



# Massachusetts Department of Elementary and Secondary Education

## Charter School Reporting Requirements\* for the 2008-2009 School Year

(Last updated on 8/21/08)

Report/Form	What does it collect?	Level of Data	Data as of/for	Due Date	Collection Method	More Information	
<b>Fall 2008</b>							
Federal Entitlement/Allocation Grant Applications for FY2009	Documents/files submitted to access federal funds through NCLB and IDEA, or state allocation funds.	District	FY2009	as soon as possible	electronic file transmission	<a href="http://finance1.doe.mass.edu/grants/grants09/rfp/NCLB_memo.html">http://finance1.doe.mass.edu/grants/grants09/rfp/NCLB_memo.html</a>	<input type="checkbox"/>
Directory Administration (School and District Profiles)	Current contact information for the school and key staff members for the ESE's School and District Profiles Directory and key staff members (used to generate mailing lists).	District/School	Today	as soon as possible	online application	<a href="http://www.doe.mass.edu/infoservices/data/diradmin/">http://www.doe.mass.edu/infoservices/data/diradmin/</a>	<input type="checkbox"/>
Notice to Commissioner re: dismissal, non-renewal, resignation, other discipline of licensed educator arising from misconduct that might give cause to limit or revoke educator's license.	As the licensing authority for Massachusetts educators, the Commissioner is made aware of misconduct that may call into question the "sound moral character" that state law requires of every licensed educator.	District/School	Today	ongoing, within 30 days of such resignation or dismissal	paper	<a href="http://www.doe.mass.edu/news/news.asp?id=2605">http://www.doe.mass.edu/news/news.asp?id=2605</a>	<input type="checkbox"/>
Approval for new board members	Approval of the Commissioner must be received before that board member is allowed to vote.	Individual board members	ongoing	As soon as the school's board votes approval	paper	<a href="http://www.doe.mass.edu/charter/governance/">http://www.doe.mass.edu/charter/governance/</a>	<input type="checkbox"/>
Disclosures of Financial Interest for board members	A statement in which board members disclose any financial interest they may have related to charter schools.	Individual board members	Calendar Year 2006/7 (Jan. 1, 2007 - Dec. 31, 2007)	September 1, 2008 and within 30 days for new members	paper	<a href="http://www.doe.mass.edu/charter/governance/">http://www.doe.mass.edu/charter/governance/</a>	<input type="checkbox"/>
National School Lunch Renewal Documents	Renewal application information for schools participating in the National School Lunch Program.	District	School Year 2008-2009	September 26, 2008	online form	<a href="http://www.doe.mass.edu/news/news.asp?id=4188">http://www.doe.mass.edu/news/news.asp?id=4188</a>	<input type="checkbox"/>
National School Lunch Financial Report	Financial summary of school lunch program.	District	FY2008 (July 1, 2007 - June 30, 2008)	October 1, 2008	online form	Contact School Nutrition Programs at (781) 338-6498	<input type="checkbox"/>
Letters of Intent to Apply for FY08 Academic Support Services Grants	Notifies the Student Support office of the school's intent to apply for Academic Support Services grant for FY2009.	District	School Year 2008-2009 (including summer 2009)	October 6, 2008	online form	<a href="http://www.doe.mass.edu/conference/?ConferenceID=530">http://www.doe.mass.edu/conference/?ConferenceID=530</a>	<input type="checkbox"/>
Final Financial Reporting for Federal Grants	Grant project expenditure summary.	District	Grant project period (generally Sept. 1, 2007 to Aug. 31, 2008)	60 days after the end of the project - Usually October 1, 2008	paper	<a href="http://finance1.doe.mass.edu/Grants/procedure/default.html">http://finance1.doe.mass.edu/Grants/procedure/default.html</a>	<input type="checkbox"/>
Technology Plan Update	School technology data.	District/School	School Year 2007-2008	October 10, 2008	on-line form	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
Graduation Rate Application	Graduation rate information.	Student	Fall 2008	Late October 2008	online application	<a href="http://www.doe.mass.edu/infoservices/reports/gradrates/">http://www.doe.mass.edu/infoservices/reports/gradrates/</a>	<input type="checkbox"/>
SIMS October 1 Collection	52 data elements for individual students.	Student	October 1, 2008	October 30, 2008	electronic file transmission	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
*NEW* Food Safety Inspection Compliance Reports	Local health approvals for your food program.		School Year 2007-2008	October 31, 2008	paper	Contact School Nutrition Programs at (781) 338-6498	<input type="checkbox"/>
<b>Winter 2009</b>							
EPIMS	Education Personnel Information Management System which collects individual educator data (replaces the District School Staffing Report).	District/School	October 1, 2008	January 15, 2009	electronic file transmission	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
Independent Financial Audit + Charter School End of Year Financial Report	Financial statements and data in accordance with the Charter School Audit Guide.	District	FY2008 (July 1, 2007 - June 30, 2008)	January 1, 2009	paper + electronic file transmission	<a href="http://finance1.doe.mass.edu/charter/">http://finance1.doe.mass.edu/charter/</a>	<input type="checkbox"/>
Charter Leader Certification of SIMS October 1 Collection	Certification of accuracy of SIMS data submission.	District	October 1, 2008	January 14, 2009	paper	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>

<i>February 15th Charter School Claim Form</i>	<i>Individual student data (supplemental to SIMS) used to calculate final charter school tuition payments.</i>	<i>Student</i>	<i>February 15, 2008</i>	<i>March 1, 2008</i>	<i>electronic file transmission</i>	<i>Contact Hadley Cabral in School Finance at (781) 338-6586</i>	<input type="checkbox"/>
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Report/Form	What does it collect?	Level of Data	Data as of/for	Due Date	Collection Method	More Information	
<b>Spring 2009</b>							
<i>Pre-Enrollment Report for 2008-20089</i>	<i>Projected enrollment for the next school year.</i>	District	School Year 2008-2009	March 19, 2008	online form	<a href="http://finance1.doe.mass.edu/charter/">http://finance1.doe.mass.edu/charter/</a>	<input type="checkbox"/>
SIMS March 1 Collection	52 data elements for individual students.	Student	March 1, 2009	March 26, 2009	electronic file transmission	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
School and District "Report Cards" sent to parents	Information about the school, as required by Title I of ESEA of 2001 (NCLB)	District	School Year 2007-2008	March 30, 2009	variable	<a href="http://www.doe.mass.edu/nclb/reportcard">http://www.doe.mass.edu/nclb/reportcard</a>	<input type="checkbox"/>
Applications for Circuit Breaker Extraordinary Relief Payments (if applicable)	A financial claim form for extraordinary, unexpected current-year special education Circuit-Breaker eligible expenses.	Student	School Year 2008-2009	March 31, 2009	electronic file transmission	<a href="http://finance1.doe.mass.edu/seduction/">http://finance1.doe.mass.edu/seduction/</a>	<input type="checkbox"/>
Regional Student Advisory Council (SAC) members election affidavits	Names of two students at each secondary school to serve on the Regional SAC.	District/School	School Year 2009-20010	Late March / Early April 2009	paper	<a href="http://www.doe.mass.edu/sac/election/">http://www.doe.mass.edu/sac/election/</a>	<input type="checkbox"/>
<i>Significant Expansion Projections for 2008-2008</i>	<i>Projected enrollment for SPED, ELL, and Low-Income students for the next school year for "significantly expanding schools."</i>	District	School Year 2008-2009	May 1, 2009	online form	<a href="http://finance1.doe.mass.edu/charter/">http://finance1.doe.mass.edu/charter/</a>	<input type="checkbox"/>
Charter Leader Certification of SIMS March 1 Collection	Certification of accuracy of SIMS data submission.	District	March 1, 2009	May 8, 2009	paper	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
<b>Summer 2009</b>							
Federal Entitlement/Allocation Grant Applications	Documents/files submitted to access federal funds through NCLB and IDEA or state allocation funds.	District	FY2009	Rolling due dates, Late June 2009 recommended	electronic file transmission	<a href="http://finance1.doe.mass.edu/grants/">http://finance1.doe.mass.edu/grants/</a>	<input type="checkbox"/>
Grant Assurances Document	Required certification document that must be submitted for schools to receive federal funds under NCLB and IDEA.	District	FY2009	June 30, 2009	paper	<a href="http://finance1.doe.mass.edu/Grants/">http://finance1.doe.mass.edu/Grants/</a>	<input type="checkbox"/>
Title 1 Data Report	Title I programming information. See also <a href="http://www.doe.mass.edu/news/news.asp?id=4211">http://www.doe.mass.edu/news/news.asp?id=4211</a>	District	School Year 2008-2009	August 31, 2009	online form	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
Final Circuit Breaker Claim Forms	A financial claim form for extraordinary, unexpected current-year special education Circuit-Breaker eligible expenses.	Student	School Year 2008-2009	July 10, 2009	electronic file transmission	<a href="http://finance1.doe.mass.edu/seduction/">http://finance1.doe.mass.edu/seduction/</a>	<input type="checkbox"/>
SIMS End of Year Collection	52 data elements for individual students.	Student	Last day of instruction 2008-2009	July 9, 2009	electronic file transmission	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
School Safety and Discipline Report (SSDR)	Individual data for each exclusion or disciplinary action resulting from a violent act, drug, or weapon offense (previously collected via SPED Discipline Report and Student Exclusion Record Form).	Incident	School Year 2008-2009	July 31, 2009	online form in Security Portal	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
<i>Annual Report</i>	<i>Summary data for progress made during the preceding school year.</i>	District	School Year 2008-2009	July 31, 2009	paper and electronic file submission	<a href="http://www.doe.mass.edu/charter/acct.html">http://www.doe.mass.edu/charter/acct.html</a>	<input type="checkbox"/>
<i>Amendment requests for 2010-2011 involving: maximum enrollment increases or changes to grades served, the charter school's "region", or location of facilities.</i>	<i>The school's case for why the Board of Education should grant an amendment to the school's charter.</i>	District	<i>the date of the amendment request</i>	July 31, 2009	paper	<a href="http://www.doe.mass.edu/charter/tech_advisory/06_1.html">http://www.doe.mass.edu/charter/tech_advisory/06_1.html</a>	<input type="checkbox"/>
<i>Application for Renewal (only applicable to schools in their 4th, 9th, or 14th year of operation)</i>	<i>The school's case for why the Board of Education should renew its charter.</i>	District	July 31, 2009	July 31, 2009	paper and electronic file submission	<a href="http://www.doe.mass.edu/charter/acct.html">http://www.doe.mass.edu/charter/acct.html</a>	<input type="checkbox"/>
Charter Leader Certification of SIMS End of Year Collection	Certification of accuracy of SIMS data submission.	District	Last day of instruction 2008-2009	August 7, 2009	paper	<a href="http://www.doe.mass.edu/infoservices/data/schedule.html">http://www.doe.mass.edu/infoservices/data/schedule.html</a>	<input type="checkbox"/>
* Note: This summary is intended to compile major reporting requirements submitted to ESE--subject to change--of all schools and districts that are relevant to charter schools as well as reporting requirements unique to charter schools (listed in italics), with the exception of those related to MCAS/MEPA Test Administration. Please refer to the MCAS/MEPA Testing Schedule and the Superintendent's Checklist (web links at right) for specific testing deadlines and for other local/state/federal requirements that may apply to your charter school. Please remember that deadlines are always subject to change. If you have any questions, please contact Cliff Chuang of the Charter School Office at (781) 338-3228 or cchuang@doe.mass.edu.						<a href="http://www.doe.mass.edu/mcas/cal.html">http://www.doe.mass.edu/mcas/cal.html</a>	<input type="checkbox"/>
						<a href="http://www.doe.mass.edu/mailings/checklist.html">http://www.doe.mass.edu/mailings/checklist.html</a>	<input type="checkbox"/>