

Commonwealth Virtual School Annual Report Guide

REVISED April 2024

**Massachusetts Department of Elementary and Secondary Education**

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Acting Commissioner

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# Introduction

No later than September 1 of each year, each Commonwealth Virtual School (CMVS) must submit an annual report to the Department of Elementary and Secondary Education (Department). The annual report is submitted to the Board of Elementary and Secondary Education (Board) and made available to the public through the school’s website, as set forth in the Commonwealth virtual school statute ([M.G.L. c. 71 §94(m)](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section94)) and regulations. [[1]](#footnote-2)

The annual report informs the public of the recently completed academic year as it relates to the school’s Accountability Plan objectives and evidence regarding the three areas guiding CMVS accountability:

* faithfulness of the school to the terms of its certificate,
* success of the academic program, and
* viability of the organization.

The Commonwealth virtual school statute outlines required elements of the annual report. The annual report is also a critical document in CMVS accountability. It is intended to be a clear, concise report regarding school performance and its progress toward meeting Accountability Plan objectives and areas of the [Commonwealth Virtual School Performance Criteria](https://www.doe.mass.edu/cmvs/cmvs/performance-criteria.docx). Required elements that must be included in each report are set forth in this document. Any report that does not fully and clearly document the required information may be returned to the CMVS for revision.

The annual report will be used by the Department to review the school’s performance and progress for the past academic year and will serve as one of the pieces of evidence that the Board and Commissioner of Elementary and Secondary Education (Commissioner) will review when considering a school’s application for certificate renewal. Further, the Commissioner’s Annual CMVS Legislative Report requires information that CMVS provide in annual reports.

# General Instructions

* **Due Date:** The report is due on or before September 1 for the prior school year. Waivers or requests to extend the deadline cannot be granted.
* **Directions for Submission:** Submit the annual report as a Word document via email to virtualschools@mass.gov.
* **Formatting:**
	+ The maximum length of the report is 25 pages, excluding attachments. Refer to Appendix I for required contents.
	+ The report has one-inch margins, page numbers, clearly labeled headings, and legible font no smaller than font size 11.
	+ The report may not include student-level data.
	+ Appendices must be clearly labeled as designated in these guidelines.
* **Posting Requirements:**
	+ By statute and regulations, a copy of the annual report must be published on the school’s website.
	+ Regulatory requirements (603 CMR 52.08) state that each CMVS must make the annual report available to every district, parent, or guardian of its enrolled students, and to every parent or guardian who expresses interest in enrolling in that CMVS.
		- While the full report does not need to be sent to each family, the school must inform families of enrolled and prospective students that an annual report is available upon request and found on its website.
	+ **Please wait** until the school has completed the revision process and received approval from the Department prior to posting a copy on the school’s website or sharing it with the school community.
* **Stakeholder input:** As required by statute, the report must include input from teachers and administrators at the CMVS and, if the CMVS was established by a consortia of districts or by members of an educational collaborative, input from the administrators of those districts.

# Required Elements

## Cover Page

Provide a cover page labeled **“[CMVS Name] Annual Report”** and list the following information:

* CMVS name
* CMVS address
* CMVS School Leader’s name, title, telephone, and email address
* School year addressed in the report (always the prior year)

## Letter from the Chair of the Board of Trustees or School Leader (Optional)

This letter is to inform the public, as well as the Department, of any significant changes that have taken place over the past year. This could include, but is not limited to, the departure or arrival of certain key staff/trustees, a change in the organizational mode, changes in curriculum, or modifications of programmatic elements. Please limit the letter to 2 pages in length.

## Table of Contents

Provide a clearly labeled table of contents naming all major sections, appendices, and page numbers.

## Introduction to the School

Complete the table below and provide the mission statement as articulated in the school’s original application for a certificate or in its approved Terms of the Certificate.

|  |
| --- |
| [Name of CMVS] (Initials of CMVS) |
| **Year Opened** |  | **Year(s) Certificate Renewed** |  |
| **Name of Contractual Relationships (if applicable)** |  | **Maximum Enrollment** |  |
| **Grades Served** |  | **Enrollment as of (insert date)** |  |
| **Number of students eligible for free and reduced price lunch as of (insert date)**2 |  | **Number of students on waitlist (if applicable) as of (insert date)****[[2]](#footnote-3)** |  |
| **Mission Statement:** [Paste mission statement here.] |

## School Performance and Program Implementation

**Directions:** Please respond to the prompts on the following pages to illustrate the CMVS’s 2023-24 performance and program implementation, as derived from the [Commonwealth Virtual School Performance Criteria](https://www.doe.mass.edu/cmvs/cmvs/performance-criteria.docx). Please respond to the following prompts to describe **how your school met each of the applicable criteria during 2023-24 school year. If your school was unable to fully meet specific criteria due to specific circumstances, please provide affirmative evidence describing how the school is working towards full implementation of the criteria.**

**Note:** Do not duplicate information already provided in reporting on the school’s Accountability Plan in this section of the report.

### Faithfulness to Certificate

1. **Criterion 1: Mission and Terms of the Certificate**
	1. Provide evidence of how the CMVS is faithful to its mission, implements the terms outlined in its certificate, and demonstrates progress towards meet its accountability plan goals, and if not, why not.[[3]](#footnote-4)
2. **Criterion 2: Access and Equity**
	1. Describe the school’s expectations for student attendance and participation. Explain how the school monitored and tracked student attendance and participation during the 2023-24 school year.[[4]](#footnote-5)
	2. Provide a link to the school’s most recent, publicly available student attendance data. Here are examples of the link: [Greater Commonwealth Virtual School Attendance Data](https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=39010000&orgtypecode=5&leftNavId=16817&) or [TEC Connections Academy Commonwealth Virtual School Attendance Data](https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=39020000&orgtypecode=5&leftNavId=16817&).4
	3. Provide a link to the school’s most recent, publicly available enrollment data.[[5]](#footnote-6) Here are examples of the link: [Greater Commonwealth Virtual School Enrollment by Grade](https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=39010000&orgtypecode=5&leftNavId=300&) or [TEC Connections Academy Commonwealth Virtual School Enrollment by Grade](https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=39020000&orgtypecode=5&leftNavId=300&)

### Academic Program Success

1. **Criterion 4: Student Performance**
	1. Provide a link to the school’s most recent, publicly available Report Card.
		1. Example: [Greater Commonwealth Virtual School’s 2022 Report Card](https://reportcards.doe.mass.edu/2022/39010900)
		2. Example: [TEC Connections Academy Commonwealth Virtual School’s 2022 Report Card](https://reportcards.doe.mass.edu/2022/DistrictReportcard/39020000)
	2. Provide clear and concise information, in the aggregate, about **2023-24** student performance on internal or external assessments (including data from MCAS) that the school would like the Department to consider as evidence of academic progress.[[6]](#footnote-7)
		1. Do not include student-level data.
		2. If applicable, expand upon evidence reported on the school’s Accountability Plan goals related to student performance.
		3. Compare students’ achievement against the achievement of the students statewide.
2. **Criterion 5: Program Delivery**
	1. Provide a description of the school’s academic program (curriculum and course design, instruction, assessments and program evaluation, and supports for all learners) during the 2023-24 school year. In addition to the description of the school’s academic program, please address the following:
		1. The expectations for student-teacher interaction on a weekly basis broken down by grade spans, including how often teachers and students were required to interact within each week, for what purposes, and how these interactions are monitored[[7]](#footnote-8)
		2. The level of supervision or support needed for students in grades K through 8[[8]](#footnote-9)
		3. Examples of academic or non-academic activities that were implemented throughout the year to engage students and how students participated in those activities[[9]](#footnote-10)
		4. The supports provided to students to ensure that students successfully complete online courses[[10]](#footnote-11)
3. **Criterion 6: School Climate and Family Engagement**
	1. Describe how the school creates a community for students and an environment that supports all students’ sense of belonging.[[11]](#footnote-12)
	2. Describe how the CMVS develops strong collaborative relationships with all families/guardians and effectively communicates with them about the academic progress and social-emotional well-being of students. Give examples of parental involvement with the school.[[12]](#footnote-13)

### Organizational Viability

1. **Criterion 7: Capacity**
	1. Provide an up-to-date and/or projected organizational chart.
		1. If the school made organizational changes during the 2023-24 school year or anticipates changes in the organizational structure during 2024-25 school year, please provide a description of the changes.
	2. Provide a brief summary of the professional development that was required for all virtual school teachers during the 2023-24 school year.[[13]](#footnote-14)
2. **Criterion 9: Finance**
	1. Provide an unaudited FY24 statement of revenues and expenditures and a FY24 balance sheet describing the school’s assets, liabilities, and fund balances or equities.[[14]](#footnote-15)
		1. This statement should set forth, by appropriate categories (using similar line items as audited statements), the revenue and expenditures for FY24 (July 1, 2023 to June 30, 2024). Since independent audits for most schools will not have been completed by the September 1 deadline, please note that the report is an unaudited statement, but should use the exact line items as the FY23 audited statements.

# Appendix A: Accountability Plan Performance

In the template below, list each objective and measure contained in the school’s **current and approved** Accountability Plan. For each listed measure, state whether the school has **met, or has not met** the measure and provide data or other evidence supporting the statement. Evidence or data reported should reflect what the school reported it would collect in its Accountability Plan and performance during the 2023-24 school year. Schools that did not make progress toward reaching their measures should include an explanation of why this was the case and what the school is doing to attain these measures in the coming year.[[15]](#footnote-16)

Please **do not** leave any performance or evidence cells blank, and do not write partially met in the performance column. Commonwealth virtual schools endeavor to meet the Accountability Plan measures by the end of the certificate term. Please remember the target audience is the general public, so avoid using jargon or acronyms when providing evidence. If needed, attach any additional evidence to explain performance after this template as a part of Appendix A.

**Number of students in each engagement phase at the beginning and end of the 2023-24 school year:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimally Connected** | **Partially Connected** | **Connected** |
| **As of October 1, 2023** |  |  |  |
| **As of June 30, 2024** |  |  |  |

**Measuring Progress and Success in Raising Student Achievement:**

|  |
| --- |
| **Objective:**  |
|  | **Minimally Connected (MC)** | **Partially Connected (PC)** | **Connected (C)** | **2023-24 Performance (Met/Not Met)** | **Evidence** (including detailed evidence with supporting data or examples) |
| **Measure:** |  |  |  |  |  |
| **Measure:** |  |  |  |  |  |

**Fulfilling Terms of the Certificate and Viable Organization**

|  |
| --- |
| **Objective:**  |
|  | **Minimally Connected (MC)** | **Partially Connected (PC)** | **Connected (C)** | **2023-24 Performance (Met/Not Met)** | **Evidence** (including detailed evidence with supporting data or examples) |
| **Measure:** |  |  |  |  |  |
| **Measure:** |  |  |  |  |  |

# Appendix B: Recruitment and Retention Plan

As defined in M.G.L. c. 71, § 94 and 603 CMR 52.00, Commonwealth of Massachusetts virtual schools (CMVS) “must develop deliberate, specific steps to attract, to enroll, and to retain any target populations specified in the certificate.”[[16]](#footnote-17) [603 CMR 52.05 (2)](https://www.doe.mass.edu/lawsregs/603cmr52.html?section=05). The CMVS must annually report “the virtual school's recruitment and retention of students in the categories outlined in M.G.L. c. 71, § 94(b)(36), and the categories specified as enrollment preferences in the Terms of Certificate for the virtual school” [603 CMR 52.08 (1)](https://www.doe.mass.edu/lawsregs/603cmr52.html?section=08).

CMVS shall submit recruitment and retention plans for approval by the Department that meet the requirements of M.G.L. c. 71, § 94; 603 CMR 52.05; 603 CMR 52.08; and any guidelines issued by the Department. Please complete the following tables as directed.

Use the tables below to analyze the CMVS’s efforts in recruiting and retaining specific populations of students during the 2023-24 school year. Describe deliberate, specific steps that the CMVS will take in 2024-25 to attract, enroll, and retain the target populations specified in the certificate.

In the tables below, provide the following information for each student category specified as an enrollment preference within the CMVS’ terms of the certificate and enrollment policy:

* the student category;
* the CMVS’s specific efforts to recruit the specific student category for the 2023-24 school year;
* the CMVS’s specific efforts to retain students from this specific category during the 2023-24 school year,
* the number of **total students and the number of newly enrolled** students from each category enrolled as of October (OCT) Student Information Management System [(SIMS) collection](https://www.doe.mass.edu/infoservices/data/schedule.html) and as of end of year (EOY) SIMS collection during the 2023-24 school year, and
* the specific steps the CMVS will take to improve recruitment and retention of students from each category for the 2024-25 school year.

|  |  |
| --- | --- |
| Student category[[17]](#footnote-18) from terms of the certificate and enrollment policy |  |
| CMVS efforts to **recruit** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| CMVS efforts to **retain** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| Number of students enrolled **beginning and end of 2023-24** | OCT:* Newly enrolled:
* Total:
 | EOY:* Newly enrolled:
* Total:
 |
| Specific steps CMVS will take to improve recruitment and/or retention of this specific student population for **2024-25** |  |

|  |  |
| --- | --- |
| Student category from terms of the certificate and enrollment policy |  |
| CMVS efforts to **recruit** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| CMVS efforts to **retain** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| Number of students enrolled **beginning and end of 2023-24** | OCT:* Newly enrolled:
* Total:
 | EOY:* Newly enrolled:
* Total:
 |
| Specific steps CMVS will take to improve recruitment and/or retention of this specific student population for **2024-25** |  |

|  |  |
| --- | --- |
| Student category from terms of the certificate and enrollment policy |  |
| CMVS efforts to **recruit** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| CMVS efforts to **retain** the specific student population for **2023-24**. Note successful strategies with an \* |  |
| Number of students enrolled **beginning and end of 2023-24** | OCT:* Newly enrolled:
* Total:
 | EOY: * Newly enrolled:
* Total:
 |
| Specific steps CMVS will take to improve recruitment and/or retention of this specific student population for **2024-25** |  |

[add more tables as needed]

# Appendix C: Programs and Courses Offered

Provide a list of curriculum offered at different grade spans as well as the associated programs and courses. The list of programs and courses does not have to be an extensive list, but a general summary of core subjects (English language arts, mathematics, science, and history), electives (such as foreign languages, physical education, and art), and any additional programs and courses that the school would like to highlight.[[18]](#footnote-19)

For each grade span, describe the types of courses and programs available to students. Programs have a specific set of courses that go beyond the standard set of courses all students take. For example, students in grades 11 and 12 could be in a college and career readiness program where they are required to take additional courses around resume writing and mentorship.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Span** | **Name of Curriculum**  | **What courses or programs are based on the curriculum?**  | **Asynchronous or Synchronous** |
| **K-2** | Ex. Edgenuity  | All core subjects | Synchronous |
| **K-5** | Ex. Fundations | Reading courses | Synchronous |
| **3-5** |  |  |  |
| **6-8** |  |  |  |
| **9-12** |  |  |  |
| **Additional Programs and/or Courses Offered:**  |

\*add rows as necessary

|  |  |
| --- | --- |
| **Grade Span** | **Hours of Asynchronous and Synchronous Instruction per Week** |
| **K-2** | Asynchronous: 0 hrsSynchronous: 27 hrs |
| **3-5** | Asynchronous:Synchronous: |
| **6-8** | Asynchronous:Synchronous: |
| **9-12** | Asynchronous:Synchronous: |

# Appendix D: Course Completion Data

Provide a summary of course completion for all grades based on the number of students enrolled in the CMVS as of October 1 of the prior school year, excluding transfers out and transfers in after October 1.[[19]](#footnote-20)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A.** | **B.** | **C.** | **D.** | **E.** | **F.** | **G.** |
| **Grade** | **Enrollment** | **Courses Attempted** | **Courses Incomplete** | **Courses Completed** | **Courses Completed (%)** | **Courses Passed** | **Courses Passed (%)** |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| xx | # | # | # | # | % | # | % |
| **Totals:** |  |  |  |  |  |  |  |
| **Legend:**1. Enrollment: Students enrolled in the CMVS as October 1 of the prior school year, excluding transfers out and transfers in after October 1.
2. Courses Attempted: Courses in which the students in Column A were enrolled during the school year (full-year and semester-based courses).
3. Courses Incomplete: Courses from which students withdrew, regardless of the grade they earned in the course at the time of course withdrawal.
4. Courses Completed: Courses completed by students, regardless of the grade they earned in the course.
5. Courses Completed (%): Column D (Courses Completed) ÷ Column B (Courses Attempted)
6. Courses Passed: Courses completed by students in which they earned a passing grade.
7. Courses Passed (%): Column F (Courses Passed) ÷ Column D (Courses Completed)
 |

# Appendix E: Administrative and Board Roster

## Administrative Roster During the 2023-24 School Year

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, Title** | **Brief Job Description** | **Start Date** **(MM/YY)** | **End Date** (if no longer employed at the school) |
|  |  |  |  |
|  |  |  |  |

\*Add additional rows as needed

## Board Membership During the 2023-24 School Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position on the Board** | **Committee Affiliation(s)** | **Number of Terms Served on the Board** | **Length of Each Term** (Start and End date) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Add additional rows as needed

# Appendix F: Board and Committee Meeting Schedules

## Board of Trustees Meeting Schedule for the 2024-25 School year

|  |  |
| --- | --- |
| **Date/Time** | **Location** |
|  |  |
|  |  |
|  |  |

\*Add additional rows as needed

## Committee Meeting Schedules for the 2024-25 School Year

|  |  |  |
| --- | --- | --- |
| **Name of Committee** | **Date/Time** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Add additional rows as needed. If a committee meets as needed, then please include a link to the website where committee meetings are posted.

* Please include the link to the school’s website where the board and committee meeting notices are posted. Posting meeting notices on the school’s website is required by the [Open Meeting Law](https://www.mass.gov/files/documents/2017/09/25/2017%20Guide%20only.pdf#:~:text=The%20Open%20Meeting%20Law%20was%20revised%20as%20part,public%2C%20of%20the%20basic%20requirements%20of%20the%20law.).
1. [603 CMR 52.08](https://www.doe.mass.edu/lawsregs/603cmr52.html?section=08) (1) Annual Report**:** A Commonwealth of Massachusetts virtual school shall submit to the Board and make available every district, parent or guardian of its enrolled students, and to every parent or guardian who expresses interest in enrolling in that Commonwealth of Massachusetts virtual school, an annual report. All schools shall make annual reports available on its website. The annual report shall be posted on the virtual school’s website. The annual report shall be completed on or before January 1st for the preceding school year. The annual report shall include the following information:

	1. Information required by M.G.L. c. 71 § 94(m);
	2. The virtual school’s recruitment and retention of students in the categories outlined in M.G.L. c. 71 § 94(b)(36), and the categories specified as enrollment preferences in the Terms of Certificate for the virtual school; and
	3. Such other information as the Department requires. [↑](#footnote-ref-2)
2. M.G.L. c. 71 §94(m)(3) [↑](#footnote-ref-3)
3. M.G.L. c. 71 §94(m)(1) [↑](#footnote-ref-4)
4. M.G.L. c. 71 §94(m)(5) [↑](#footnote-ref-5)
5. M.G.L. c. 71 §94(m)(3) [↑](#footnote-ref-6)
6. M.G.L. c. 71 §94(m)(7) [↑](#footnote-ref-7)
7. M.G.L. c. 71 §94(m)(6) [↑](#footnote-ref-8)
8. M.G.L. c. 71 §94(p)(5) [↑](#footnote-ref-9)
9. M.G.L. c. 71 §94(m)(10) [↑](#footnote-ref-10)
10. M.G.L. c. 71 §94(p)(6) [↑](#footnote-ref-11)
11. M.G.L. c. 71 §94(m)(9) [↑](#footnote-ref-12)
12. M.G.L. c. 71 §94(m)(11) [↑](#footnote-ref-13)
13. M.G.L. c. 71 §94(p)(7) [↑](#footnote-ref-14)
14. M.G.L. c. 71 §94(m)(4) [↑](#footnote-ref-15)
15. M.G.L. c. 71 §94(m)(1) [↑](#footnote-ref-16)
16. The virtual school shall not, however, restrict enrollment to target populations. (603 CMR 52.05 (2)). [↑](#footnote-ref-17)
17. M.G.L. c. 71, § 94(b)(36) the school's capacity to instruct students in the following categories, if the school intends to serve any such students: (i) students with physical or other challenges that make it difficult for them to physically attend a school; (ii) students with medical needs requiring a home or hospital setting; (iii) students with unusual needs requiring a flexible schedule; (iv) students who are over-age for their grade; (v) students who have been expelled; (vi) students who have dropped out or are at risk of dropping out; (vii) students who are pregnant or have a child; (viii) students with social and emotional challenges that make it difficult for them to physically attend a school; (ix) students who feel bullied or cannot attend school because their safety is at risk; (x) gifted and talented students; (xi) students who seek academic work not available in their school; (xii) students in rural communities; and (xiii) students in institutionalized settings [↑](#footnote-ref-18)
18. M.G.L. c. 71 §94(m)(2) [↑](#footnote-ref-19)
19. M.G.L. c. 71 §94(m)(8) [↑](#footnote-ref-20)