



City of  
**Indianapolis**

*Greg Ballard, Mayor*

**MASTER CALENDAR  
OF REPORTING REQUIREMENTS**  
for Mayor-Sponsored Charter Schools

**Fall 2007**

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# MASTER CALENDAR OF REPORTING REQUIREMENTS 2007-2008 SCHOOL YEAR

**DISCLAIMER:** The deadlines listed in this calendar for submitting information to parties other than the Mayor's Office are based on the best information available at the time this calendar was created. However, these deadlines are subject to change. The Mayor's Office will attempt to notify schools of such changes, but cannot be held responsible for the accuracy of the dates published in this calendar. Schools should verify all deadlines with the appropriate regulatory body on a regular basis.

The following calendar includes deadlines for submitting key information to the Mayor's Office, the Indiana Department of Education (IDOE), and other State agencies as of July 2007. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Mayor's Office will attempt to notify all charter schools of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the Mayor's Office requires.

### How to use this calendar

Required reports are listed based on the month they are due. Reports and/or documents required by the Mayor's Office are listed first, followed by those required by other parties.

Please note that some requirements may not apply to all schools. Requirements may vary slightly for schools opening this fall and schools in their second year of operation and beyond.

### Key

Due Date		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	= Mayor's Office requirement		
	= Requirement of another regulatory body		

\*Note: This calendar assumes a July 1- June 30 accounting year.

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\*\*Note: All required information should be filed in the charter school's compliance binder, and a copy should be submitted to the Mayor's Office during monthly compliance meetings. The specific binder tab for each required document is noted.

**DISCLAIMER: Deadlines for submitting information to parties other than the Mayor's Office are subject to change. Schools should verify all deadlines with the appropriate regulatory body on a regular basis.**

### July 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- July Monthly report	✓	✓
	Tab 5- Minutes from June Board meeting	✓	✓
	Tab 12- Class schedules by grade level or teacher and school calendar for upcoming school year	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 13- Organizational chart for school employees	✓	✓
	Tab 31 – As of July 15, 2007, report how many students are on the school's waitlist	✓	✓
	Tab 31- Current year projected enrollment, including students' names, school corporation of residence, and grade level for upcoming school year	✓	✓
	Tab 31- Projected enrollment by grade for each year of the charter (7 years)	✓	✓
7/3/07	<u>DOE-AT: Attendance Report</u>		✓
7/15/07	<u>Monthly Student Information- Update IDOE STN lookup database as necessary</u>		✓
7/15/07	<u>DOE-SE-USEQ-6: Indiana Uniform Suspension/Expulsion Questionnaire</u>	✓	✓
7/15/07	<u>DOE-SE-UEXQ-13: Indiana Uniform Exiting Questionnaire</u>	✓	✓
7/15/07	<u>DOE-CL: School Calendar and Instructional Time Report</u>	✓	✓

### August 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- August Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓

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	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from July Board meeting	✓	✓
	Tab 5- Finalized board meeting schedule for 2007-2008	✓	✓
	Tab 5 – Updated list of Board of Directors roster for 2007-2008	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 16- 2007-2008 Student/Parent Handbook (student policies, including suspension and expulsion policies)	✓	✓
	Tab 19- Copy of biannual financial report submitted to IDOE	✓	✓
8/01/07	<u>Biannual Financial Report for Jan 1- June 30 (Form 9) to IDOE Division of School Finance. (Copy to Mayor's Office).</u>		✓
8/15/07	<u>Monthly Student Information- Update IDOE STN lookup database as necessary</u>	✓	✓
8/15/07	<u>Application for Federal Special Education Funds</u>	✓	✓
8/15/07	<u>DOE-MF: Public School Directory Update Notes</u>	✓	✓
8/15/07	<u>DOE-SB: School Board Membership</u>	✓	✓
8/15/07	<u>Title III- Grant application</u>	✓	✓
8/15/07	Confirm school's authorized representative and verify contact information with the IDOE's Educational Information Systems division and the IDOE Charter School Liaison.	✓	✓

### September 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- September Monthly report	✓	✓
	Tab 5- Minutes from August Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 18- Copy of enrollment count information DOE-ME (membership) Report.	✓	✓
	Tab 18- Copy of enrollment count information DOE-SR (student residence) Report.	✓	✓
9/1/07	<u>State Board of Accounts Audit- Note that schools receive audits during their even number years in existence (i.e. 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> years of operation)</u>		✓
2 <sup>nd</sup> Fri. after	<u>DOE-ME: Average Daily Membership student count (Actual Count Day)</u>	✓	✓

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Labor Day			
2 <sup>nd</sup> Fri. after Labor Day	<u>DOE-SR: Charter School Student Residence Report</u>	✓	✓
9/28/07	<u>DOE-TI: Title I summary</u>		✓
9/28/07	<u>DOE-EXSU: Expulsion and Suspension Report</u>	✓	✓

### October 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- October Monthly report	✓	✓
	Tab 5- Minutes from September Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 21- Copy of DOE-PS Report that includes Pupil Enrollment Information	✓	✓
10/1/07	<u>ISTEP+ Barcode Corrections</u>	✓	✓
10/1/07	<u>DOE-PT: Prime Time Report</u>	✓	✓
10/1/07	<u>DOE-SE: Special Education Pre-count</u>	✓	✓
10/15/07	<u>Monthly Student Information- Update IDOE STN lookup database as necessary</u>	✓	✓
10/31/07	<u>Textbook Reimbursement Claim Form due to IDOE</u>	✓	✓
10/31/07	<u>Title I: Application Due</u>	✓	✓
10/31/07	<u>DOE-CECP: Certified Employee Report (for Contract Information/Certified Position Data)</u>	✓	✓
10/31/07	<u>DOE-PE: Pupil Enrollment Count Day report submission deadline</u>	✓	✓
10/31/07	<u>DOE-NE: Non-Certified Personnel Data Report</u>	✓	✓
10/31/07	<u>DOE-DM: Dropout and Mobility Report</u>	✓	✓

### November 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- November Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 4- Quarterly compliance letter	✓	✓
	Tab 5- Minutes from October Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
11/1/07	Reports on the Immunization Status of students grades K,1, and 6 to Indiana State Department	✓	✓

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	of Health		
11/8/07	<u>STN: DOE-GR Graduate Report.</u> (This form should be signed by the school superintendent and returned to IDOE Educational Information Systems).	✓	✓
11/15/07	<u>Monthly Student Information-</u> Update IDOE STN lookup database as necessary	✓	✓

### December 2007

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- December Monthly report	✓	✓
	Tab 4- Audited financial statements for the prior accounting year prepared in accordance with unified accounting system prescribed by State Board of Accounts		✓
	Tab 5- Minutes from November Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 18- Copy of DOE-ME Average Daily Membership count	✓	✓
	Tab 18- Copy of Form DOE-SR: Charter School Student Residence Report Notes	✓	✓
12/1/07	<u>STN: DOE-HB – Homebound/Hospitalized</u>	✓	✓
12/1/07	<u>DOE-SE-UCCQ-1:-</u> (IDOE Division of Exceptional Learners)	✓	✓
12/1/07	<u>DOE-SE-UFPQ-11:</u> (IDOE Division of Exceptional Learners)	✓	✓
12/1/07	<u>DOE-ME Average Daily Membership Count</u>	✓	✓
12/15/07	<u>Form DOE-SR: Charter School Student Residence Report Notes</u>	✓	✓
12/15/07	<u>Monthly Student Information-</u> Update IDOE STN lookup database as necessary	✓	✓

### January 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- January Monthly report	✓	✓
	Tab 5- Minutes from December Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and	✓	✓
	Tab 15- Documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school	✓	✓

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	year.		
	Tab 20 – Copy of annual performance report school submitted to IDOE	✓	✓
1/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

### February 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- February Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from January Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 19- Copy of biannual financial report for July 1-December 31 that school submitted to IDOE Division of School Finance	✓	✓
2/1/08	<u>Biannual Financial Report for July1-December 31</u>	✓	✓
2/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓
2/16/08	<u>Annual Performance Report</u> : Submit to the IDOE	✓	✓

### March 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- March Monthly report	✓	✓
	Tab 5- Minutes from February Board meeting	✓	✓
	Tab 11- Documentation of loans or other debt outstanding for the charter school (Submit only if changes have been made since March 2007.)		✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
3/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

### April 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- April Monthly report	✓	✓
	Tab 5- Minutes from March Board meeting	✓	✓

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	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
4/1/08	<u>Apply for loan from Common School Fund</u> (if applicable)	✓	✓
4/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

### May 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- May Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from April Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
5/1/08	<u>Full-Day Kindergarten Intent to Participate Form</u> - Submit to IDOE (This is done prior to submitting a grant application.)	✓	✓
5/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

### June 2008

		Opening / 1st year schools	Schools in 2 <sup>nd</sup> year and beyond
	Tab 1- June Monthly Report	✓	✓
	Tab 5- Minutes from May Board meeting	✓	✓
	Tab 7: Board Policies – Submit only if policies have been changed or amended since June 2007		✓
	Tab 8: Bylaws – Submit only if the board adopted additional bylaws or amended the existing bylaws since June 2007		✓
	Tab 9- Submit updated Articles of Incorporation only if they have been changed since June 2007	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 16- Submit student policies only if they have been updated since June 2007	✓	✓
	Tab 17- Submit provision for health services, screenings, and immunization records only if they have been updated since June 2007	✓	✓

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	Tab 24- Submit new/updated insurance policies only if policies have been changed or renewed since June 2007	✓	✓
	Tab 25- Submit comprehensive special education plan only if plan has been updated since June 2007	✓	✓
	Tab 27- Submit curriculum plan only if plan has been updated since June 2007	✓	✓
	Tab 28- Submit transportation plan only if plan has been updated since June 2007	✓	✓
	Tab 29- Submit school safety and emergency preparedness plan only if plan has been updated since June 2007	✓	✓
	Tab 30- Projected budget for upcoming Accounting Year which begins July 1 <sup>st</sup>	✓	✓
	Tab 12 – Copy of school calendar with report of kindergarten enrollment that was submitted to IDOE Division of Educational Information Systems	✓	✓
6/1/08	<u>Vision and Hearing Screenings Report</u> (Submit to IDOE verifying grades and student groups who were screened)	✓	✓
6/15/08	<u>Monthly Student Information-</u> Update IDOE STN lookup database as necessary.	✓	✓
6/15/08	<u>DOE-CID:</u> Certification of Instructional Days	✓	✓
6/24/08	<u>DOE-CL:</u> School Calendar with Report of Kindergarten Enrollment	✓	✓

**MASTER CALENDAR OF REPORTING REQUIREMENTS  
2007-2008 SCHOOL YEAR**

Monthly report template

## MASTER CALENDAR OF REPORTING REQUIREMENTS 2007-2008 SCHOOL YEAR

Note: For each item below, please indicate if the item is applicable or not applicable for the reporting month. If an item is applicable, please provide an explanation in the space provided.	
<b>School Name:</b>	
<b>Date:</b>	
<b>Current school enrollment:</b>	
	<b>Applicable/Not Applicable</b>
List of students expelled during the month	
Documentation of changes in (i) the Organizer's certificate of occupancy for the Charter School's physical plant or (ii) other health and safety-related certifications or permits	
Applications, filings, or Internal Revenue Service determinations related to seeking and maintaining the Organizer's tax-exempt status	
Applications, filings or state determinations related to seeking and maintaining the Organizer's not-for-profit corporation status	
Lists and contact information of any individuals leaving or joining the Board	
Lists and contact information of any individuals who are resigning from or expecting to hold a leadership position in the operation of the Charter School, including any administrative position	
Documentation of any non-compliance by Organizer with the Charter or applicable law in connection with the operation of the Charter School	
Any conflict of interest issues that arose under Paragraph 3.4 and the resolution of such issue	

