Master Calendar of Reporting Requirements

Insert Year

Grace Schools Charter Authority, LLC

One Lancer Way

Winona Lake, Indiana 46590

Telephone: 574-372-5100

The following calendar includes deadlines for submitting key information to Grace Schools Charter Authority, LLC during the 2022-23 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Grace Schools Charter Authority Academic Support Specialist will attempt to notify all schools of changes to this calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines. Required reports are listed based on the month they are due.

All reporting requirements are to be uploaded into the appropriate monthly folder by the 25th of each month. Should the 25th fall on a weekend or observed holiday, the report will be due the following business day.

Instructions:

- The school will be given access to its Reporting Requirements Google folder.
- Within the Reporting Requirements folder you will find the Master Calendar of Reporting Requirements, outlining the requirements for each month for the entire year, and labeled, monthly folders, in which documents will be uploaded.
- Templates and/or trackers that will be needed are located in the Reporting Requirements folder. They are also linked within the Master Calendar of Reporting Requirements charts for each month they are required, for your convenience.
- Each month, upload necessary documentation and/or templates into the appropriate monthly folder and input information in trackers based on the month's list of requirements. Click the checkbox once uploaded. If an item is "Not Applicable," please indicate, in writing, on the chart.

	July *Insert Year*
Check box when completed.	**Please indicate in writing any items that are not applicable.**
☐	**Reporting Template-Charter Agreement Compliance Form(Form C) (Quarter 4) (one per network)**
☐	**WIDA Results, if applicable**
☐	**Summer IREAD Results, if applicable**
☐	**Dyslexia Screening Data**
☐	**School Calendar for 2022-23 school year (one per network), that must include total number of instructional days and eLearning days, start and end times, and a description of what an eLearning day consists of.**
☐	**Assessment Calendar for 2023-24 school year (one per network)**
☐	**Copy of updated board policies**
☐	**Schedule of Board Meetings for 2023-24 school year (one per network)**
☐	**Updated roster for Board of Directors, including resumes and verification of background checks for new members (one per network)**
☐	**Projected vs. actual enrollment by grade levels and whole school for 2022-23 school year**
☐	**Board- approved letter of engagement from accounting firm performing accrual based audit**
☐	**Copy of updated bylaws**
☐	**Copy of updated Articles of Incorporation**
☐	**Report 54**

	August *Insert Year*
Check box when completed	**Please indicate in writing any items that are not applicable.**
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Staff Tracker(Form A) (one per network)**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE**
☐	**Board approved 2023-24 budget**
☐	**Organizational chart for 2023-24 school year (including all levels of school personnel)**
☐	**Quarterly financial statement for 6/30/23**
☐	**New/Updated insurance policies/certificates**
☐	**2023-2024 School Handbook**
☐	**Evidence of School Leader Performance Evaluation(Building and network leaders)**
☐	**Report 54**

September *Insert Year*	

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template-Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Copy of IDOE School Improvement Plan (if applicable)**
☐	**Excel version of DOE-ME Report (Count Day information), including STN and Grade level**
☐	**Excel version of DOE-ME Report, including STN, Street Address, City, Zip Code, and Grade Level**
☐	**Board Approved Minutes- May, June, July meetings (one per network)**
☐	**School Specific educational goal target percentages for E/LA and Math OR Copy of IDOE School Improvement Plan**
☐	**Report 54**

October *Insert Year*	

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Reporting Template- Charter Agreement Compliance(Quarter 1) (one per network)**
☐	**Any updated data related to school-specific educational goals or IDOE School Improvement Plan**
☐	**Updated Roster for Board of Directors, including resumes and verification of background checks for any new members(only if new members have been added since May)**
☐	**Report 54**

November *Insert Year*	

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Quarterly financial statement for 9/30/23**
☐	**Any updated data related to school-specific educational goals or IDOE School Improvement Plan**
☐	**Draft Audit must be submitted to the SBOA by 11/25/23; accounting firm should copy charterschools@grace.edu on any communications with the SBOA**
☐	**Student Address Report(formerly known as the DOE-SR Report)**

December <mark>*Insert Year*</mark>

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	Reporting Template- **Enrollment+Attendance+Discipline Tracker**
☐	Reporting Template- **Organizational Changes** (one per network)
☐	Reporting Template- **Staff Tracker(Form A)**(one per network)
☐	**Board Approved Minutes- August, September, October meetings (one per network)**
☐	**Copy of School Leader Performance Evaluation**
☐	**WIDA testing schedule, if applicable**
☐	**Any updated data related to school-specific educational goals or IDOE School Improvement Plan**
☐	**Report 54**

January <mark>*Insert Year*</mark>

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	Reporting Template- **Enrollment+Attendance+Discipline Tracker**
☐	Reporting Template- **Organizational Changes** (one per network)
☐	Reporting Template- **Charter Agreement Compliance Form (Form C)** (Quarter 2) (one per network)
☐	**Updated 2023-2024 Schedule of Board Meetings**
☐	**Report 54**

February <mark>*Insert Year*</mark>

Please indicate in writing any items that are not applicable.

Check box when completed	
☐	Reporting Template-**Enrollment+Attendance+Discipline Tracker**
☐	Reporting Template- **Organizational Changes** (one per network)
☐	**Excel version of DOE-ME Report (Count Day Information), including STN and Grade Level**
☐	**Copy of Annual Performance Report submitted to the IDOE**
☐	**IREAD-3, ISTEP+, ECA testing schedules for all teachers/grade levels**
☐	**Quarterly financial statement for 12/31/23**
☐	**All relevant mid year benchmark data for Math and E/LA, including proficiency percentages reported by:Overall, Grade Level, and Class.**
☐	**Report 54**

	March *Insert Year*
	Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template-Organization Changes (one per network)**
☐	**Board Approved Minutes- November, December, and January meetings (one per network)**
☐	**Written documentation of recruitment strategies, application procedures, and lottery and/or wait list processes for the 2024-25 school year (inclue lottery date and location if applicable)**
☐	**Electronic copy of DOE-SE Special Education Report submitted to the IDOE**
☐	**Any updated data related to school specific educational goals or IDOE School Improvement Plan**
☐	**Report 54**

	April *Insert Year*
	Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Reporting Template- Staff Tracker(Form A) (one per network)**
☐	**Reporting Template-Charter Agreement Compliance Form (Form C) (Quarter 3) (one per network)**
☐	**Any updated data related to school-specific educational goals or IDOE School Improvement Plan**
☐	**Report 54**

	May *Insert Year*
	Please indicate in writing any items that are not applicable.

Further instructions regarding submission of Annual Review data will be provided in the beginning of May.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes (one per network)**
☐	**Quarterly financial statement for 3/31/24**
☐	**All relevant end of year benchmark data for Math and E/LA, including proficiency percentages reported by: Overall, Grade Level, and Class**
☐	**Report 54**

	June *Insert Year*
	Please indicate in writing any items that are not applicable.

Check box when completed	
☐	**Reporting Template- Enrollment+Attendance+Discipline Tracker**
☐	**Reporting Template- Organizational Changes(one per network)**

☐	**Board Approved Minutes- February, March, April meetings (one per network)**
☐	**Copy of School Leader Performance Evaluation**
☐	**2024-2025 Schedule of Board Meetings**
☐	**Projected budget for upcoming fiscal year, beginning July 1, including number of enrolled students upon which the budget is based**
☐	**Report 54**