

**education**  
TRINE UNIVERSITY

**one**



# **Master Calendar of Reporting Requirements**

2014-2015

Education One, LLC.  
One University Avenue  
Angola, Indiana 46703  
Telephone: 260.665.4600

## Overview

The following calendar includes deadlines for submitting key information to the Managing Director of Education One, LLC. during the 2014-2015 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Education One Managing Director will attempt to notify all schools of changes to this calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines. Required reports are listed based on the month they are due. Please complete all school specific information highlighted in yellow.

**All reporting requirements should be sent electronically by the 15<sup>th</sup> of each month to Lindsay Omlor, Managing Director of Education One, LLC. at [omlorl@trine.edu](mailto:omlorl@trine.edu).**

### July 2014

Please indicate in writing any items that are not applicable.

	School calendar for upcoming school year
	Assessment calendar for upcoming school year
	2014-2015 Schedule of Board Meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for new members
	Projected enrollment by grade level for the upcoming school year
	Any available ECA, LAS Links, or ISTEP+ results
	Reporting Template – <b>Form C</b> (Quarter 4)
	Board-approved letter of engagement from accounting firm performing accrual based audit

### August 2014

Please indicate in writing any items that are not applicable.

	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Board approved 2014-2015 budget
	Reporting Template – <b>Form A</b>
	Organizational chart for 2014-2015 school year (including all levels of school personnel)
	Quarterly financial statement for 6/30/14

**September 2014**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Excel version of DOE-ME Report (Count Day Information) , including STN and Grade Level
	Excel version of DOE-SR Report , including STN, Street Address, City, Zip Code, and Grade Level
	Board Approved Minutes – May, June, July meetings
	All relevant beginning of year benchmark data for Math and E/LA, including proficiency percentages reported by: Overall, Grade Level, and Class
	School-specific educational goal target percentages for E/LA and Math <b>-OR-</b> Copy of IDOE School Improvement Plan

**October 2014**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 1)
	Any updated data related to school-specific educational goals

**November 2014**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Any updated data related to school-specific educational goals
	Quarterly financial statement for 9/30/14

**December 2014**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form A</b>
	Reporting Template - <b>Form B</b>
	Board Approved Minutes – August, September, October meetings
	Copy of School Leader Performance Evaluation
	Any updated data related to school-specific educational goals

**January 2015**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 2)
	Any updated data related to school-specific educational goals

**February 2015**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Excel version of DOE-ME Report (Count Day Information) , including STN and Grade Level
	Copy of Annual Performance Report submitted to the IDOE
	All relevant mid-year benchmark data for Math and E/LA, including proficiency percentages reported by: Overall, Grade Level, and Class
	ISTEP+, ECA, and I-READ testing schedules for all teachers/grade levels
	Quarterly financial statement for 12/31/14

**March 2015**

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Board Approved Minutes – November, December, January meetings
	Written documentation of recruitment strategies, application procedures, lottery and wait list processes for the upcoming school year (include lottery date and location if applicable)
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Any updated data related to school-specific educational goals

## April 2015

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form A</b>
	Reporting Template - <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 3)
	Any updated data related to school-specific educational goals, including IREAD-3 results (if applicable)

## May 2015

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	All relevant end of year benchmark data for Math and E/LA, including proficiency percentages reported by: Overall, Grade Level, and Class
	Quarterly financial statement for 3/31/15

## June 2015

Please indicate in writing any items that are not applicable.

	Reporting Template - <b>Form B</b>
	Board Approved Minutes – February, March, April meetings
	Copy of School Leader Performance Evaluation
	2015-2016 Schedule of Board Meetings
	Projected budget for upcoming fiscal year, beginning July 1 <sup>st</sup> , including number of enrolled students upon which the budget is based



## **Reporting Templates**



## Reporting Form B

Please indicate in writing any items that are not applicable.

**All data should reflect the previous reporting month.**

### Expulsions (a)

STN	Student Name	Grade Level	Reason for Expulsion

Total Number of Expulsions This Month: \_\_\_\_\_ Total Number of Expulsions to Date: \_\_\_\_\_

### Enrollment (b)

Indicate number of students enrolled in each grade level

K	
1	
2	
3	
4	
5	
6	

7	
8	
9	
10	
11	
12	
Overall	

### Board Governance (f)

Indicate any individuals leaving or joining the Board

Name	Phone	Address

### Administrative Changes (g)

Indicate any individuals resigning from/newly hired to hold a leadership position in the operation of the school

Name	Phone	Resignation	New Hire	Effective Date

All reporting requirements should be sent electronically by the 15<sup>th</sup> of each month to Lindsay Omlor,  
Managing Director of Education One, LLC. at [omlorl@trine.edu](mailto:omlorl@trine.edu).



## Reporting Form C

Please adjust all highlighted items and complete the form as necessary.

**This form should be signed and submitted as a PDF.**

**Attn: Lindsay Omlor**  
Managing Director  
Education One, LLC.  
One University Avenue  
Angola, IN 46703

<b>Current Date:</b>	<b>Reporting Quarter</b> (previous quarter):
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<b>School Name:</b>	<b>Address:</b>
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I hereby certify that **SCHOOL NAME** has operated the Charter School in compliance with the Charter Agreement and applicable law, during the previous quarter.

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**Name,**  
Board Chair  
**School Name**

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**Name,**  
Principal  
**School Name**

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