



Reporting Requirements

*For Charter Schools Authorized by
the Indiana Charter School Board*

Revised January 2016

For more information, please visit the
Indiana Charter School Board website:

<http://www.in.gov/icsb>

Important Changes

The Indiana Charter School Board (“ICSB”) [Accountability System](#), which is incorporated into the Charter Agreement, sets forth the goals and measures for the school and is used to evaluate the academic performance, financial health, and organizational compliance of each school authorized by the ICSB. At its core, the Accountability System poses three critical questions:

- Is the school’s educational program demonstrating success?
- Is the school in good financial health?
- Is the organization in compliance with applicable laws and regulations, and with the Charter Agreement?

Historically, the ICSB has utilized annual site visits as an integral part of its Accountability System; however, effective immediately, the ICSB will be discontinuing its practice of conducting annual site visits for each school that it authorizes. Instead, each school will be asked to provide certain documentation to the ICSB throughout the year to allow the ICSB to gauge the schools’ progress toward meeting academic success, financial health, and organizational compliance goals.

A list of the ICSB Reporting Requirements may be found in this document. The ICSB Reporting Requirements are organized by date, and the documents cover all reports necessary for general monitoring as well as fulfillment of the annual reporting requirements.

ICSB REPORTING CALENDAR 2016-2017 SCHOOL YEAR

All data should be submitted using the ICSB sFTP process by the DATE DUE column.

DATE DUE	REQUIRED DOCUMENTATION/REPORT	SY data	Accountability
7/1/2016	Annual Budget Report (Board Approved)	1617	Financial Report
7/1/2016	DOE-SR (Charter School Residence)	1516	Monitoring
7/1/2016	DOE-ME (Membership Report)	1516	Annual Report
7/1/2016	DOE-MA (Membership for Adult Learners Report)	1516	Annual Report
7/1/2016	Discipline Policy	1617	Monitoring
7/1/2016	Board of Directors Roster	1617	Opening
7/1/2016	Special Education and 504 Procedure Document	1617	Monitoring
7/1/2016	Board Meeting Calendar	1617	Opening
7/1/2016	Master Schedule	1617	Opening
7/1/2016	School Handbook	1617	Opening
7/1/2016	Organizational Chart	1617	Opening
7/1/2016	Statement of Assurances	1516	Annual Report
7/1/2016	Conflict of Interest Report	1516	Annual Report
7/31/2016	School Calendar	1516	Annual Report
7/31/2016	DOE-AT (Attendance Report)	1516	Annual Report
7/31/2016	DOE-CE (Certified Employee Report)	1516	Annual Report
7/31/2016	DOE-CP (Certified Personnel Report)	1516	Annual Report
7/31/2016	DOE-CC (Course Completion Report)	1516	Annual Report
7/31/2016	Charter School Changes Report	1516	Annual Report
8/1/2016	Staff Roster	1617	Opening
8/30/2016	DOE-RT (Real-Time Report) BOY data	1617	Monitoring
9/1/2016	Updated Staff Roster	1617	Opening
9/1/2016	Updated Master Schedule	1617	Opening
9/1/2016	Seclusion and Restraint Report	1516	Annual Report
9/30/2016	DOE-ES (Expulsion/Suspension Report)	1516	Annual Report
9/30/2016	DOE-ME (Membership Report)	1617	Monitoring
9/30/2016	DOE-MA (Membership for Adult Learners Report)	1617	Monitoring
9/30/2016	Interim/BOY Assessment data	1617	Monitoring
10/31/2016	DOE-RT (Real-Time Report) EOY	1516	Annual Report
10/31/2016	DOE-SR (Charter School Residence)	1617	Monitoring
10/31/2016	DOE-GR (Graduate Report)	1516	Annual Report
10/31/2016	DOE-DT (Dual Credit Completion)	1516	Annual Report
11/15/2016	Q1 Budget Report	1617	Financial Report
11/15/2016	July, August, September Board Meeting Minutes	1617	Financial Report
11/30/2016	SBOA Audit	1516	Annual Report
12/1/2016	Staff Evaluation Report	1516	Annual Report

DATE DUE	REQUIRED DOCUMENTATION/REPORT	SY data	Accountability
12/1/2016	DOE-ER (Educator Evaluation Results)	1516	Annual Report
12/30/2016	DOE-RT (Real-Time Report) Q2	1617	Monitoring
1/10/2017	Updated Staff Roster	1617	Site Visit
1/10/2017	Updated Master Schedule	1617	Site Visit
1/10/2017	Updated Board of Directors Roster	1617	Site Visit
1/10/2017	Updated Board Meeting Calendar	1617	Site Visit
1/15/2017	Interim/MOY Assessment data	1617	Monitoring
2/15/2017	Q2 Budget Report	1617	Financial Report
2/15/2017	October, November, December Board Meeting Minutes	1617	Financial Report
2/28/2017	DOE-SR (Charter School Residence)	1617	Monitoring
2/28/2017	DOE-ME (Membership Report)	1617	Monitoring
2/28/2017	DOE-MA (Membership for Adult Learners Report)	1617	Monitoring
3/31/2017	DOE-RT (Real-Time Report) Q3	1617	Monitoring
5/1/2017	Projected Enrollment	1718	Monitoring
5/15/2017	Q3 Budget Report	1617	Financial Report
5/15/2017	January, February, March Board Meeting Minutes	1617	Financial Report
6/1/2017	Board Meeting Calendar	1718	Opening
6/1/2017	Interim/EOY Assessment data	1617	Monitoring
6/1/2017	ISTEP+ vendor data (csv/excel format)	1617	Monitoring
6/1/2017	ECA vendor data (csv/excel format)	1617	Monitoring
6/30/2017	DOE-RT (Real-Time Report) Q4	1617	Monitoring
8/15/2017	Q4 Budget Report	1617	Financial Report
8/15/2017	April, May, June Board Meeting Minutes	1617	Financial Report

The following documents/data reports may not be formally collected but should be available upon request by ICSB:

- Performance Evaluations
- Board Policies
- School Goals
- Resumes
- Background Checks
- Insurance Policies
- Loans/Debt Documentation
- Form 9 as submitted to IDOE
- Assessment Calendar
- Marketing Strategies
- Enrollment Process
- Grievances
- Staff Policies
- Inventory