



Department of
Education

Tennessee Charter School Annual Report Guidance

Updated: August 2022

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Introduction

T.C.A. § 49-13-120(a) requires the governing body of each public charter school to submit an annual progress report to both the charter school authorizer (“authorizer”) and the Tennessee Department of Education (“department”). This report must include, at a minimum:

- The progress of the school towards achieving the goals outlined in its charter agreement;
- Financial records of the school, including revenues and expenditures; and
- A detailed accounting, including amounts and sources, of all funds received by the public charter school, other than those funds received under T.C.A. § 49-13-112(a).

If the annual report provided by the school does not meet those statutory requirements, the authorizer may require the governing body to amend and resubmit the report.

The process of completing the annual report provides a meaningful opportunity for the school’s board to synthesize relevant data and reflect on the performance of the school in the preceding school year. The board should use annual reports to measure progress toward the goals outlined in its charter agreement, adjust operations based on this information, and gauge the likelihood of renewal of its charter. Chartering authorities should use annual reports to provide effective oversight of charter schools, share best practices across schools, and to guide renewal, nonrenewal, or revocation decisions. In addition, chartering authorities use the annual reports to complete their annual authorizing reports, which must be submitted to the department and the State Board of Education (SBE) by January 1 of each year.

Submission Instructions

Annual reports shall be provided to the authorizer and to the department **no later than 5 p.m. central time on October 1 each year**¹. Charter schools shall complete the charts and questions below to satisfy the reporting requirements.

The annual report shall be submitted as a PDF document to the department at Charter.Schools@tn.gov. The total length of the annual report shall not exceed 20 pages (excluding attachments), and the content shall be easily identifiable. The subject line of the email submission to the department shall read: “[School Year] Annual Report for [School Name]”, with the school year covered by the report and your school’s actual name substituted for the bracketed text. The annual report document shall be saved as: “[School Year] AnnualReport for [School Name]”, with the school year covered by the report and your school’s actual name substituted for the bracketed text. Any additional attachments shall be saved under the corresponding section number and a brief identifying label.

Please check with your authorizer about its requirements for submission of your annual report.

¹ When October 1 falls on a weekend or a state holiday, the due date moves to the next business day.

Content Requirements

The annual report must include the following:

Cover Page

Provide a cover page that includes the following information:

- School name
- School address
- School contact information: name, title, telephone (work and cell), fax, email address, and website
- Date of the report

Introduction to the School

Outline the basic introductory information about your school by providing the information included in the table below.

Name of School			
Authorizer		School Hours	
Year Opened		Next Renewal Year	
Current Enrollment		Max. Enrollment per Charter Agreement	
Current Grade Span Served		Grade Span Approved in Charter	
# Instructional Days per School Year		Current # of Students on Waitlist	
Mission Statement			

School Progress Report Indicators

Respond to the prompts on the following pages to illustrate the school's prior year progress on academic, operational, and financial indicators.

Section I: School Academic Performance

- (a) Describe the progress made during the prior school year toward the academic goals outlined in your charter agreement. First, identify each goal or indicator. Then, for each goal or indicator, please answer the following:
 - 1. What progress toward this goal was made over the course of the prior school year? Provide the applicable quantitative data, if available, and/or a narrative to support this analysis. If progress cannot be determined, identify the unavailable metrics that would typically support a determination.
 - 2. If the goal or metric was met, what key levers, policies, and/or practices led to success?
 - 3. If the goal or metric was not met, what hindered the organization's ability to attain the desired outcome? How is the board planning to address any areas of weakness moving forward?
- (b) Explain how the school adjusted instruction during the prior school year to address learning loss caused by COVID-19. What methods worked best? Identify specific challenges to the instructional model and how they were addressed.
- (c) Please describe the 3-5 highest priority action steps the board plans to take to address any concerns about academic performance and/or to drive continuous improvement.

Section II: School Operations

- (a) Describe the progress made during the prior school year toward any operational goals outlined in your charter agreement.
- (b) Complete the table in **Appendix A** for identifying members of the governing board and school leadership for the prior school year. In addition, please answer the following questions:
 - 1. What turnover, if any, has occurred on the school's governing board?
 - 2. What changes in school leadership, if any, occurred during the prior school year?
- (c) Describe any operational deficiencies identified in authorizer performance frameworks or provided in other notices of concern. What steps is the board taking to remedy these deficiencies?
- (d) Complete the student attrition table in **Appendix B**, outlining reasons students withdrew over the course of the prior school year. Do not include student names or initials. Referencing the data included in the chart, please answer the following:
 - 1. How does the school track the reasons for student attrition? How does that data inform school planning?
 - 2. What steps will the school take to gauge and reduce student attrition in the prior school year?
- (e) Briefly summarize the parent and community engagement efforts undertaken by the school during the prior school year. How did the school engage parents over the course of the year? What community partnerships were cultivated or maintained?

Section III: School Finance

- (a) Describe the progress made during the prior school year toward any financial goals outlined in your charter agreement.
- (b) Provide a detailed accounting, including the amounts and sources, of funds other than

those funds received under per-pupil state and local funds and federal formula allocations. Include any funds received from:

1. direct federal grants,
 2. grants, gifts, or donations from any private sources (identified by source), and
 3. State funds appropriated directly to support the public charter school, such as BEP capital outlay.
- (c) Describe any financial deficiencies identified in authorizer performance frameworks or other notices of concern over the past year. What steps is the board taking to remedy these deficiencies?
- (d) Identify the total amount and percentage of the annual budget expended upon facilities, including renovations and improvements, maintenance and repairs, and lease or mortgage payments.
- (e) Please **attach a copy** of the most recent annual audit for the school.
- (f) If the annual audit identified any internal control deficiencies or material weakness, please outline the corrective actions being taken to remedy the deficiencies.

Appendix A: Leadership Roster

Complete the table below for each member of the governing board during the prior school year. Add additional rows if necessary. "Position on the board" should indicate if the individual is a board chair, other board officer, parent representative, or ex officio member.

BOARD MEMBERS FOR THE [Enter School Year] SCHOOL YEAR			
Name	Position on the Board	Email Address	Length of term (start and end date)

Complete the table below for each member of the school's leadership team. Add additional rows if necessary.

SCHOOL LEADERSHIP ROSTER FOR THE [Enter School Year] SCHOOL YEAR			
Name	Title	Email Address	Start Date

Appendix B: Student Attrition Information

Complete the table below identifying the reasons that students withdrew from the school during the prior school year. The total number of students should match the number of students withdrawn in state and district reporting systems. **Do not include student names or initials.** Authorizers may request further information regarding individual student withdrawals.

Reason	# of Students
Moved out of district or state	
Transportation	
Concerned with academic expectations	
Concerned with discipline practices	
Expelled	
Withdrawn due to breach of behavior agreement (but not expelled)	
Unknown	
Other (please specify): _____	
Total # of Students Withdrawn	
Student Attrition Rate (%)	