

**New Hampshire Department of Education
101 Pleasant Street, Concord, New Hampshire 03301-3860**

CHARTER SCHOOL REPORTING SCHEDULE

AUGUST

Deadline	Charter School submits	NHDOE conducts	NHDOE Contact <i>**See detailed contact information on last page**</i>	Special Instructions
<u>AUGUST/ SEPTEMBER</u> First Day of School	<u>Opening Day Student Count</u> Per pupil aid request in accordance with RSA 194:B:11	Per pupil aid @ 30% of per pupil amount multiplied by the # of pupils present on the 1 st day of school	Ron Leclerc Bureau of Data Management	This form must be signed by the Board Chair. Please submit an electronic copy or fax to Ron Leclerc. Also, an <u>original</u> signed form is required to be submitted by mail before payment can be released.
<u>ANNUALLY</u> August 1	Annual Progress Report (a.k.a. Annual Accountability Report)	Review and verify as needed to assess performance for prior school year	Michelle Gauthier Charter School Office	Please submit an electronic copy
<u>ANNUALLY</u> Before the start of each school year	Certificate of Liability Insurance Coverage	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
<u>Before a new charter school initially opens to students</u> and upon every five-year renewal term **If an existing school moves to a different facility, a health inspection is required for the new location.	Health Inspection Report Upon opening to students for the first time and upon five (5) year renewal	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy Please contact the local health offer to schedule an appointment: <u>Health Officers by Town</u>

AUGUST (continued)

Deadline	Charter School submits	NHDOE conducts	NHDOE Contact <i>**See detailed contact information on last page**</i>	Special Instructions
NEW CHARTER SCHOOLS IN THEIR OPENING YEAR – Please submit before the start of year	School Calendar	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy to the Charter School Office
NEW CHARTER SCHOOLS IN THEIR OPENING YEAR **If an existing school moves to a different facility, a certificate of occupancy is required for the new location	Certificate of Occupancy	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
August 1 – late August	Critical Shortage ESS Survey	Determine which teaching positions are lacking qualified applicants	Joe Pipinias Bureau of Data Management	Online survey submission within the <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**
August 3-14 (dates may vary each year; generally the beginning of August)	Student Roster for all grades	Review and contact schools with questions	i4see Support Bureau of Data Management	Online submission within the <i>myNHDOE</i> Single Sign-on system

SEPTEMBER

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
September 1 <i>**for prior school year ending June 30**</i>	DOE-25 Annual Financial Report (Excel format) <i>In accordance with:</i> NH Financial Accounting Handbook for School Districts	Compliance Check	Ron Leclerc Bureau of Data Management	Mail completed DOE-25 worksheet with a signed DOE-25 COVER SHEET to Ron Leclerc, by September 1; please include a CD containing the Excel DOE-25 worksheet or <u>EMAIL (preferred way)</u> the electronic version.
<u>ANNUALLY</u> September 30 <i>(for prior school year)</i>	Independent financial audit	Review and may request action if any material defects are found	Michelle Gauthier Charter School Office	Please submit an electronic copy or via mail
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
September 30	Quarterly Budget Report	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy

OCTOBER

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
October 15 (October 1-15)	Beginning of Year (BOY) enrollment *October 1 student count	Upload all BOY student records. Resolve anomalies and certify file. (see December for report submission)	i4see Support Bureau of Data Management	Online submission within the <i>myNHDOE</i> Single Sign-on system
October 15	Class and Staffing Submissions (A12B and A12F) ESS Survey	Number of classrooms per grade and staffing	i4see Support Bureau of Data Management	Online survey submission within the <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**
End of October	Fall Roster Certification English for Speakers of Other Languages (ESOL) Reporting	Number of ESOL students	Aaron Hughes Marie Blanchard ESOL Program	Online submission within <i>myNHDOE</i> Single Sign-on system

NOVEMBER

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<p style="text-align: center;">November 1 <i>(December payment)</i></p>	<p style="text-align: center;">November 1 Student Count Per Pupil Aid request in accordance with RSA 194:B:11 for December payment</p>	<p style="text-align: center;">Per pupil aid @ 30% of per pupil amount multiplied by the # of pupils on November 1</p>	<p style="text-align: center;">Ron Leclerc Bureau of Data Management</p>	<p>This form must be signed by the Board Chairperson. Please submit an electronic copy or fax to: Ron Leclerc, Bureau of Data Management.</p> <p>The Bureau of Data Management must <u>also</u> receive the original signed form by mail before payment can be released.</p>
<p style="text-align: center;"><u>MONTHLY</u> <i>(or as defined in charter)</i></p>	<p style="text-align: center;">Board Minutes</p>	<p style="text-align: center;">Review to assure effective governance practices</p>	<p style="text-align: center;">Michelle Gauthier Charter School Office</p>	<p style="text-align: center;">Please submit an electronic copy</p>
<p style="text-align: center;">November 9 <i>(date may vary)</i></p>	<p style="text-align: center;">Free and Reduced (F&R) Student Count</p>	<p style="text-align: center;">Students eligible for a free or reduced priced meal</p>	<p style="text-align: center;">i4see Support Bureau of Data Management</p>	<p style="text-align: center;">Online submission within the <i>myNHDOE</i> Single Sign-on system</p>

DECEMBER

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
December 1 <u>NEW CHARTER SCHOOLS IN THEIR OPENING YEAR</u>	Progress Report	Review of measurability of goals	Michelle Gauthier Charter School Office	Please submit an electronic copy
December 15 (for existing schools) <u>**NEW CHARTER SCHOOLS must submit prior to opening</u>	Fire and Safety Inspection Report	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
December 15	Signed Enrollment and High School Reports	Reports from i4see: Fall Enrollment Sign Off High School Completers Dropouts, and Cohort Reports	i4see Support - Bureau of Data Management	Printed, certified reports from i4see, signed and mailed to the Bureau of Data Management
December 31	Quarterly Budget Report	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy

JANUARY

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
MONTHLY <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
January 31 <i>(date may vary)</i>	Course and Student Class Submissions through Winter Terms	Submissions must be batch verified	i4see Support - Bureau of Data Management	Online submission within the <i>myNHDOE</i> Single Sign-on system

FEBRUARY

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
February 1 <i>(March payment)</i>	<u>February 1 Student Count</u> Per pupil aid request in accordance with RSA 194:B:11 for March payment	Per pupil aid @ 30% of per pupil amount multiplied by the # of pupils on Feb 1	Ron Leclerc Bureau of Data Management	This form must be signed by the Board Chairperson. Please submit an electronic copy or fax to: Ron Leclerc, Bureau of Data Management. The Bureau of Data Management must also receive the original signed form by mail before payment can be released.
MONTHLY <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
End of February	Mid-Year Roster Certification English for Speakers of Other Languages (ESOL)	Report accurate counts	Aaron Hughes and Marie Blanchard ESOL Program	Online submission within <i>myNHDOE</i> Single Sign-on system

MARCH

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
March <i>(dates may vary each year)</i>	New England Common Assessment Program (NECAP) Science Label Request	Labels for Spring Science NECAP testing for grades 4, 8 and 11	i4see Support Bureau of Data Management	Online submission within <i>myNHDOE</i> Single Sign-on system
March 31	Quarterly Budget Report	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
APRIL				
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy

MAY

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
May 1	Board of Trustees membership list	Compliance Check	i4see Support Bureau of Data Management	Online submission within <i>myNHDOE</i> Single Sign-on system
Early May	Immigrant Data Collection ESS Survey	Report accurate counts	Aaron Hughes Marie Blanchard ESOL Program	Online survey submission within the <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**
Mid-May	Evaluation of Teachers Data Collection ESS Survey	NHDOE is required to report aggregate evaluation data on teacher performance to USDoE	Gretchen Tetreault Bureau of Data Management	Online survey submission within the <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**

JUNE

<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
June 1	School Calendar	Compliance check on number of instructional days	i4see Support Bureau of Data Management	Online submission within <i>myNHDOE</i> Single Sign-on system
June 30	Quarterly Budget Report	Compliance Check	Michelle Gauthier Charter School Office	Please submit an electronic copy

JULY

Deadline	Charter School submits:	NHDOE conducts:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> <i>(or as defined in charter)</i>	Board Minutes	Review to assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
Early-Mid July	School Safety Survey ESS Survey	Compliance Check	Gretchen Tetreault Bureau of Data Management	Online submission within <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**
End-of-Year July 15	End-of-Year (EOY) Enrollment and EOY Academic: Per Pupil Aid request in accordance with RSA 194:B:11 for end of year payment	Reports to Bureau of Data Management from i4see system: <u>Tuition Report Receiving</u> ; <u>ADM Report</u> ; <u>Determination Sign Off</u>	i4see Support - Bureau of Data Management	EOY Enrollment and EOY Academic Reporting are online submissions within <i>myNHDOE</i> Single Sign-on system PLEASE NOTE: The final per pupil payment will be automatically computed based upon the school's EOY Enrollment; there is not a per pupil aid form to complete for this final payment

New Hampshire Department of Education
101 Pleasant Street, Concord, New Hampshire 03301-3860
CONTACT INFORMATION

Charter School Office	English for Speakers of Other Languages (ESOL) Program	Initiative for School Empowerment and Excellence (i4see) General email: i4see.help@doe.nh.gov
<p>Michelle Gauthier Tel: 271-3582 ~ Fax: 271-7381 Michelle.Gauthier@doe.nh.gov</p> <p>Charter Accountability/Reporting Requirements: http://www.education.nh.gov/instruction/school_improvement/charter/accountability.htm</p>	<p>Aaron Hughes Title III State Director Tel: 271-2034 ~ Fax: 271-7381 Aaron.Hughes@doe.nh.gov</p> <p>Marie Blanchard, Program Assistant Tel. 271-3196 ~ Fax: 271-7381 Marielana.Blanchard@doe.nh.gov</p>	<p>Mike Cote Bureau of Data Management Tel: 271-2775 ~ Fax: 271-3875 Mike.Cote@doe.nh.gov</p>
Charter School Per Pupil Aid	Critical Shortage & School Safety Surveys	<ul style="list-style-type: none"> ➤ To access myNHDOE Single Sign-On system: https://my.doe.nh.gov/myNHDOE/Login/Login.aspx ➤ i4see User Support Guides: http://www.education.nh.gov/data/i4see_support_guides.htm ➤ i4see Tips Documents: http://www.education.nh.gov/data/i4see_tip.htm
<p>Ron Leclerc Bureau of Data Management Tel: 271-3876 ~ Fax: 271-3875 Ron.Leclerc@doe.nh.gov</p>	<p>Bureau of Data Management</p> <p>Joe Pipinias - Tel: 271-4862 Joe.Pipinias@doe.nh.gov</p> <p>Gretchen Tetreault - Tel: 271-5874 Gretchen.Tetreault@doe.nh.gov</p>	