



## 2018-19 REPORTING CALENDAR

Unless otherwise noted, please submit items to [charterschools@opsb.us](mailto:charterschools@opsb.us).

JULY 2018			
	Reporting Requirement	Description	Due Date
<input type="checkbox"/>	<b>2018-19 School Information and Contacts</b>	Please find your organization's tab on the linked spreadsheet to share current contact information for school leadership and staff members, and to identify emergency notifications and newsletter subscribers. <i>Any update made throughout the year should be updated on this spreadsheet as necessary.</i>	7/27/2018
<input type="checkbox"/>	<b>2018-19 Board Governance Information</b>	Please find your organization's tab on the linked spreadsheet to share current contact and governance information for board members, as well as scheduled board meeting dates, times, and locations. <i>Any update made throughout the year should be updated on this spreadsheet as necessary.</i>	7/27/2018
<input type="checkbox"/>	<b>Board Governance Assurance Forms</b>	<a href="#">Please submit the attached assurances</a> for charter board member ethics training and financial disclosures.	7/27/2018
<input type="checkbox"/>	<b>2018-19 Policy Assurances</b>	<a href="#">Please submit the attached assurance document</a> certifying the school's commitment to a set of charter school compliance regulations.	7/27/2018
<input type="checkbox"/>	<b>2018-19 School Calendar</b>	Calendar must include at minimum first and last day of school, start and end times, instructional days and holidays, make-up days for inclement weather, staggered start dates, if applicable. If different campuses have different calendar days, please make note on the calendar, or submit separate calendars for each campus.	7/27/2018
<input type="checkbox"/>	<b>2018-2019 Crisis Plans</b>	Emergency Preparedness plan for natural disasters or threats of violence to students, staff, and faculty.	7/27/2018
<input type="checkbox"/>	<b>2018-19 Student Handbook</b>	Current copy of the current Student Handbook, which should include the student code of conduct and policies on discipline and parent complaints.	7/27/2018
<input type="checkbox"/>	<b>Parent/Guardian Grievance Process</b> <i>(if not in Student Handbook)</i>	Complaint procedure through which parents, guardians, or other individuals or groups can address any issues or problems.	7/27/2018
AUGUST 2018			
<input type="checkbox"/>	<b>Pupil Progression Plan</b>	Option 1: Retain the locally approved 2017-2018 Pupil Progression Plan through the 2018-2019 school year; or Option 2: Submit an addendum outlining any plan updates for the 2018-2019 school year. Addendums shall be submitted no later than August 31.	8/31/2018
SEPTEMBER 2018			
<input type="checkbox"/>	<b>Adopted Operating Budget</b>	Adopted Operating Budget	9/30/2018
OCTOBER 2018			
<input type="checkbox"/>	<b>Annual Financial Report (AFR)</b>	Final Annual Financial Report (AFR)	10/31/2018
NOVEMBER 2018			
<input type="checkbox"/>	<b>1<sup>st</sup> Quarter Financial Report</b>	Quarterly Financial Statements for the quarter ending 09-30-18 (Balance Sheet, Statement of Cash Flows, Statement of Revenues and Expenditures)	11/15/2018
DECEMBER 2018			
<input type="checkbox"/>	<b>Audit Report</b>	Audit Report with Agreed Upon Procedures for Dedicated Millages, prepared by auditor. <b>*Any school that was in OPSB's LEA for the 2017-18 school year, must submit their audit report on September 30<sup>th</sup>, 2018*</b>	12/31/2018
FEBRUARY 2019			
<input type="checkbox"/>	<b>2<sup>nd</sup> Quarter Financial Report</b>	Quarterly Financial Statements for the quarter ended 12/31/18. (Balance Sheet, Statement of Cash Flows, Statement of Revenues and Expenditures)	2/15/2019
MAY 2019			
<input type="checkbox"/>	<b>3<sup>rd</sup> Quarter Financial Report</b>	Quarterly Financial Statements for the quarter ended 3/31/18. (Balance Sheet, Statement of Cash Flows, Statement of Revenues and Expenditures)	5/15/2019

*Any Changes to the Reporting Calendar will be communicated to schools by OPSB in a timely manner.*