

# Annual Reporting Requirements for Charter Authorizers

This document outlines reporting requirements for authorizers of public charter schools in Tennessee. Guidance related to authorizer reporting may be accessed on the Tennessee Department of Education's (department's) [charter school website](#).

## Reporting Schedule At-A-Glance

August	November	December	January	May
<ul style="list-style-type: none"><li>• Projected Charter Office Budget</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>	<ul style="list-style-type: none"><li>• Catalog of Vacant / Underutilized Facilities</li></ul>

Within 10 Days	Within 30 Days	30 Day Notice	120 Day Notice	Year 5 of Agreement
<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</li><li>• Submission of Locally Approved Waivers</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>	<ul style="list-style-type: none"><li>• Charter School Interim Review</li></ul>

## Annual Deadlines for Charter Authorizers

August	<b>August 1:</b> Projected Charter Office Budget  <a href="#">SBE Rule 0520-14-01-.05(2)(c)</a> mandates authorizers to submit a projected charter school office budget for the upcoming school year to the department of education by August 1.	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
November	<b>November 1:</b> LEA Supplemental Application Requirements  <a href="#">SBE Rule 0520-14-01-.01(2)(a)</a> permits each authorizer to request charter school sponsors to address additional priorities beyond the department of education's charter school application requirements. Authorizers must submit these additional priorities to the department of education by November 1 each year.	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
December	<b>December 1:</b> Annual Authorizer Fee Report  <a href="#">T.C.A. § 49-13-128(f)</a> requires each authorizer to annually report to the department of education the total amount of authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
January	<b>January 1:</b> Annual Authorizer Report  <a href="#">T.C.A. § 49-13-120(c)</a> mandates each authorizer submit an annual authorizer report by January 1 of each year to the department of education and the State Board of Education.	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>

January	<b>January 1:</b> Charter School Waivers Report	<b>Recipient:</b> Submitted within Annual Authorizer Report
	<a href="#">SBE Rule 0520-14-02-.01(4)</a> mandates each authorizer to submit all locally approved waivers to the department of education. Authorizers must report all active waivers for all authorized charter schools, including the expiration date, within the annual authorizer report.	
	<b>January 1 of Year 9 of Charter Agreement:</b> Renewal Performance Report	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a> & each charter school in year 9
May	<a href="#">T.C.A. § 49-13-121(c)</a> mandates an authorizer to submit a performance report that reflects the renewal evaluation of the public charter school to the school three (3) months prior to the renewal application submission date.	
	<b>May 1:</b> Catalog of Vacant/Underutilized Facilities	<b>Recipients:</b> <a href="#">Tennessee Charter School Upload Form</a> Comptroller of the Treasury Authorizer's Website
May	<a href="#">T.C.A. § 49-13-136(c)(2)</a> mandates each authorizer to submit a comprehensive listing of all underutilized or vacant properties to the department of education and the comptroller of the treasury. Authorizers must also publish this information on their website.	

## Rolling Deadlines for Charter Authorizers

Report within 10 days	<b>Report within 10 Days of:</b> Approval or Denial of Charter Applications	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
	<p><a href="#">T.C.A. § 49-13-108(g)</a> mandates each authorizer to report the approval or denial of any charter school application to the department of education within ten (10) days of the decision. The authorizer must also provide a copy of the resolution with the decision and the reasons for the decision.</p>	
Report within 10 days	<b>Report within 10 Days of:</b> Renewal or Revocation of Charter Agreements	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
	<p><a href="#">T.C.A. § 49-13-122(g)</a> mandates each authorizer to report its decision to revoke a charter agreement to the department of education within ten (10) days of the decision. The authorizer must also provide a copy of the resolution with the decision and the reasons for the decision.</p>	
Report within 30 days	<b>Report within 30 Days of:</b> Request for Student Information Sharing	<b>Recipient:</b> Requesting charter school or chartering authority
	<p><a href="#">T.C.A. § 49-13-132</a> mandates that, upon request, authorizers provide, at no cost, student directory information to another authorizer or public charter school within its geographical boundaries. This information includes student names, ages, addresses, e-mail addresses, telephone listings, the most recent school attended, dates of attendance, and grade levels completed, in accordance with <a href="#">T.C.A. § 10-7-504</a> and <a href="#">FERPA (20 U.S.C. § 1232g)</a>.</p>	
Report within 30 days	<b>Report within 30 Days of:</b> Approval of Waiver	<b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a>
	<p><a href="#">SBE Rule 0520-14-02-.01(4)</a> mandates that authorizers submit all locally approved waivers to the department of education in accordance with procedures set by the department. Additionally, authorizers must notify the department of waivers approved outside of a typical reporting schedule.</p>	

30 Day Notice	<p><b>Give 30 Days Notice:</b> Notification Regarding Possible Revocation</p> <p><a href="#">T.C.A. § 49-13-122(e)</a> mandates that authorizers notify a public charter school in writing of the possibility of revocation at least thirty (30) days prior to the decision. The notification must include the reasons for the possible revocation.</p>	<p><b>Recipient:</b> Charter school at risk of revocation</p>
120 Day Notice	<p><b>Give 120 Days Notice:</b> Notification of Grade Band Change</p> <p>Pursuant to <a href="#">T.C.A. § 49-13-110(e)</a>, if an authorizer's local board of education changes the grade bands for its schools as defined in <a href="#">T.C.A. § 49-6-301</a>, the board must notify each public charter school authorized by the local education agency (LEA) at least <b>120 days before</b> the changes are implemented. This allows the charter school to seek an amendment to its charter agreement.</p>	<p><b>Recipient:</b> All authorized Charter Schools</p>
Report during Year 5 of Charter Agreement	<p><b>Report during Year 5 of Charter Agreement:</b> Charter School Interim Review</p> <p><a href="#">T.C.A. § 49-13-121(k)</a> mandates that authorizers conduct an interim review of a public charter school in the fifth year of the school's initial period of operation and in the fifth year following any renewal of a charter agreement. Authorizers must use guidelines established by the department of education.</p>	<p><b>Recipient:</b> <a href="#">Tennessee Charter School Upload Form</a> &amp; each charter school in year 5</p>

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