2010-2011 Charter Schools Annual Report Training

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Should I be here?

Start-up Charter Schools

Conversion Charter School

Charter Systems

Charter Schools opening in Fall 2011
Outline

Why is the Annual Report important to my school?

How and when can I access the survey?

How do I prepare for and respond to the questions?

(Start-ups only) How do I submit my annual financial audit on the portal?
Purpose of the Annual Report

Why is this important to my school?
The annual report...

- Is a legal requirement for every charter school [O.C.G.A. §20-2-2067.1(c)]
- Is a key part of your accountability
- Is an opportunity for you to highlight your school’s accomplishments to your authorizer and to the Governor and Legislature
- Helps both you and the Department to monitor your federal compliance
- Helps keep charter schools on the forefront of the state’s agenda

Dr. John D. Barge, State School Superintendent
How do I access the survey?

and

How do I prepare for and respond to the questions?
Accessing the survey

Opens
August 15, 2011

Closes
September 30, 2011

Wait for the Zoomerang link
Information to gather before you complete the survey

**Legal Documents/Governance Information**
- Charter Contract
- Name of Board Chair
- Board meeting minutes
- Proof of non-profit status

**Financial Documents**
- Statement of Net Assets
- Contract agreements with service providers
- Lease agreement
- Contact info for CFO and Auditor
- Unaudited Financial Statements

**Academic Data**
- Student Scores/Performance Data
- AYP Status
- Progress toward your academic goals
- Unique accomplishments in 2010-2011

**Personnel Information**
- Personnel numbers for 2010-2011 and 2011-2012
- Staff attrition information
- Teacher-student ratio

**Demographic and Enrollment Information**
- Enrollment numbers for 2010-2011 and 2011-2012
- Lottery data
- Free/Reduced Lunch data
- Class size information

**General School Information**
- School codes
- Facility information
- Mission Statement
- Summary of your Curriculum
- Your student application and enrollment process
- Name of EMO/CMO
Who should complete the survey?

Charter Schools
- Charter School Superintendent (not the Superintendent of the local school district)
  - Principal
  - Assistant Principal
  - School Manager
- Governing Board Member (not a member of the local school board)

Charter Systems
- System Superintendent
- Associate Superintendent
- Principal
- Assistant Principal
- Member of the Local School Governing Council

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8/8/2011
Expectations for Completing the Survey

- Ensure that all responses are accurate
- Answer all mandatory questions (*)
- Be thorough and concise with open-ended responses
- Submit the survey before the September 30 deadline
Survey Tips

Don’t wait until the last minute to begin!

Take the time to do the “prep work”

Fill out a hard copy first, then transfer answers to the survey

Read all instructions and answer choices for each question

Double check all responses before submitting
A walk through the survey

10 sections: 80 questions

Changes

Sample answers

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Next Steps

- Read the instruction guide
- Gather all the necessary documents
- Fill out a hard copy
- Go online and complete the survey in one sitting
Submitting your Annual Financial Audit

For start-up charter schools
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