

POLICY TITLE: Criteria for Determining Schools in Good Standing	
ADOPTION/EFFECTIVE DATE: December 10, 2003	MOST RECENTLY UPDATED: October 26, 2015

## BACKGROUND

Third party organizations, such as those seeking to do business with or provide financing to public charter schools, often require verification from the school’s chartering authority that schools are in good standing.

This policy determines whether, and in what form, The DC Public Charter School Board (“PCSB”) should issue these letters.

## POLICY

A) Schools will receive an unqualified letter of good standing under the following circumstances:

- The school has no outstanding compliance issues with PCSB. This includes any compliance documents that are overdue or incomplete, contract bidding documents that are unsubmitted, being the present subject of a Notice of Concern, or being in any other way out of compliance with PCSB’s compliance criteria, including with respect to service to students with disabilities.
- The school is financially healthy, meaning that it is at least a moderate fiscal performer using PCSB’s FAR criteria. (PCSB reserves the right to modify its determination of fiscal health based on subsequent information it collects, including quarterly or monthly financial statements received from the school.)
- The school is academically sound, meaning that the PMF of each campus is at least a Tier 2 PMF, and that the school is not in any sort of probationary status with PCSB.

An example of such a letter may be found at Appendix A.

B) A school with all campuses showing a primary/middle or high school PMF score above 50 would have added to its letter a mention of its “strong academic results.” A school with all campuses showing a PMF score above 65 would have added to its letter a mention of its “excellent academic results.”

An example of such a letter may be found at Appendix B

C) A school that has compliance, financial, or academic issues would receive a customized letter describing in which areas the school is in good standing, and in which areas it is not. A draft of this letter will be shared with the school prior to sharing it with the third party. PCSB will not release the letter to the third party if the school does not wish it to be released.

## Appendix A

Date

RE: Letter of Good Standing for xxx Public Charter School

To Whom It May Concern:

This letter confirms that the charter held by xxx Public Charter School is in good standing with the DC Public Charter School Board. It has no outstanding issues with respect to any financial or compliance matters.

Please feel free to contact me with any follow-up questions.

Sincerely,  
Scott Pearson  
Executive Director

## Appendix B

Date

RE: Letter of Good Standing for xxx Public Charter School

To Whom It May Concern:

This letter confirms that the charter held by xxx Public Charter School is in good standing with the DC Public Charter School Board. In addition to its [strong] [excellent] academic results, it has no outstanding issues with respect to any financial or compliance matters.

Please feel free to contact me with any follow-up questions.

Sincerely,  
Scott Pearson  
Executive Director

**Board Approval Acknowledged By:**



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Darren Woodruff  
DC PCSB Board Chair

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