



LOS ANGELES UNIFIED SCHOOL DISTRICT  
CHARTER SCHOOLS

**2019-2020 CALENDAR OF SIGNIFICANT DEADLINES**

**[Subject to change as needs arise]**

<b>FRIDAY, JULY 5, 2019</b>	
<b>Item</b>	<b>Submit Via:</b>
<ul style="list-style-type: none"> <li>• Charter School Contact Information</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>• Instructional Calendar for the 2019-20 year</li> </ul>	Attendance & Enrollment Section E-mail to: <a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a> or <a href="mailto:james.phan@lausd.net">james.phan@lausd.net</a>
<ul style="list-style-type: none"> <li>• Local Control and Accountability Plan (LCAP) 2019-20 (Must include agenda, board minutes and agenda approving the minutes)</li> </ul>	Dropbox

<b>FRIDAY, JULY 19, 2019</b>	
<b>Item</b>	<b>Submit Via:</b>
<ul style="list-style-type: none"> <li>• PENSEC Newly operational Independent charter schools that begin instruction from July 1, 2018 through September 30, 2018, and continuing charter schools that added one or more grade levels in 2019-20</li> </ul>	Charter Schools Division 333 South Beaudry Ave., 20 <sup>th</sup> Floor Los Angeles, CA 90017 Attention: Portia Ilagan

<b>MONDAY, AUGUST 19, 2019</b>	
<b>Item</b>	<b>Submit Via:</b>
<ul style="list-style-type: none"> <li>• 2018-19 Unaudited Actuals</li> </ul>	Revenue Accounting 333 S. Beaudry Ave., 26 <sup>th</sup> Floor Email and deliver to: <a href="mailto:florencia.delacruz@lausd.net">florencia.delacruz@lausd.net</a>

## FRIDAY, SEPTEMBER 27, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>General Application for Charter Schools</li> </ul>	Complete form online at LACOE website. Return completed form via e-mail to: <a href="mailto:sfs_bcsu@lacoed.edu">sfs_bcsu@lacoed.edu</a> <u>LACOE</u> Division of School Financial Serv. Attn: Business Charter Schools Unit 9300 Imperial Highway, Cubicle 2137 Downey, California 90242 <a href="#">Click Here</a> to obtain form
<ul style="list-style-type: none"> <li>E-Car</li> </ul>	<a href="#">Click Here for information</a>
<ul style="list-style-type: none"> <li><b>NORM:</b> Enrollment counts as of September 20 (form and instructions to be provided by Attendance &amp; Enrollment Section)</li> </ul>	Attendance & Enrollment Section E-mail to: <a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a> or <a href="mailto:james.phan@lausd.net">james.phan@lausd.net</a>

## FRIDAY, OCTOBER 4, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>AB 699 Policy (Immigration)</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Certificate of Occupancy (Charters with Private Sites Only)</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Compliance Monitoring Administrator Certification</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>EL Master Plan Certification with EL Master Plan</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>ESSA Grid</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Governing Board Bylaws</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Governing Board Meeting Calendar 2019-20</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Governing Board Member Contact Information</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Parent/Student Handbook</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>School Safety Plan</li> </ul>	Dropbox

## FRIDAY, OCTOBER 4, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>Suicide Prevention (AB 2246)</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Uniform Complaint Procedures (UCP)</li> </ul>	Dropbox

## TUESDAY, OCTOBER 8, 2019 (Tentative)

Item	Submit Via:
<ul style="list-style-type: none"> <li>20-Day Attendance Report Newly operational Independent charter schools that begin instruction from July 1, 2019 through September 30, 2019, and continuing charter schools that added one or more grade levels in 2019-20</li> </ul>	Charter Schools Division 333 South Beaudry Ave., 20 <sup>th</sup> Floor Los Angeles, CA 90017 Attention: Portia Ilagan

## FRIDAY, OCTOBER 25, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>TDap 3 days and 30 Days Certification from school's starting date</li> </ul>	Dropbox and also submit electronic certification by November 1 to: <u><a href="#">California Department of Public Health, Immunization Branch</a></u> (Click to Open Link)

## FRIDAY, NOVEMBER 1, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>2020-21 Proposition 39 Facilities Request</li> </ul>	<u><a href="#">Click Here to apply</a></u>

## MONDAY, NOVEMBER 25, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>2019-20 First Period Interim Financial Report (Actuals as of 10/31/19 &amp; Estimated Actuals as of 06/30/20)</li> </ul>	Revenue Accounting 333 S. Beaudry Ave., 26 <sup>th</sup> Floor Email and deliver to: <u><a href="mailto:florencia.delacruz@lausd.net">florencia.delacruz@lausd.net</a></u>
<ul style="list-style-type: none"> <li>P1 Attendance report (refer to the school's Calendar of Reports issued by Attendance &amp; Enrollment Section)</li> </ul>	Attendance & Enrollment Section E-mail to: <u><a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a></u> or <u><a href="mailto:james.phan@lausd.net">james.phan@lausd.net</a></u>

## FRIDAY, DECEMBER 13, 2019

Item	Submit Via:
<ul style="list-style-type: none"> <li>FY 2018-19 Audited Financial Statements Must include all the reports components listed in the K-12 Audit Guide (Article 2 Audit Reports: Section 19815 Report Components)</li> </ul> <p>*Schedule to reconcile the unaudited actuals with audited Financial Statements</p>	Revenue Accounting Branch Revenue Accounting Email: <a href="mailto:florencia.delacruz@lausd.net">florencia.delacruz@lausd.net</a> Charter Schools Unit Beaudry, 26 <sup>th</sup> Floor Send copy Charter Schools Division <a href="mailto:portia.ilagan@lausd.net">portia.ilagan@lausd.net</a> or <a href="mailto:irene.fernandez@lausd.net">irene.fernandez@lausd.net</a>

## FRIDAY, JANUARY 10, 2020

Item	Submit Via:
<ul style="list-style-type: none"> <li>2020-2021 Lottery Form</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Compliance Monitoring Board Certification (Must include agenda, board minutes and agenda approving the minutes)</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Ethics Charter Liaison Contact Information</li> </ul>	Dropbox
<ul style="list-style-type: none"> <li>Assurance Certification from July 2019 to December 2019 (Only for charters employees who receive compensation from federal or state categorical programs)</li> </ul>	Dropbox

## MONDAY, MARCH 2, 2020

Item	Submit Via:
<ul style="list-style-type: none"> <li>2019-20 Second Period Interim Financial Report (Actuals as of 01/31/20 &amp; Estimated Actuals as of 06/30/20)</li> </ul>	Revenue Accounting 333 S. Beaudry Ave., 26 <sup>th</sup> Floor Email and deliver to: <a href="mailto:florencia.delacruz@lausd.net">florencia.delacruz@lausd.net</a>

## WEDNESDAY, APRIL 1, 2020

Item	Submit Via:
<ul style="list-style-type: none"> <li>700 Forms Original Forms with wet signature must be delivered or mail.</li> </ul>	Charter Schools Division 333 S. Beaudry Ave., 20 <sup>th</sup> Floor Los Angeles, CA 90017 Attn: Mayra D. Hernandez

## MONDAY, JUNE 17, 2020

Item	Submit Via:
<ul style="list-style-type: none"> <li>2019-20 Preliminary Budget</li> </ul>	Charter Schools Division 333 S. Beaudry Ave., 20th Floor Los Angeles, CA 90017 Attn: Portia Ilagan
<ul style="list-style-type: none"> <li>Annual Attendance report                (refer to the school's Calendar of Reports issued by Attendance &amp; Enrollment Section)</li> </ul>	Attendance & Enrollment Section E-mail to: <a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a> or <a href="mailto:james.phan@lausd.net">james.phan@lausd.net</a>

### The following reports are due in a monthly basis:

Item	Submit Via:
<ul style="list-style-type: none"> <li>Monthly classification report                (refer to the school's Calendar of Reports issued by Attendance &amp; Enrollment Section)</li> </ul>	Attendance & Enrollment Section E-mail to: <a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a> or <a href="mailto:james.phan@lausd.net">james.phan@lausd.net</a>
<ul style="list-style-type: none"> <li>Monthly statistical report                (refer to the school's Calendar of Reports issued by Attendance &amp; Enrollment Section)</li> </ul>	Attendance & Enrollment Section Email to: <a href="mailto:betty.chong@lausd.net">betty.chong@lausd.net</a>
<ul style="list-style-type: none"> <li>New Welligent Student Transfers</li> </ul>	In order to see new incoming students' IEPs, inactive IEPs and Section 504 Plans, you must submit a request to have your new students transferred in Welligent.
<ul style="list-style-type: none"> <li>Notification of Student withdraws                (if applicable)</li> </ul>	Google Doc <a href="#">Click Here</a>
<ul style="list-style-type: none"> <li>Request to Change School Contact Information                (as necessary)</li> </ul>	Charter Schools Division Send via e-mail to: <a href="mailto:charterschools@lausd.net">charterschools@lausd.net</a>
<ul style="list-style-type: none"> <li>Suspensions and Expulsions Monthly Report</li> </ul>	Report to the State Reporting Services Branch, via electronic link <a href="http://ezaccess.lausd.net">http://ezaccess.lausd.net</a> <i>If you don't have an account, please go to <a href="http://ezaccess.lausd.net">http://ezaccess.lausd.net</a> to apply.</i> If you need additional information, please contact Tony at 213-241-2416.