

CHARTER SCHOOLS
2015-16 CALENDAR OF SIGNIFICANT DEADLINES
(Subject to change as needs arise)

JULY 2015

DATE	NAME OF REPORT	SUBMIT TO
1	Preliminary Budget	Due to LAUSD Charter Schools Division Beaudry 20 th Floor Attn: Portia Ilagan
	PENSEC Report – Submission instructions are provided by the Charter Schools Division via e-mail – <u>Only new schools and schools adding a grade level need to complete this form.</u>	Submit online on CDE website Send original reports including certification page to: Charter Schools Division Beaudry 20 th Floor Attn: Portia Ilagan
15	Assurance Certification – Previous school year (January 2015 – June 2015) (Only for charters employees who receive compensation from federal or state categorical programs) – A roster for those qualifying employees will be sent to the charter school prior to this deadline.	Charter Schools Division 20 th Floor Attn: charterschools@lausd.net Via fax or e-mail

(Subject to change as needs arise)

AUGUST 2015

DATE	NAME OF REPORT	SUBMIT TO
7	Unaudited Actuals – Refer to LAUSD Charter Schools Financial Reporting Calendar provided by Revenue Accounting Branch Charter Schools Unit	Revenue Accounting Branch Charter Schools Unit Beaudry, 26 th Floor Attn: Susan Sarceno (Template Provided by Revenue Accounting)
12	T-Dap Certification submit three (3) days after the first day of school	Via e-mail to charterschools@lausd.net
14	School Contact Information Update and Governing Board Meeting Dates Calendar	Charter Schools Division Beaudry 20 th Floor via e-mail to charterschools@lausd.net
	CALPADS Data Files –(Previous Year) <u>CD must contain:</u> <ul style="list-style-type: none"> – Report 8.1: Student Profile List – Report 8.1 a: Student Profile Exits - List – Report 8.1 b: Student Profile Dropouts – List – Student Information ODS Download Extract 	Submit to CDE and please copy all four downloaded files onto a CD and deliver to: School Information Branch, Beaudry - 16th Floor Attn: Tony Dubon

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SEPTEMBER 2015

DATE	NAME OF REPORT	SUBMIT TO
4	Verify that current registration to EZ Access and CALPADS for the school administrator and their designee is up to date.	Check with LAUSD and CDE
11	Self-Review Checklist (Special Education)	On line and via e-mail to charterschools@lausd.net
	General Application for Charter Schools	Complete form online in LACOE website. Return completed form to: LACOE, Division of School Financial Services Attn: Business Charter Schools Unit 9300 Imperial Highway, Cubicle 2137 Downey, California 90242
29	<u>NORM DATA</u> : Enrollment Numbers as of September (numbers include in Norm Enrollment report) - Instructions provided by Attendance and Enrollment	Attendance and Enrollment Beaudry, 26 th Floor
30	<u>Interim Placement MOU</u> For schools interested in participating in the 2015-16 school year.	<ol style="list-style-type: none"> 1. Send an electronic version of the signed MOU to the Charter Schools Division at charterschools@lausd.net and the Student Discipline and Expulsion Support Unit at isabel.villalobos@lausd.net 2. Send the <u>MOU with an original signature</u> to: The Charter Schools Division 333 S. Beaudry Avenue 20th Fl. Los Angeles, CA 90017

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OCTOBER 2015

DATE	NAME OF REPORT	SUBMIT TO
27	T-Dap Certification a second submission is required, 30 days after the first day of school via email but no later than 10-27-15	Via e-mail to charterschools@lausd.net
30	EL Master Plan Certification	Via e-mail to charterschools@lausd.net

NOVEMBER 2015

DATE	NAME OF REPORT	SUBMIT TO
6	Prop. 39 Application Due	Application due November 1, check charter website for submission instructions.
27	First Period Interim Financial Report Refer to LAUSD Charter Schools Financial Reporting Calendar provided by Revenue Accounting Branch Charter Schools Unit	Revenue Accounting Branch Charter Schools Unit Beaudry,, 26 th Floor Attn: Susan Sarceno (Template Provided by Revenue Accounting)

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DECEMBER 2015

DATE	NAME OF REPORT	SUBMIT TO
15	Fall CALPADS Data Files –Certification by 2 nd week in December <u>CD must contain:</u> Report 8.1: Student Profile List Report 8.1 a: Student Profile Exits - List Report 8.1 b: Student Profile Dropouts - List Student Information ODS Download Extract	Submit to CDE and please copy all four downloaded files onto a CD and deliver to: School Information Branch Beaudry - 16th Floor Attn: Tony Dubon
	2015-16 Audited Financial Statements	Revenue Accounting Branch Charter Schools Unit Beaudry, 26 th Floor Attn: Susan Sarceno
	Audited financial statements are reviewed and letters via email are sent to the charter schools that have findings or material weaknesses asking for a description of the resolution.	CDE and Charter Schools Division
31	P1 – attendance ending the full school month	Input in state attendance software. Submit print-out to Attendance and Enrollment for verification before exporting data files and certification to Attendance and Enrollment Beaudry, 26 th Floor Attn: Chhoung Phan

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JANUARY 2016

DATE	NAME OF REPORT	SUBMIT TO
1	Prop.39 - charter school must respond to any objections expressed by the District and to the District's average daily attendance projections by January 1	Prop. 39
15	Pre and Post Lottery and enrollment electronic forms for the following school year (Forms must also be available on the Charter Schools webpage).	Submit to Charter Schools Division via e-mail to: charterschools@lausd.net
29	Assurance Certification from July 2015 to December 2015 (Only for charters employees who receive compensation from federal or state categorical programs)	Submit to Charter Schools Division via e-mail to: charterschools@lausd.net

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FEBRUARY 2016

DATE	NAME OF REPORT	SUBMIT TO
1	School Accountability Report Cards (SARCs)	Submit to CDE
	Prop. 39 Send preliminary offer to Charter Schools	
12	CALPADS Data Files – Final Certification by 1 st week in February <u>CD must contain:</u> Report 8.1: Student Profile List Report 8.1 a: Student Profile Exits - List Report 8.1 b: Student Profile Dropouts - List Student Information ODS Download Extract Report 2.10: English Language Acquisition Status – Census Comparison Student List Report 2.13: English Language Acquisition Status – ELs Reclassified RFEP Student List Report 1.18: FPRM-English Learner-Foster Youth – Student List	Submit to CDE and please copy all four downloaded files onto a CD and deliver to: School Information Branch Beaudry - 16th Floor Attn: Tony Dubon
19	700 Form roster of filers	e-mail excel report to charterschools@lausd.net

(Subject to change as needs arise)

MARCH 2016

DATE	NAME OF REPORT	SUBMIT TO
1	Prop. 39 - The charter school must respond in writing to the school district's preliminary proposal expressing any concerns, addressing differences between the preliminary proposal and the charter school's facilities request, and/or making counter proposals by March 1	Prop. 39
	Second Period Interim Financial Report Refer to LAUSD Charter Schools Financial Reporting Calendar provided by Revenue Accounting Branch Charter Schools Unit	Revenue Accounting Branch Charter Schools Unit Beaudry, 26 th Floor Attn: Susan Sarceno Template Provided
15	Compliance Monitoring Certification with attached Board Agenda(s) and approved minutes	e-mail pdf files to charterschools@lausd.net
21	700 forms due – only original forms are accepted by April 1	Charter Schools Division 20 th Floor Attn: Melida Dominguez

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APRIL 2016

DATE	NAME OF REPORT	SUBMIT TO
1	Last day to file 700 forms due – only original forms are accepted	Charter Schools Division 20 th Floor Attn: Melida Dominguez
	Prop. 39 Final offers send to Charter Schools	
	Audit contract information, amount of contract and historical costs and prior years. Bulletin sent by LACOE	Submit online on LACOE website
15	P2 – attendance ending the full school month on or before April 15 Refer to instructional calendar e-mailed by Attendance and Enrollment based on information provided by the school	Input in state attendance software. Submit print-out to Attendance and Enrollment for verification before exporting data files and certification to Attendance and Enrollment Beaudry, 26 th Floor Attn: Chhoung Phan

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MAY 2016

DATE	NAME OF REPORT	SUBMIT TO
6	2016-17 Annual Funding Survey	Submit online on CDE website
	Instructional calendar for the following school year	Attendance and Enrollment Beaudry, 26 th Floor
	Prop. 39 Final Offer – Charter School must respond to final offer	Prop. 39
	2016-17 Preliminary Budget	Charter Schools Division Beaudry, 20 th Floor Attn: Luisito Iya Template provided by Charter Schools Division

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JUNE 2016

DATE	NAME OF REPORT	SUBMIT TO
1	Annual attendance report	Input in state attendance software. Submit print-out to Attendance and Enrollment for verification before exporting data files and certification to: Attendance and Enrollment Beaudry, 26 th Floor
30	<u>LCAP Report</u> Provide Board Agenda and approved minutes in addition of the LCAP Report.	Submit to Charter Schools Division via e-mail to: charterschools@lausd.net and LACOE

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MONTHLY BASIS

ON MONTHLY BASIS	SUBMIT TO:
<ul style="list-style-type: none"> • Monthly <i>classification report</i> (based on instructional calendar) • Monthly <i>statistical report</i> (based on school's instructional calendar) 	Attendance and Enrollment Beaudry, 26 th Floor Template Provided
<ul style="list-style-type: none"> • Notification of Student withdraws 	Charter Schools Division Send via e-mail to: charterschools@lausd.net
<ul style="list-style-type: none"> • Request to Change School Contact Information (as necessary) 	Charter Schools Division Beaudry 20 th Floor Attn: Mayra Hernandez
<ul style="list-style-type: none"> • Suspension and Expulsion report (by the 5th of each month) 	School Information Branch, login to Welligent and send via Welligent email to Jorge Dubon (jad9904@lausd.net). If you don't have a Welligent account, please go to http://ezaccess.lausd.net to apply. You can also copy the file onto a CD and deliver to School Information Branch, located at 333 South Beaudry Avenue, 16th Floor, Los Angeles, CA 9001. If you need additional information, please contact Jorge Dubon at 213-241-2416.

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