

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

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

Resources

Instruction Guide

Question by
Question Resource
(For reference)

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

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!



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

Take the time to do
the “prep work”

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

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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