	Course Choice Fall/Full Year Reporting	Outstanding School Support Employee Applications Open	Student of the Year Applications Due	Dyslexia Reporting
Board Meeting Calendar	Act 260	Literacy Screener Gifted Referral Data - BOY	Alternate Assessment Participation Review	Course Choice Spring Reporting	SLT and Evaluator Ratings
1st Quarterly Waitlist Report	Course Choice Fall/Full Year Reporting	FY 2025-2026 Annual Operating Budget - Adopted	APR Indicator Identification for Monitoring	Significant Disproportionality Data & CCEIS Determinations	Achieve!
Virtual Attendance Policy	Seclusion and Restraint Policy and Data Updates	FY 2025-2026 General Fund Budget Form A (New)	Quarter 1 Financial Report	PERs	High Cost Services Grant Round 2
Course Choice Fall/Full Year Reporting	Louisiana Evaluation System (LES) Opens	Annual Financial Report	High Cost Services Grant Round 1		
FY 2025-2026 Annual Operating Budget	SLTs	Act 370 Report (New)	Bylaws		
Initial Facility Lease Agreement	Observations	Act 771: High-Dosage Tutoring			
	Education Excellence Fund App Opens	Student Transcript System			
		Charter School Assurances			

January	February	March	April	May	June
3rd Quarterly Waitlist Report International Associate Teacher Program Principal/Teacher of the Year Applications Due Outstanding School Support Employee Applications Due CDF MOY Course Choice Spring Reporting CIS Evaluation Deadline Quarter 2 Financial Report PERs	Diploma & Seal Orders Board Meeting Calendar International Associate Teacher Program Course Choice Spring Reporting	International Associate Teacher Program Teacher Roster Verification for VAM Act 370 Report (New)	4th Quarterly Waitlist Report LEA Determination Review -Draft SLT and Evaluator Ratings Teacher Roster Verification for VAM IDEA MOE Confirmation Quarter 3 Financial Report PERs	Act 108 Board Financial Disclosures Local SEAC Reporting LEA Determination Review - Final Due Literacy Screener Gifted Referral Data - MOY and EOY SLT and Evaluator Ratings Teacher Roster Verification for VAM IDEA MOE Verification ESSA MOE Verification	Charter School Contact Information CDF EOY Parental Involvement Survey Participation Super App Act 771: High Dosage Tutoring

Ongoing Submissions		
EdLink 360	LEADS	eGMS
Changes to the Initial Facility Lease Agreement	Charter Leadership Change Form	Material and Non-Material Amendments

* 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
Initial Facility Lease Agreement	New charter schools will provide the initial lease agreement, while current charters will submit when they have been approved for a location change, or when a lease is updated/ renewed or added.	July 1, 2025, and Ongoing	charters@la.gov and your Director of Charter Accountability	Charter Contract	For additional support, please contact your school's Director of Charter Accountability
Board Meeting Calendar	Meetings are made public at the beginning of each calendar year, including dates, times, and places of those meetings.	July 31, 2025 February 1, 2026	charters@la.gov and your Director of Charter Accountability	La.R.S. 42:19	For additional support, please contact your school's Director of Charter Accountability
Contact Information	An 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.	June 28, 2026	Submit your 2026-2027 School Contact Spreadsheet to charters@la.gov and your Director of Charter Accountability		For additional support, please contact your school's Director of Charter Accountability
Board Chair Assurances	List of assurances aligned with charter school law and BESE policy found in Bulletin 126. The Charter Board Chair shall submit a signed assurance copy annually.	September 2025	charters@la.gov and your Director of Charter Accountability		For additional support, please contact your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Head of School/ CEO Assurances	List of assurances aligned with charter school law and BESE policy found in Bulletin 126. The Charter Board Chair shall submit a signed assurance copy annually.	October 19, 2025	charters@la.gov and your Director of Charter Accountability		For additional support, please contact your school's Director of Charter 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.	July 31, 2025	charters@la.gov and your Director of Charter Accountability	BESE Bulletin 126, §2801(C)	For additional support, please contact your school's Director of Charter Accountability.
Student Handbook	Student Handbook Guidance has been provided here.	July 31, 2025	charters@la.gov and your Director of Charter Accountability	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, 2025	charters@la.gov and your Director of Charter Accountability		For additional support, please contact your schools Director of Authorization.

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Non-profit Bylaws	Bylaws will be submitted annually. If changes were made during the current year, a bylaw change form will be submitted to accompany the bylaws.	October 1, 2025, and Ongoing	charters@la.gov and your Director of Charter Accountability	Charter contract	For additional support, please contact your school's Director of Charter Accountability
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, 2025	charters@la.gov and your Director of Charter Accountability	BESE Bulletin 741, §339(A)(1)	For additional support, please contact your school's Director of Charter Accountability
Website Self-Assessment	The 2025-2026 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.	Self-Assessment Tool due August 31, 2025	charters@la.gov and your Director of Charter Accountability	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Alternative Education Disclosure Form	School leadership can utilize this tool to determine if they are utilizing an alternate location that should be disclosed to the Office of School Choice.	Ongoing Voluntary	charters@la.gov and your Director of Charter Accountability		For additional support, please contact your school's Director of Charter Accountability
Charter Board Self-Assessment	Tool to assess your board's adherence to the Louisiana Code of Governmental Ethics.	Voluntary	charters@la.gov and your Director of Charter Accountability	La.R.S. 42:1101	For additional support, please contact your school's Director of Charter Accountability
2025-2026 Pupil Progression Plan	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.	October 31, 2025	The PPP should be submitted as a PDF to ppp@la.gov and charters@la.gov by October 31.	RS 17:24.4	ppp@la.gov
Enrollment Lottery Process	Schools should submit the board-approved process and procedures for conducting the school's 2026-2027 enrollment lottery	November 29, 2025	charters@la.gov and your Director of Charter Accountability	BESE Bulletin 126. \$2709	For additional support, please contact your school's Director of Charter Accountability
Website Compliance Review	A link to the school website has been submitted via the Charter Contact Survey. School website monitoring elements are listed in the charter resource library on the Louisiana Department of Education website.	December 6, 2025	All school websites should be up to date by the deadline indicated	BESE Bulletin 741. \$301	For additional support, please contact your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Quarterly Waitlist Report	Quarterly reporting of a school's waitlist.	July 15, 2025 October 15, 2025 January 15, 2026 April 15, 2026	Submit to charters@la.gov and your Director of Charter Accountability	BESE Bulletin 126, §2709	For additional support, please contact your school's Director of Charter Accountability
Board Financial Disclosures	Schools must submit a copy of the board of directors' financial disclosure forms.	May 31, 2026	Charters@la.gov and your Director of Charter Accountability	RS 42:1114	For additional support, please contact your school's Director of Charter Accountability
Virtual Attendance Plan	Virtual Schools and Learning Pods need to submit this form to your director of charter accountability.	7/1/2025	Submit to charter@la.gov and your Director of Charter Accountability	BESE Bulletin 126, §3709	For additional support, please contact your school's Director of Charter 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.	<p>Student EOY Collection July 9, 2026. Staff EOY Collection August 6, 2026.</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 5pm 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.gov
2025-2026 Benchmark Calendar	Contains 2025-2026 data reporting benchmarks and data snapshot dates for EdLink 360 and more.	Ongoing	<p>Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.</p>		systemsupport@la.gov
Student Transcript System	The system in which student transcripts are submitted for 8 to 12th-grade students.	<p>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.</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 (TPOY) + New Teacher of the Year (NTOY) + Early Childhood Teacher/Leader 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).	Application process Opens: October 1, 2025 Closes: January 26, 2026	When the application process opens, the application portals may be accessed on the Awards Page Resources Library- https://doe.louisiana.gov/about/awards/awards-library	TPOY	TPOY- excellenteducators@la.gov NTOY- Shallan.Jones@la.gov ECTL- Laurie.Carlton@la.gov
Outstanding School Support Employee of the Year (OSSE) + School Health Service Provider of the Year (SHESPY) + School Physical Activity Award (PA) - Application Process	School Systems are encouraged to submit candidates to the state-level application processes.	Application process Opens: September 16, 2025 - Closes: December 9, 2025	When the application process opens, the application portals may be accessed on the Awards Page Resources Library- https://doe.louisiana.gov/about/awards/awards-library	OSSE PA	OSSE- ExcellentEducators@la.gov SHESPY/PA- healthyschools@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 26, 2025 Closes: November 14, 2025	When the application process opens, the application portals may be accessed on the Awards Page Resources Library- https://doe.louisiana.gov/about/awards/awards-library		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.	Exact deadline to be communicated in LDOE Newsletter each year. February 6, 2026	Form will be placed in the December 2025 newsletter		Suzette.rabalais@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.	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 is published throughout the year.	Reporting takes place directly in the Course Choice Reporting System https://lacourses.net/Default		sca@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 is published throughout the year.	Reporting takes place directly in the Course Choice Reporting System https://lacourses.net/Default		sca@la.gov

LEADS Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Deadline to submit 2024-2025 evaluations	Deadline to submit 2024-2025 evaluation data in CIS.	January 2026		BESE Bulletin 130	leads@la.gov
Louisiana Evaluation System (LES) Opens	Louisiana Evaluation System (LES) opens for 2025-2026 Evaluation data	August 2025		BESE Bulletin 130	leads@la.gov
Teacher SLTs	Teachers begin entering SLTs and Evaluators begin accepting SLTs	August 2025		BESE Bulletin 130	leads@la.gov
Evaluator observations	Evaluators begin entering observations	August 2025		BESE Bulletin 130	leads@la.gov
PGP/Coaching plans	PGP/Coaching plans are entered.	Following the first observation		BESE 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)		BESE Bulletin 130	leads@la.gov
Completing Evaluations	Completing Teacher, Counselor, Librarian and Other Evaluations	May-August 2025		BESE Bulletin 130	leads@la.gov
Teacher Roster Verification	Teacher Roster Verification for VAM	March-May 2026		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
Dyslexia reporting	Legislative mandate collected through a jotform annually. Notification will be posted in the newsletter the week prior to the jotform opening on October 1.	December 15	Jotform link in newsletter	R.S. 17: 392.11	Yolanda.oates3@la.gov
Local SEAC reporting	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.	May 31, 2026	Survey link in the newsletter	R.S.17:1944	Meredith.jordan@la.gov
Seclusion and Restraint Policy & Data 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 forms 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
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

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Significant Disproportionality Data & CCEIS Determinations	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 <u>v</u>
Parental Involvement Survey Participation	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	March 1 - June 30	Jotform link in newsletter for Parents	IDEA	Yolanda.oates3@la.gov <u>v</u>

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
APR Indicator Identification for Monitoring	<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>	Mid October	Identification Letters in FTP	IDEA	Yolanda.oates3@la.gov <u>Y</u>
LEA Determination Review	<p>The Department uses information from a three tiered process that include 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 IDEA</p>	<p>Mid-April for Draft, Final Issued Mid-May</p>	Determinations in FTP	IDEA	Yolanda.oates3@la.gov <u>Y</u>
Literacy Screener Gifted Referral Data - BOY		September	Jotform		

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Literacy Screener Gifted Referral Data - MOY and EOY		May	Jotform		

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, 2026	From will be placed in the March 2025 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.	August 1, 2025	Survey Link	Act 260 Guidance	math@la.gov
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, 2026 with information on what actually occurred in program implementation throughout the school year.	September 15 June 1	eGMS (HDT Plan) Attendance (EdLink Extract-consult with data manager)	Act 771 of the 2024 Louisiana Legislative Session	Tutoring@la.gov (programmatic/policy questions) systemsupport@la.gov (data extract questions)

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
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	November 1, 2025	Sheet will be placed on the EdTech website in July	§3921.2. Statewide Educational Technology Plan	edtech@la.gov
International Associate Teacher Program	School systems submit the annual Projected Needs Request for new and returning International Associate Teachers	January 15, 2026	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, 2026	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, 2026	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, 2026	language.acquisition@la.gov	Louisiana's International Associate Teacher Program	Language.Acquisition@la.gov

Finance Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
FY 2024-2025 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, 2025	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, Section 2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
FY 2024-2025 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, 2025	<u>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</u>	BESE Bulletin 126, Section 2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
FY 2024-25 General Fund Budget Form A (New)	For the fiscal year that begins July 1, 2024, each Type 2 and Type 5 charter school will begin submitting <i>Budget Form A</i> to LDOE by September 30th of each year, in addition to the quarterly budget submissions.	September 15, 2025	<u>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</u>		If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/ Statute Requirements	Support Contact
FY 2024-25 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.	Notice of submission date will be placed in the charter school newsletter	The forms should be submitted to mfphelpdesk@la.gov	MFP Resolution	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
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, 2025	The completed AFR should be uploaded via the LEADS Portal: https://leads5.doe.louisiana.gov/ptl/	RS 17:92	<u>If you have any questions or require further information, contact</u> Stateaudit@la.gov Or reach out to your school's Director of Charter Accountability

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, 2025	<u>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</u>	BESE Bulletin 126, Section 2505(A)	<p><u>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</u></p> <p><u>Or reach out to your school's Director of Charter Accountability</u></p>
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, 2026	<u>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</u>	BESE Bulletin 126, Section 2505(A)	<p><u>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</u></p> <p><u>Or reach out to your school's Director of Charter Accountability</u></p>

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, 2026	<u>The forms should be submitted via email to CharterFinanceHelpdesk@la.gov</u>	BESE Bulletin 126, Section 2505(A)	<p><u>If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov</u></p> <p><u>Or reach out to your school's Director of Charter Accountability</u></p>
Act 370 Report (New)	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 the Treasury.	September 30, 2025 March 31, 2026			

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 9/30/25 and liquidates on or before 12/16/2025.	December 16, 2025	eGMS		LDOE.GrantsHelpdesk@la.gov
Education Excellence Fund	2024-25 application will release in August	App opens: September 19, 2025 Submission deadline: October 10, 2025	eGMS		LDOE.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 October 7, 2025; December 2 for Round 2 application.	TBD	<u>MTW GMS - Grants Management System (louisiana.gov)</u>	<u>Annual MFP Formula, Level 4</u>	Ashley.Augustine@la.gov
Super App	2024-25 Amendment 1 is due on or before June 20, 2026.	June 20, 2026	eGMS		grantshelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
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, 2025 January 15, 2026 April 15, 2026 July 15, 2026	eGMS		grantshelpdesk@la.gov
Anti-discrimination assurances	The 2025-26 Common Assurances, and the 2025-26 Compliance with Nondiscrimination Assurances will be available in Fiscal Year 2026 LEA Central Data in eGMS.	April 2026	eGMS		If you have any questions, please contact Randy Littleton (Randy.littleton@la.gov)

MOE Fiscal: Federal Audit

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
MOE Fiscal Requirement	FY 2024-2025 IDEA MOE Confirmation	April 2026	eGMS		fedaudit@la.gov
MOE Fiscal Requirement	FY 2026-2027 IDEA MOE Verification	May 2026	eGMS		fedaudit@la.gov
MOE Fiscal Requirement	FY 2026-2027 ESSA MOE Verification	May 2026	eGMS		fedaudit@la.gov

Version History

Version	Changes Made
---------	--------------

v1	Moved Charter School Assurances to September. Moved Bylaws to October.
v2	Added “and your Director of Charter Accountability”. Updated Deadline dates. Updated email address: LDOE.GrantsHelpdesk@la.gov. Provided a link to the Student Handbook Guidance. Changed Head of School/CEO Assurances deadline to 10/3/25.
v3	Changed Head of School/CEO Assurances deadline to October 19, 2025.

Naming files to be submitted to OSC example;

Fillable Draft-25-26 Contact Sheet.xlsx should become;

- YOUR SCHOOL NAME 25-26 Contact Sheet.xlsx
- YSN 25-26 Contact Sheet.xlsx