
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Charter Schools

FROM: Daniel Shackle, Commissioner

RE: Charter School Budgets, Capital Projects Plans, & Bus Replacement Plans

DATE: August 16, 2024

This memo is intended as an addendum to the previous memo released by the Department of Local Government Finance (“Department”) on May 30, 2024, that offered guidance on [Charter Schools submissions of Budgets, Capital Project Plans, and Bus Replacement Plans](#).

Establishment of the New Charter School Unit in Gateway

Before local officials with eligible charter schools in Lake County, Marion County, St. Joseph County, or Vanderburgh County upload the required documentation, a new unit must be created by the Department in Gateway. In order for that to occur, the Department requires key information to be submitted.

Eligible charter schools will need to fill out the attachment included with this memo and send it to the Department at support@dlgf.in.gov. The subject line of the email should include the name of the charter school followed by “Charter School New Unit Request”.

As outlined below, the attachment is meant to provide the Department with the necessary information to initiate a Gateway user account for local officials with the eligible charter schools that need to submit the charter school budgets, Capital Projects Plans, and Bus Replacement Plans.

- List the names of all counties where the charter school operates.
- List the name of the fiscal officer per county including contact information.
- List the governing body per county including contact information.

The Department’s support staff will complete the request and send notification to the sender of the email. Once that has been completed the charter school will be able to upload documentation.