



State Agency Key:

[TN State Board of Education \(TSBE\)](#)
 [TN Department of Education \(TDOE\)](#)
 [TN Public Charter School Commission \(TPCSC\)](#)

Authorizer Reporting		
Report	Deadline	Submission Requirements
Projected Authorizing Budget	August 1	Authorizers submit to TSBE via its upload form
Authorizer Fee Report	December 1	Authorizers submit to TSBE via its upload form
Annual Authorizer Report	January 1	Authorizers submit to TSBE via its upload form
Non-Evaluation Year Self-Assessment	January 1	Authorizers submit to TSBE via its upload form
New and Expanding Charter School Enrollment Projections	April 15	Authorizers submit completed template to TDOE via its upload form
Underutilized and Vacant Reporting	May 1	Local education agencies in which one or more charter schools operate must submit to TDOE via its upload form and email the Comptroller (LGA.Web@cot.tn.gov) a listing of all underutilized or vacant property
Interim Review	During 5 th year of charter term	Governing body submits progress report to authorizer. Authorizer conducts interim review of school and shares results with governing body.
Cumulative Report	3 months prior to renewal application deadline	Authorizer submits to governing body

Authorizer Decision-Making Processes			
Process		Deadline	Submission Requirements
Charter School Applications	Letter of Intent	December 3	Sponsor submits to the authorizer and TPCSC (CharterSchool.Applications@tn.gov)
	Application	February 1	Sponsor submits to authorizer. Authorizer reports receipt of completed applications to TPCSC within 10 days (CharterSchool.Applications@tn.gov).
	Decision	Initial: Within 10 calendar days decision Amended: Within 5 calendar days of decision	Authorizer notifies sponsor and reports decision to TDOE via its upload form and TPCSC (CharterSchool.Applications@tn.gov)
Amendment Petitions	Letter of Intent	Fall: September 1 Spring: January 15	Governing body submits to authorizer and TPCSC (CharterSchool.Applications@tn.gov)
	Application	Fall: October 1 Spring: February 14	Governing body submits to authorizer
	Decision	Within 5 calendar days of decision	Authorizer notifies governing body and reports decision to TPCSC (CharterSchool.Applications@tn.gov)
Renewals	Application	April 1 of the year prior to the year in which the charter expires	Governing body submits to authorizer. Authorizer reports receipt to TPCSC within 10 days (CharterSchool.Applications@tn.gov).
	Decision	By February 1 of the year in which the charter expires	Authorizer notifies governing body and reports decision to TDOE via its upload form and TPCSC within 10 days (CharterSchool.Applications@tn.gov)
Revocation	Notice	30 days prior to a decision	Authorizer notifies governing body
	Decision	Within 10 calendar days of decision	Authorizer notifies governing body and reports decision to TDOE via its upload form and TPCSC (CharterSchool.Applications@tn.gov)

Note: If a deadline is set for a specific date (i.e., February 1, April 1) and that date falls on a weekend or holiday, the deadline moves to the next business day.