



## **1015 – Reporting Calendar Procedures**

The purpose of this document is to provide information for authorized charter schools and district personnel regarding the reporting calendar utilized by the Tennessee Public Charter School Commission (“Commission”). The reporting calendar is one of the Commission’s monitoring tools for its authorized charter schools. These procedures cover: the purpose of the reporting calendar, responsibilities of the Commission, and responsibilities of the charter school.

### **Purpose of the Reporting Calendar**

The Commission serves as the LEA of its authorized charter schools in accordance with T.C.A. § 49-13-105(a) and, therefore, is required to fulfill the same responsibilities of all other school districts in the state in addition to fulfilling its responsibilities of being a charter school authorizer. A major part of the Commission’s function as an LEA includes monitoring the compliance of authorized charter schools with federal and state laws, rules and policies, as well as other state reporting requirements. The reporting calendar is a central element of the Commission’s monitoring structure as both an LEA and a charter school authorizer.

In the interest of maximizing charter school autonomy, the Commission’s goal is to limit items on the reporting calendar to only include those required by law, rule or policy, required by the state, or that the Commission determines are necessary to fulfill its obligations as an LEA and as a charter school authorizer. Submission of on-time reports is essential, and the Commission’s Charter School Performance Framework includes an indicator regarding compliance with reporting requirements.

### **Responsibilities of the Commission**

The reporting calendar shall cover the length of the fiscal year, July 1 – June 30. Annually, Commission staff shall review the reporting calendar to make updates ahead of the new fiscal year. The updated version of the reporting calendar for the new fiscal year shall be shared with authorized charter schools prior to July 1. Changes to the reporting calendar may be made during the year due to changing requirements; however, any new reports will be communicated to schools at least twenty calendar days in advance of the due date. Due to the nature of certain reports, not every report that a school is required to submit to the Commission will be included on the reporting calendar.

The reporting calendar shall contain a tracker whereby Commission staff shall note which reports have been submitted by each school, and whether a report was submitted on time or late. Each month, the reporting calendar shall be updated with a cumulative on-time reporting percentage for each school so that schools may track their progress. On the first business day of



each month, Commission staff shall send an e-mail notification to the school's main contact outlining any reports that were not submitted by the due date, any questions about documents submitted, and the grace period expiration date (if applicable).

A master version of the reporting calendar for each fiscal year shall be maintained on the Commission's server and shared with its schools via a file sharing website (such as Teams) so that it may be viewed by any school-level personnel.

### **Responsibilities of the Charter School**

Each month, authorized charter schools shall submit all reports due for that month to the file sharing website designated by Commission staff. All reports are due on the last day of the month, unless otherwise noted on the reporting calendar. If the last day of the month falls on a weekend or a state or federal holiday, the reports shall be due on the next business day. A grace period of five (5) calendar days after the due date shall apply to all reports, unless otherwise noted. Any item submitted by the end of the grace period shall be considered on time. Notice shall be provided on the reporting calendar if a report has an early due date, or if the grace period is not applicable to a report.

Commission staff may grant an extension of the deadline for a particular item if Commission staff determine that circumstances exist that merit the granting of an extension. If a school has been granted an extension to submit a particular report, this extension and a revised due date shall be noted on the reporting calendar tracker. The report shall be considered on time if it is submitted by the extended due date.

Each school shall designate a primary point of contact for the reporting calendar and shall reflect this on the school's main contact list. The main contact shall be responsible for participating in check-ins with Commission staff regarding the reporting calendar and managing all reporting calendar submissions from the school. Check-ins shall be an opportunity to review any missing reports, discuss upcoming reports, and answer any questions.