

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

CHARTER SCHOOL REPORTING SCHEDULE

AUGUST

Due Date	Charter School submits	Purpose	NHDOE Contact <i>**See detailed contact information on last page**</i>	Special Instructions
<u>MONTHLY</u> (or as defined in charter)	Board Minutes	Assure effective governance practices	Michelle Gauthier Charter School Office	Please submit an electronic copy
<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 at <u>271-3875</u> . 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)	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	Safety Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
<u>NEW CHARTER SCHOOLS IN THEIR OPENING YEAR</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 initially opening to students and every five (5) years upon renewal	Safety Check	Michelle Gauthier Charter School Office	For new charter schools in their opening year, <u>please submit an electronic copy</u> before the start of the school year. Please contact the local health offer to schedule an appointment: <u>Health Officers by Town</u>

AUGUST (continued)

Due Date	Charter School submits	Purpose	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 the school year	School Calendar	First Day of School, last day of school and vacations	Michelle Gauthier Charter School Office	Please submit an electronic copy to both the Charter School Office and i4see Support
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	Safety Check	Michelle Gauthier Charter School Office	Please submit an electronic copy to the Charter School Office
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 8 – September 8 <i>(dates may vary each year)</i>	(1) Student Roster for all students & grades (2) Course and Class submissions	Review and may contact schools with questions	i4see Support	Online submission within the <i>myNHDOE</i> Single Sign-on system

SEPTEMBER

Due Date	Charter School submits:	Purpose:	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> <u>NH Financial Accounting Handbook for School Districts</u>	Financial Sustainability	Ron Leclerc Bureau of Data Management	Mail completed DOE-25 worksheet with a signed DOE-25 <u>COVER SHEET</u> to Ron Leclerc, by September 1; please include a CD containing the Excel DOE-25 worksheet OR also <u>email (preferred way)</u> the electronic version.
<u>ANNUALLY</u> September 30 <i>(for prior school year)</i>	Independent financial audit	NHDOE Audit Department reviews and may request action if any material defects are found	Michelle Gauthier Charter School Office	Please submit an electronic copy or mail independent audit
September 30	Quarterly Budget Report	Financial Sustainability	Michelle Gauthier Charter School Office	Please submit an electronic copy

OCTOBER

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
October 15 (October 1-15)	Beginning of Year (BOY) enrollment *October 1 student count	Upload all BOY student records. Resolve anomalies and certify file	i4see Support	Online submission within the <i>myNHDOE</i> Single Sign-on system
October 15 (October 1-15)	(1) Class and Staffing Submissions (A12B) (2) Teacher Attainment and Average Salary (A12F)	Number of classrooms per grade and staffing	i4see Support	Online survey submission within the <i>myNHDOE</i> Single Sign-on system **<u>Education Statistics System (ESS)</u>**

OCTOBER (continued)

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
End of October	Fall Roster Certification English for Speakers of Other Languages (ESOL) Reporting	Number of ESOL students	Marie Blanchard ESOL Program	Online submission within <i>myNHDOE</i> Single Sign-on system

NOVEMBER

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
November 1 <i>(December payment)</i>	November 1 Student Count Per Pupil Aid request in accordance with RSA 194:B:11 for December payment	Per pupil aid @ 30% of per pupil amount multiplied by the # of pupils on November 1	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 at <u>271-3875</u> . Also, an <u>original</u> signed form is required to be submitted by mail before payment can be released.
November 9 <i>(date may vary)</i>	Free and Reduced (F&R) Student Count	Students eligible for a free or reduced priced meal	i4see Support	Online submission within the <i>myNHDOE</i> Single Sign-on system

DECEMBER

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
December 1 NEW CHARTER SCHOOLS IN THEIR OPENING YEAR	Progress Report	Review of measurability of goals	Michelle Gauthier Charter School Office	Please submit an electronic copy
December 15 (for existing schools) **NEW CHARTER SCHOOLS <u>must submit</u> prior to opening	Fire and Safety Inspection Report	Safety Check	Michelle Gauthier Charter School Office	Please submit an electronic copy
December 15	Signed Enrollment and High School Reports	<u>i4see reports:</u> Fall Enrollment Sign Off High School Completers Dropouts & Cohort Reports	i4see Support	Print certified reports, sign & mail original to Bureau of Data Management
December 31	Quarterly Budget Report	Financial Sustainability	Michelle Gauthier Charter School Office	Please submit an electronic copy
JANUARY				
Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
January 31 <i>(date may vary)</i>	Course and Student Class Submissions through Winter Terms	Submissions must be batch verified	i4see Support	Online submission within the <i>myNHDOE</i> Single Sign-on system

FEBRUARY

Due Date	Charter School submits:	Purpose:	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 Chair. Please submit an electronic copy or fax to Ron Leclerc at <u>271-3875</u> . Also, an <u>original</u> signed form is required to be submitted by mail before payment can be released.
End of February	Mid-Year Roster Certification English for Speakers of Other Languages (ESOL)	Report accurate counts	Marie Blanchard ESOL Program	Online submission within <i>myNHDOE</i> Single Sign-on system

MARCH

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
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	Online submission within <i>myNHDOE</i> Single Sign-on system
March 31	Quarterly Budget Report	Financial Sustainability	Michelle Gauthier Charter School Office	Please submit an electronic copy

APRIL

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
Mid-April	(1) Board of Trustees membership list (2) Teacher Salary Schedule	Report/Update members and salaries for teachers	i4see Support	Online submissions (February through mid-April) within <i>myNHDOE Single Sign-on system</i>
Mid-April	School Calendar	First Day of School, Last Day of School and vacations	i4see Support	Online submission (March through mid-April) within <i>myNHDOE Single Sign-on system</i>

MAY

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
Early May	Immigrant Data Collection ESS Survey	Report accurate counts	Marie Blanchard ESOL Program	Online survey submission within the <i>myNHDOE Single Sign-on system</i> **<u>Education Statistics System (ESS)</u>**
Early May	Evaluation of Teachers Data Collection ESS Survey	NHDOE is required to report aggregate evaluation of staff data on teacher performance to USDE	Gretchen Tetreault Bureau of Data Management	Online survey submission within the <i>myNHDOE Single Sign-on system</i> **<u>Education Statistics System (ESS)</u>**

JUNE

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
June 30	Quarterly Budget Report	Financial Sustainability	Michelle Gauthier Charter School Office	Please submit an electronic copy
June 30	School Safety Survey	Collect school safety data	Gretchen Tetreault Bureau of Data Management	Education Statistics System (ESS) - online submission within <i>myNHDOE</i> Single Sign-on system

JULY

Due Date	Charter School submits:	Purpose:	Submit to: <i>**See detailed contact information on last page**</i>	Special Instructions
July 15 (Last Day of School through 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: <u>Tuition Report</u> Receiving; <u>ADM Report</u> ; <u>Determination Sign Off</u>	i4see Support and/or Ron Leclerc, 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
CHARTER SCHOOL REPORTING SCHEDULE
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>	