

## 2020-2021 Charter School Timeline for Submissions and Events

### Key:

- CB - College Board: <https://collegereadiness.collegeboard.org/educators/k-12>
- CSO - Charter School Office, Jane Waterhouse: [Jane.Waterhouse@doe.nh.gov](mailto:Jane.Waterhouse@doe.nh.gov)
- DES - Department of Environmental Services:  
Drinking Water: Cynthia Klevens [cynthia.klevens@des.nh.gov](mailto:cynthia.klevens@des.nh.gov)  
Asbestos: <https://www.des.nh.gov/organization/divisions/air/cb/ceps/ams/index.htm>
- ELL - English for Speakers of Other Languages: Melissa White [Melissa.White@doe.nh.gov](mailto:Melissa.White@doe.nh.gov), Wendy Perron: [Wendy.Perron@doe.nh.gov](mailto:Wendy.Perron@doe.nh.gov)
- ESS - Education Statistics System: [Kristi.Chew@doe.nh.gov](mailto:Kristi.Chew@doe.nh.gov); [Gregory.Polish@doe.nh.gov](mailto:Gregory.Polish@doe.nh.gov)
- HSEM - Homeland Security Emergence Management: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1262](https://prd.blogs.nh.gov/dos/hsem/?page_id=1262)
- i4see - State-level student information system: [Melissa.Gilman@doe.nh.gov](mailto:Melissa.Gilman@doe.nh.gov)
- LGA - Local Government Agency (Town or City Government Offices)
- myNHDOE - NH DOE single sign-on portal: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>; [Kristi.Chew@doe.nh.gov](mailto:Kristi.Chew@doe.nh.gov)
- NAEP - National Assessment of Educational Progress, Donna Dubey: [Donna.Dubey@doe.nh.gov](mailto:Donna.Dubey@doe.nh.gov)
- NHSAS - NH Statewide Assessment System: Melissa White [Melissa.White@doe.nh.gov](mailto:Melissa.White@doe.nh.gov); Michelle Gauthier: [Michelle.Gauthier@doe.nh.gov](mailto:Michelle.Gauthier@doe.nh.gov)
- OSF - NH Statewide Assessment Portal: <https://nh.portal.airast.org/>
- SFM - Matt Welch, Office of School Finance: [Matthew.Welch@doe.nh.gov](mailto:Matthew.Welch@doe.nh.gov)  
State Fire Marshall's Office:  
Contact link: <https://www.nh.gov/safety/divisions/firesafety/contactus.html>  
Construction link: <https://www.nh.gov/safety/divisions/firesafety/building/engineering/index.html>
- TC OFC - Annual inspection link <https://www.nh.gov/safety/divisions/firesafety/building/SchoolInspectionProgram.html>
- E - Tim Carney, Office of Federal Compliance: [Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov)  
Electronic Media
- HC - Hard Copy of document mailed or dropped off at DOE
- P&P - Paper and Pencil
- Online - Via a web-based NH DOE system (e.g., i4see, ESS, ESOL, etc.)
-  - Monthly Charter School Zoom Meetings

MONTH	WHEN	SUBMIT WHAT	FORMAT	TO WHOM	2020-2021
					(✓ When Done)
ALL YEAR	On-Going	SASID requests	Online	i4see	
JULY	July 1 (2019)	Lead Testing (every 5 years thereafter, until at least 3 rounds are below the standard) Submitted by the company that does the testing.	Online	DES	
	June 1 - July 1	EOY Enrollment Batch Verified	Online	i4see	
	June 1 - July 1	EOY Academic Batch Verified (Title I targeted schools only)	Online	i4see	
	July 1 - July 12	EOY Enrollment District Verified	Online	i4see	

MONTH	WHEN	SUBMIT WHAT	FORMAT	TO WHOM	2020-2021
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JULY		* All anomalies cleared * District review reports confirmed			
	July 1 - July 12	EOY Academic District Verified (Title I targeted schools only)	Online	I4see	
	July 12 – July 19	EOY Enrollment <b>Certified</b> by Superintendent/Administrator • <b>The EOY is used to determine your final payment for the year</b>	Online	I4see	
	July 12 – July 19	EOY Academic <b>Certified</b> by Superintendent/Administrator	Online	I4see	
	July 15 - 19	Submission Course (Superintendent Only)	Online	I4see	
	July 15 – September 30	Student Class	Online	I4see	
	July 15 – September 30	Submission Course (for new school year)	Online	I4see	
AUGUST	August 1	Student Roster for state assessment goes live in i4see	Online	I4see	
	June 1 – August 15	College and Career Readiness Batch Verified (high schools only)	Online	I4see	
	August 15 - August 21	College and Career Readiness District Verified (high schools only)	Online	I4see	
	August 22	College and Career Readiness <b>Certified</b> by Superintendent/Administrator	Online	I4see	
	August 27	A12G Data Collection goes Live	Online	ESS	
	Late August	Critical Shortage Survey	Online	ESS	
	August 31	Annual Progress Report	E and HC	CSO	
	August 11	Charter School Virtual Summer Training	ZOOM		
	August 25	CPS Zoom Meeting 10:00 – 11:00	Online		
AUG-SEPT	Before Opening	Insurance Certificate of Liability	E or HC	CSO	
	Before Opening	Fire Inspection Health Inspection Form – For new schools and upon every five year renewal term, or when existing school moves to a different facility	E or HC	SFM CSO	
	Before Opening	Certificate of Occupancy – Required New schools, when moving to a new location, or Renewals	E and HC	LGA CSO	
	<b>1<sup>st</sup> Day Of School</b>	<b>Opening Day Student Count</b> ( <a href="#">RSA 194-B:11</a> ) for first payment	E	OSF	
	August 1 - September 30	First Term Submission Course Batch Verified	Online	I4see	
	August 1 - September 30	First Term Student Class Batch Verified	Online	I4see	
SEPTEMBER	Sept 1- Sept 30	Initial Student Roster for State Assessment, Batch Verified by September 30	Online	I4see	
	September 1	DOE-25 Annual Financial Report	E	OSF	
	September 1	Emergency Operation Plan	Online	HSEM	
	September 10 (Opens)	NH Statewide Assessment System – Interim and Benchmarks Grades 3-8, ELA and Math	Online	NHSAS	
	September 11	A12G	Online	ESS	
	September 12	Interim and Benchmark Window – Closes June 12, 2020	Online	I4see	
	September 14 – February 24	Optional Dynamic Learning Maps (DLM), Grades 3 8: ELA and Math Optional Dynamic Learning Maps (DLM), Grades 5,8, and 11: Science:	Online	NHSAS Michelle Gauthier	
	September 30	Quarterly Budget Report	E or HC	CSO	

MONTH	WHEN	SUBMIT WHAT	FORMAT	TO WHOM	2020-2021 (✓ When Done)
	September 30	FY19 Single-audit Certification	E	TC OFC	
	September 15	Charter School Zoom Meeting 10:00 – 11:00	ZOOM		
OCTOBER	October 1	Beginning of Year (BOY) goes Live in System	Online	I4see	
	October 1	Free and Reduced (F&R) Student Count Batch Verified <ul style="list-style-type: none"> <li>• <b>REQUIRED, even if you do not offer a school lunch program</b></li> <li>• This affects your differentiated aid</li> </ul> Use the form "Voluntary Identification of Low Income Students" if needed	E	ESS	
	October 12	Beginning of Year (BOY) submission Batch Verified	Online	I4see	
	October 16 - May 30	Real-Time Entry and Withdrawal <b>**for high school students ONLY**</b>	Online	i4see	
	October 1 - October 15	Following surveys completed and certified in ESS: <ul style="list-style-type: none"> <li>• A12B – Class and Staffing Form</li> <li>• A12D – Central Office Personnel</li> <li>• A12F – Teacher Attainment and Average Salary</li> </ul>	Online	ESS	
	October 15	Fall ESOL Roster	Online	ESOL	
	October 15	Free and Reduced Batch Verified	Online	ESS	
	October 16	Free and Reduced District Verified Free and Reduced District Certified	Online	ESS	
	October 20	BOY Submission District Verified *All anomalies cleared *District review reports confirmed	Online	I4see	
	October 22	BOY Submission <b>Certified</b> by Superintendent/Administrator	Online	I4see	
		October 6	Charter School Zoom Meeting 10:00 – 11:00	Zoom	
	October 27	Charter School Zoom Meeting 10:00 – 11:00	Zoom		
NOVEMBER	November 1	Student Count (RSA 194-B:11) for December payment	E	MW OSF	
	November 17	Charter School Zoom Meeting 10:00 – 11:00	Zoom		
DECEMBER	December 15	Fire and Safety Inspection – Compliance check	E or HC	SMF, CSO	
	December 15	Charter School Zoom Meeting 10:00 – 11:00	Zoom		
JANUARY	January 1 - January 31	Winter Term Submission Course Batch Verified	Online	I4see	
	January 1 - January 31	Winter Term Student Class Batch Verified	Online	I4see	
	January 19 – March 12	ACCESS/Alternate ACCESS for ELLs, Grades K – 12: English Language Proficiency	Online	ELL Wendy Perron	
	January 25 – March 5	National Assessment of Educational Progress (NAEP), Grades 4, 8 and 12: Math and Reading	Online	NAEP	
	End of January	Mid-Year ELL Roster	Online	ELL	
		January 12	Charter School Zoom Meeting 10:00 – 11:00	Zoom	
FEBRUARY	February 1	Student Count (RSA 194-B:11) for March payment	Online	MW OSF	

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	February 24	Closing Optional Dynamic Learning Maps (DLM), Grades 3 - 8: ELA and Math	Online	NHSAS Michelle Gauthier	
	February 9	Closing Optional Dynamic Learning Maps (DLM), Grades 5,8, and 11: Science:	Zoom		
		Charter School Zoom Meeting 10:00 – 11:00	Zoom		
<b>MARCH</b>	March 5	<b>Closing Day</b> National Assessment of Educational Progress (NAEP), Grades 4, 8 and 12: Math and Reading	Online	NAEP Donna Dubey	
	March 8 – June 11	NH Statewide Assessment System (NH SAS), Summative: Grades 3-8, ELA and Math	Online	NH SAS	
	March 8 – June 11	NH Statewide Assessment System (NH SAS), Summative: Grades 5, 8, 11, Science	Online	NH SAS	
	March 8 – June 11	Dynamic Learning Maps Alternate Assessment, Grades 3 – 8: ELA and Math	Online	NH SAS Michelle Gauthier	
	March 8 – June 11	Dynamic Learning Maps Alternate Assessment, Grades 5,8,and 11: Science	Online	NH SAS Michelle Gauthier	
	March 8 – June 11	NH SAS Performance Assessment of Competency Education (PACE) Schools Grade 3: ELA Grade 4: Mathematics Grade 8: ELA, Mathematics Grade 11: Science	Online	NH-ALT, i4see	
	March 9	ACCESS/Alternate ACCESS for ELLs Closing Day, Grades K – 12: English Language Proficiency	Online	ELL	
	March 15 - May 30	MOY	Online	i4see	
	March 15	Independent Financial Audit for 2019-2020	E and HC	CSO	
	Early March – Mid-April	Board of Trustees – Compliance Check	Online	ESS	
	Early March – Mid-April	School Calendar for next school year - compliance check	Online	ESS	
	March TBD	NH Charter School Alliance Best Practices Conference	TBD		
	March 24 - 26	(Choice 1) 2021 SAT School Day with Essay, Grade 11 – Digital Version: ELA, Math *Includes PACE Schools	Online	NHSAS Michelle Gauthier	
	March 25	NH SAT Paper and Pencil	P&P	CB	
March 31	Federal Fund Single-audits	E	TC OFC		
	March 9	Charter School Zoom Meeting 10:00 – 11:00	Zoom		
<b>APRIL</b>	April 13-15	(Choice 2) 2021 SAT School Day with Essay, Grade 11 – Digital Version: ELA, Math *Includes PACE Schools	Online	NHSAS Michelle Gauthier	
	April 13-15	(Makeup Choice 1) 2021 SAT School Day with Essay, Grade 11 – Digital Version: ELA, Math *Includes PACE Schools	Online	NHSAS Michelle Gauthier	
	April 14	NH SAT Paper and Pencil Makeup	P&P	CB	
	April 27 - 29	(Makeup Choice 2) 2021 SAT School Day with Essay, Grade 11 – Digital Version: ELA, Math *Includes PACE Schools	Online	NHSAS Michelle Gauthier	
	April 6	Charter School Zoom Meeting 10:00 – 11:00	Zoom		
<b>MAY</b>	May 1 – mid-May	Immigrant Data Collection	Online	ESS	
	May 30	MOY closes	Online	i4see	

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	May 4	Charter School Zoom Meeting 10:00 – 11:00			
<b>JUNE</b>	June 1 – June 30	School Safety Data Collection	Online	ESS	
	June 1 – June 30	Free and Reduced EOY Collection	E or HC	I4see	
	June 1	EOY Enrollment goes Live	Online	I4see	
	June 1	EOY Academic goes Live	Online	I4see	
	June 1	College and Career Readiness goes live	Online	I4see	
	June 5	Dynamic Learning Maps (DLM) Closes	Online	NH-ALT, I4see	
	June 11	NH SAS Closing Day, Grades 3 – 8: ELA and Math	Online	NHSAS	
	June 11	NH SAS Closing Day, Grades 5, 8 and 11: Science	Online	NHSAS	
	June 11	Dynamic Learning Maps Alternate Assessment (DLM) Closes for: Grades 3-8: ELA and Math, Grade 5,8,11: Science	Online	NHSAS Michelle Gauthier	
	June 11	NH SAS Closing Day for PACE Schools: Grade 3: ELA Grade 4: Mathematics Grade 8: ELA, Math Grade 11: Science	Online	NH SAS	
	June 12	Interim and Benchmark Window Closes	Online	NHSAS	
	June 19	SAS Summative Closes (State Assessment System)	Online	NHSAS	
	June 30	Indoor Air Quality Survey	Online	ESS	
	June 30	Facilities Survey	Online	ESS	
	<b>June 1</b>	<b>Charter School Zoom Meeting 10:00 – 11:00</b>	<b>Zoom</b>		