

Annual Authorizer Report

Due January 1

Pursuant to T.C.A. § 49-13-120(c), each authorizer shall submit to the Tennessee Department of Education (TDOE) and State Board of Education (SBE) an annual authorizing report by **January 1** of each year.

Submission Instructions

An electronic copy of the completed annual authorizer report shall be submitted to the TDOE (Charter.Schools@tn.gov) and the SBE (Ali.Gaffey@tn.gov) by the deadline. **The annual report shall be submitted as a single PDF document.** The annual report must include the following:

- **Cover page** that includes the name of the report, authorizer name, contact information, (name, title, email address, phone number), and date of report.
- **Section I:** A listing of all of the LEA's authorized charter schools (including any that have closed within the past year). The list of charter schools should include:
 1. Name of school
 2. Current school address
 3. Current school phone number
 4. School leader name(s)
 5. School leader email address
 6. 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.
 7. The oversight and contracted services, if any, provided by the authorizer to its authorized charter schools
 8. Any approved waivers of statute or SBE regulation
- **Section II:** A performance report for each authorized charter school that addresses the components of the performance framework set forth in the charter agreement.

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