CORE RESOURCE

CORE REPORTING TIMELINE

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NATIONAL ASSOCIATION OF
CHARTER SCHOOL AUTHORIZERS

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CORE REPORTING TIMELINE

Whenever possible, authorizers should collect required data and documentation electronically and should make submission easy for schools and useful for the authorizer. Authorizers can avoid requiring double data entry from schools by linking data systems together to allow direct import. Authorizers can streamline document submission, tracking, and enforcement by creating an electronic document repository system with automated notification. Some submissions will include both electronic data and electronic documents, and authorizers should develop a single system or two connected systems capable of handling both types of submissions.

Link to relevant instructions and details about required information and documents.

One way that authorizers can strengthen their ability to provide rigorous and consistent oversight and evaluation, minimize burdens on schools, and increase the likelihood that schools will meet their obligations is to develop, publicize, and follow a fixed, streamlined, and well-thought-out reporting timeline. The NACSA Core Reporting Timeline is provided as an example. The requirements and due dates listed are for illustrative purposes only, and are not exhaustive. This tool is intended to be customized by authorizers to meet their local context and to match their own reporting requirements. Authorizers should only require and track submissions that are contractually required and should make sure that all required submissions are included in their reporting timeline. Schools should know exactly when required information is due and in what format so that there are no surprises. Whenever possible, authorizers should consolidate submissions and reporting deadlines and coordinate collection efforts with other agencies.

AUGUST		
Document	**Due Date**	**Description**
Final Student-Level Data Report	8/1	Upload to Data Dashboard
Annual Facility Safety and Occupancy Certifications	8/1	Upload to Document Repository
SEPTEMBER		
Employee Information and Background Check Records Submission	9/15	Upload to Data Dashboard & Document Repository
Preliminary Special Population Student Count and Records Verification (Required Information)	9/15	Upload to Data Dashboard & Document Repository

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Link to relevant instructions and details about required information and documents.

Dates that are derived from state law should be included in the charter contract. Authorizers may also want to include their Reporting Timeline in their contracts as an addendum.

Required information should be updated over the course of the year so that it remains current.

For more resources about the elements of a comprehensive system for ongoing oversight and evaluation of charter school performance, including an online tutorial for authorizers, visit NACSA's Knowledge Core at www.qualitycharters.org

Preliminary Student Enrollment Count (Instructions)	9/15	Upload to Data Dashboard
Organizational Update (Required Information)	9/15	Upload to Data Dashboard
OCTOBER		
Annual Financial Audit	10/1	Upload to Document Repository
Final Student Enrollment Count	10/31	Upload to Data Dashboard
Final Special Population Student Count and Records Verification (Required Information)	10/31	Upload to Data Dashboard & Document Repository
Quarterly Financial Submission (Instructions)	10/31	Upload to Data Dashboard & Document Repository
JANUARY		
Organizational Update (Required Information)	1/15	Upload to Data Dashboard & Document Repository
Quarterly Financial Submission (Instructions)	1/15	Upload to Data Dashboard & Document Repository
FEBRUARY		
Student Enrollment Update	2/1	Upload to Data Dashboard
Update to Special Population Student Count and Records Verification (Required Information)	2/1	Upload to Data Dashboard & Document Repository
Annual Assessment Documentation (Required Information)	2/28	Upload to Document Repository

Depending on what type of authorizing agency they are and on local requirements, authorizers should coordinate state and district requirements where appropriate.

APRIL		
Quarterly Financial Submission (Instructions)	4/15	Upload to Data Dashboard & Document Repository
JUNE		
Student Transcripts Submission (Instructions)	6/15	Upload to Document Repository
Approved Annual Budget	6/15	Upload to Data Dashboard & Document Repository
JULY		
End of Year Student Information (Required Information)	7/31	Upload to Data Dashboard & Document Repository
Quarterly Financial Submission (Instructions)	7/31	Upload to Data Dashboard & Document Repository

The National Association of Charter School Authorizers (NACSA) is a non-profit association committed to advancing excellence and accountability in the charter school sector and to increasing the number of high-quality charter schools across the nation. To accomplish this mission, NACSA works to improve the policies and practices of authorizers—the organizations designated to approve, monitor, renew, and, if necessary, close charter schools. NACSA provides training, consulting, and policy guidance to authorizers. It also advocates for laws and policies that raise the bar for excellence among authorizers and the schools they charter. www.qualitycharters.org