

# Tennessee Charter School Authorizer

## *Annual Reporting Requirements to Stakeholders*

Updated: August 2023

### *Reporting Schedule At-A-Glance*

August	October	November	December	January
<ul style="list-style-type: none"> <li>• Projected Charter Office Budget</li> <li>• Progressive Intervention Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Catalog of Vacant/Underutilized Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Local Education Agency (LEA) Supplemental Application Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Authorizer Fee Report</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Authorizer Report</li> <li>• Charter School Waivers Report</li> <li>• Renewal Performance Report</li> </ul>
Within 10 days	Within 30 days	Year 5 of Agreement	30 day notice	120 day notice
<ul style="list-style-type: none"> <li>• Approval or Denial of Charter Applications</li> <li>• Renewal or Revocation of Charter Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Request for Student Information Sharing Approval of Waiver</li> </ul>	<ul style="list-style-type: none"> <li>• Charter School Interim Review</li> </ul>	<ul style="list-style-type: none"> <li>• Notification Regarding Possible Revocation</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Grade Band Change</li> </ul>

## Set Annual Deadlines

August	<b>August 1:</b> Projected Charter Office Budget	<b>Recipient:</b> Charter.Schools@tn.gov
	SBE Rule 0520-14-01-.05(2)(c) requires each LEA in which one or more public charter schools operates to provide a projected charter school office budget for the upcoming school year to the Department of Education by August 1.	
	<b>August 1, 2023:</b> Progressive Intervention Policy	Adopt a policy
<a href="#">Chapter 206 of the Public Acts of 2023</a> - Each authorizer shall, by August 1, 2023, adopt a progressive intervention policy that outlines the process for charter school intervention if the authorizer determines that a public charter school meets the criteria for revocation under subsection (b), or if the authorizer determines that a public charter school is not complying with this chapter or with the charter agreement.		
October	<b>October 1:</b> Catalog of Vacant/Underutilized Facilities	<b>Recipient:</b> Charter.Schools@tn.gov
	T.C.A. § 49-13-136(c)(1) requires each LEA in which one or more public charter schools operates to “catalog each year all underutilized and vacant properties owned or operated by the LEA and all underutilized and vacant properties within any educational facility owned or operated by the LEA.”	
November	<b>November 1:</b> LEA Supplemental Application Requirements	<b>Recipient:</b> Charter.Schools@tn.gov
	SBE Rule 0520-14-01-.01(2)(a) In addition to the state charter school application, each local board of education may ask charter school sponsors to address additional priorities. Local boards of education shall submit to the Tennessee Department of Education by November 1 of each year all local application requirements.	
December	<b>December 1:</b> Annual Authorizer Fee Report	<b>Recipient:</b> Charter.Schools@tn.gov
	T.C.A. § 49-13-128(f) requires each authorizer to annually report to the department the total amount of authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.	
January	<b>January 1:</b> Annual Authorizer Report	<b>Recipients:</b> Charter.Schools@tn.gov and Ali.Reid@tn.gov
	Pursuant to T.C.A. § 49-13-120(c), each chartering authority shall submit to the Tennessee Department of Education (TDOE) and the State Board an annual authorizing report by January 1 of each year.	
	<b>January 1:</b> Charter School Waivers Report (with Annual Authorizer Report)	
	SBE Rule 0520-14-02-.01(4) requires authorizers to submit all locally approved waivers to the department. Authorizers will report all active waivers for all authorized charter schools including the expiration date of the waiver.	
<b>January 1 of Year 9 of Charter Agreement:</b> Renewal Performance Report		<b>Recipient:</b> Charter.Schools@tn.gov & each charter school in year 9
Pursuant to T.C.A. § 49-13-121(c), the authorizer shall submit to the public charter school a performance report that reflects the renewal evaluation three (3) months prior to the date on which a public charter school is required to submit a renewal application.		

## Rolling Deadlines

Report within 10 days	<b>Report within 10 Days of:</b> Approval or Denial of Charter Applications T.C.A. § 49-13-108(g) requires each chartering authority to report to the Tennessee Department of Education whether the chartering authority has approved or denied any charter school applications.	<b>Recipient:</b> Charter.Schools@tn.gov
	<b>Report within 10 Days of:</b> Renewal or Revocation of Charter Agreements T.C.A. § 49-13-122(e) requires each chartering authority to report to the Tennessee Department of Education the decision to renew, not renew, or revoke a charter agreement, and provide a copy of the chartering authority's resolution setting forth the decision and reasons for the decision.	<b>Recipient:</b> Charter.Schools@tn.gov
Report within 30 days	<b>Report within 30 Days of:</b> Request for Student Information Sharing <u><a href="#">T.C.A. § 49-13-132</a></u> requires each chartering authority to provide at no cost a list of student names, ages, addresses, dates of attendance, and grade levels completed in accordance with T.C.A. § 10-7-504 and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g).	<b>Recipient:</b> Requesting charter school or chartering authority
	<b>Report within 30 Days of:</b> Approval of Waiver SBE Rule 0520-14-02-.01(4) requires authorizers to submit all locally approved waivers to the department. Should waivers be approved outside of a typical reporting schedule, authorizers shall notify the department of the change.	<b>Recipient:</b> Charter.Schools@tn.gov
Report during Year 5 of Charter Agreement	<b>Report during Year 5 of Charter Agreement:</b> Charter School Interim Review Pursuant to T.C.A. § 49-13-121(k), The authorizer shall conduct an interim review of a public charter school in the fifth year of a public charter school's initial period of operation and in the fifth year following any renewal of a charter agreement under guidelines developed by the Department of Education. The guidelines must require a public charter school to submit a report to the authorizer on the progress of the public charter school in achieving its goals and objectives, including student performance and other terms of the approved charter agreement.	<b>Recipient:</b> Charter.Schools@tn.gov & each charter school in year 5
30 Day Notice	<b>Give 30 Days Notice:</b> Notification Regarding Possible Revocation <u><a href="#">T.C.A. § 49-13-122(c)</a></u> Thirty (30) days prior to a decision by an authorizer to revoke a charter agreement, the authorizer shall notify the public charter school in writing of the possibility of revocation and the reasons for the possible revocation.	<b>Recipient:</b> Charter school at risk of revocation
120 Day Notice	<b>Give 120 Days Notice:</b> Notification of Grade Band Change Chapter 206 of the Public Acts of 2023 If an LEA's local board of education changes the grade bands for the LEA's elementary schools, middle schools, elementary and secondary schools, or elementary or secondary schools, as those terms are defined in <u><a href="#">T.C.A. § 49-6-301</a></u> , then the local board of education shall notify each public charter school authorized by the LEA at least one hundred twenty (120) days before the grade band changes are implemented to allow the public charter school to seek an amendment to the school's charter agreement.	<b>Recipient:</b> All authorized Charter Schools