



## **Interim Review Protocol**

### **Overview of Interim Review Process**

Pursuant to T.C.A. § 49-13-121(k), a charter school authorizer shall conduct an interim review of a charter school in the fifth year of a charter school's initial period of operation and in the fifth year following any renewal of a charter agreement under guidelines developed by the State Board of Education. The interim review is intended to be a rigorous review of a charter school's performance and progress toward meeting the performance goals stated in the charter agreement. This includes the three portions of the Tennessee Public Charter School Commission Policy 3.700 ("Commission") School Performance Framework:<sup>1</sup> Academic Performance, Financial Performance, and Organizational Performance, and the school's on- or off-track status in alignment with the Commission's renewal criteria.

The interim review consists of the following key parts:

1. Submission of an interim review report by the operator to the Commission by December 1 of the interim review year (Year 5 of the charter term);
2. A school site visit by the Commission staff, including interviews with stakeholders;
3. Commission staff review of previous annual reports, the school's performance record in accordance with the authorizer's School Performance Framework, and the school's performance in alignment with the Commission's renewal criteria; and
4. A Commission-issued interim review report detailing the evaluation of the school, on- or off- track status in alignment with the renewal criteria, and any subsequent feedback or corrective action plans as necessary.

### **Approximate Timeline During Year 5 of Charter Term**

- By August 31: Commission sends operator guidance document for interim review.
- December 1: Operator submits interim review report to the Commission.
- January – February: Commission staff conducts interim site visit. Site visit report is shared with the operator approximately thirty days after site visit.

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<sup>1</sup> All [Commission rules and policies](#) may be found on the [Commission's website](#).



- March: Commission issues interim review report to operator.
- Subsequent Commission Meeting: Commission staff presents findings from interim review to Commission at a public meeting.
  - Pending the findings of the review, the Commission may issue corrective action in alignment with the Commission's Intervention Policy 3.400.

### **School-Submitted Interim Review Report**

The operator will receive an interim review guidance document including the following sections for response:

- Section I: Cumulative Progress Toward the School's Academic Goals
- Section II: Operations and Finance
- Section III: Leadership Succession
- Section IV: Additional Charter Commission Questions

### **Site Visit**

As part of the interim review process, Commission staff conducts a full-day annual site visit. The interim site visit is structured similarly to the Commission's annual site visit but includes additional interviews with stakeholders, classroom observations, and a pre-site visit data presentation and discussion, including five-year academic data and enrollment trends.

### **Review of Previous Annual Reports**

Commission staff reviews previous annual reports and findings based on the Commission's School Performance Framework. Areas of concern and/or items that have been found not to meet standard should be addressed by the school as part of the submitted interim review report.

### **Commission-issued Interim Review Report**

After receiving the school's interim review report, conducting the interim site visit, and reviewing previous annual reports, Commission staff will issue an interim review report detailing the evaluation of the school and any subsequent feedback or recommended corrective action, as necessary. The interim review report includes on-track/off-track indicators in alignment with the Commission's renewal criteria for academic, operations, and finance and is presented at a public Commission meeting in the interim year.

## **For Charter Terms Less than Ten Years**

Pursuant to T.C.A. 49-13-121(f)(3), if the Commission overturns an LEA's decision to deny a renewal application, the Commission may enter into a charter agreement that is between five and ten years in length. For schools whose charter terms are less than ten years, the following will serve as the interim review:

- If a school's charter term is five years, the renewal evaluation process will also serve as the interim review process under T.C.A. 49-13-121(k). The Commission may also conduct a high-stakes, mid-charter term review of the school's performance to provide feedback to the school if it is on track for renewal.
- If a school's charter term is between five and nine years, the Commission will complete an interim review at year five as outlined in T.C.A. § 49-13-121(k). The Commission may also conduct a high-stakes, mid-charter term review of the school's performance to provide feedback to the school if it is on track for renewal.

## **Interim Review Report Guidance**

### **Guidance to Operators**

The Commission requires all operators in their fifth year to undergo a high-stakes interim review. Operators are to submit an interim review report. A copy of the interim review report must be submitted to the Charter Commission ([Maggie.Lund@tn.gov](mailto:Maggie.Lund@tn.gov)) no later than December 1.

### **Instructions**

- Cover page
  - Include a cover page that provides the school's name, address, phone number, school's main point of contact information (name, title, email address, phone number), year the school was authorized, year the school opened, and date of report.
- Section I: Cumulative progress toward the school's academic goals (maximum of ten pages)
  - Summarize the progress toward achieving the charter school's academic goals, objectives, and the Commission's performance standards in the school performance framework.
  - Include academic achievement, illustrated by the information provided in annual reports for the years since the charter was granted.

- Provide goal and academic achievement projections for the next five years.
- Section II: Operations and Finance (Ten pages maximum, including any attachments)
  - Explain how the school has developed or plans to establish a pipeline of potential teachers and leaders for the next five years.
  - Provide current student enrollment numbers and enrollment projections for the next five years. Describe any trends in the school's enrollment over the duration of the school's operations and how the school intends to maintain enrollment. Note, these projections do not supersede or amend the maximums stated within the charter agreement.
  - Explain how the organization anticipates making up any gap between actual expenses and anticipated recurring per pupil state, law, and federal revenue during the next five years.
  - If the school has moved or plans to move to a different facility since authorization, describe how that move has affected or will affect school operations.
- Section III: Leadership Succession (Two pages maximum)
  - Describe how the board membership has changed since authorization. Explain how these changes are contributing or will contribute to the operational stability of the school, and the academic achievement of students.
  - Explain what the school has done to ensure organizational stability even if one or more founders or other key school leaders leave.
- Section IV: Additional Commission Questions (Five pages maximum)
  - Discuss any notices of concern and/or corrective actions that the school has been under during the past five years and describe the changes the school has made to avoid those challenges in the future.
  - Based on the performance of the school thus far, describe if the operator believes the school is on-track for renewal or off-track for renewal in alignment with the Commission's renewal criteria and why based on the school's annual performance reviews. If the school is off-track, how does the school intend to come into compliance or remedy the issues?
  - Provide any additional context or explanations for the school's performance in alignment with the renewal criteria as necessary.



## Questions

The State Board of Education provides guidance on interim reports, which is located on their [website](#). If you have any questions while completing the interim review report, please contact Deputy Director of Authorizing, Maggie Lund at [Maggie.Lund@tn.gov](mailto:Maggie.Lund@tn.gov).