

Tennessee Charter School Authorizer

Annual Authorizer Report Guidance

Updated: August 2023

Pursuant to [T.C.A. § 49-13-120\(c\)](#) and the State Board of Education's (State Board) [Quality Charter Authorizing Standards](#), each authorizer shall submit to the Tennessee Department of Education (TDOE) and State Board an annual authorizing report by **January 1** of each year.

Note: If the deadline falls on a Saturday, Sunday, or state-observed holiday, the required report shall be due on the next business day.

Submission Requirements

Submission Instructions

The annual report shall be submitted as a single PDF document. An electronic copy of the completed annual authorizer report shall be submitted by the deadline to the department and the State Board.

- Tennessee Department of Education: Charter.Schools@tn.gov
- State Board: Ali.Reid@tn.gov

Additional Requirements

The annual authorizer report shall be made available to the public via the authorizer's website no later than the submission deadline in accordance with the State Board's [Quality Charter Authorizing Standards](#).

Content of Annual Authorizer Report

The annual report must include the following, as listed in Sections I-V:

Section I: Cover Sheet

- I. Name of the report
- II. Name of authorizer
- III. Contact Information for authorizer and staff responsible for creation of annual report
 - a. Name
 - b. Title
 - c. Email Address
 - d. Phone Number
- IV. Date of report

Section II: Authorized School Data

Section II shall include clear, accurate data for all charter schools it oversees (including any that have closed within the past year)

- I. Name of School
- II. Current school address
- III. Current school phone number
- IV. School leader name(s)
- V. School leader(s) email address(es)
- VI. The operating status of the charter school with a designation of:
 - a. Approved but not yet open;
 - b. Open and operating;
 - c. Revoked, including the reason for revocation;
 - d. Non-renewed; or
 - e. Closed, including date of closing and the reason for closing.
- VII. The oversight and contracted services, if any, provided by the authorizer to its authorized charter schools

Section III: Authorized School Waivers

- I. Name of School
- II. Citation of Statute or State Board Rule Waiver Approved
- III. Content of Active Waiver Granted
- IV. Date of approval
- V. Expiration date of the waiver

Section IV: Portfolio

Portfolio Performance Reports shall include components of the performance framework set forth in the charter agreement, as listed below:

- I. Individual School Portfolio
 - a. Academic Outcomes
 - b. Financial Outcomes
 - c. Organizational Outcomes
- II. Overall Authorizer Portfolio: A summary table or summative chart should be utilized to provide a snapshot of how the portfolio is performing collectively
 - a. Academic Outcomes
 - b. Financial Outcomes
 - c. Organizational Outcomes

Any financial performance outcomes not yet finalized by January 1 may be reported as “pending”. Authorizers shall be responsible for resubmitting the annual report with completed financial performance outcomes no later than March 1. If fiscal outcomes are not finalized by March 1, due to extenuating circumstances beyond authorizer control, extensions to this deadline may be granted by State Board Staff.

Section V: Performance

- I. Report on the authorizer’s performance in meeting authorizer goals per the [State Board’s Quality Charter Authorizing Standards 6.111 - Standard 1.c](#)¹

Any questions regarding the Annual Authorizer Report should be submitted to Charter.Schools@tn.gov.

¹ A quality authorizer: states a clear mission for quality authorizing and develops goals and timely plans for improvement in response to regular evaluation of its work against national and state authorizing standards.