



# **Annual Report Guidelines**

## **School Year 2018-19**

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## INTRODUCTION

The School Reform Act (“SRA”) requires that each public charter school produces an annual report detailing its performance and other information.<sup>1</sup>

### Purpose

A school’s annual report serves two primary purposes:

1. **Performance Monitoring.** The DC Public Charter School Board (“DC PCSB”) may use information provided in annual reports to monitor each school’s progress in meeting its mission and student academic achievement expectations and goals, and may reference this information as part of the charter review or renewal process. However, DC PCSB will not assess goal attainment on an annual basis and does not verify the underlying data used by the school to report on its goals, though schools should maintain student level data as evidence of goals attainment. If a school has adopted the Performance Management Framework (PMF) as its goals, it does not need to duplicate reporting of its goals in its annual report and the School Quality Reports, which DC PCSB publishes each fall.
2. **Transparency.** DC PCSB shares schools’ annual reports on its website to communicate with its stakeholders about each school it authorizes.

### Rationale for Content

The SRA stipulates that certain information must be included in a school’s annual report.<sup>2</sup> Additionally, DC PCSB requires schools to produce further information necessary for it to adequately execute its oversight powers.<sup>3</sup>

### Multi-Campus LEAs

Multi-campus local education agencies (LEAs) should submit one annual report, but must provide a **separate data report** for each campus.

### Questions

If you have questions about any of the information included in the Data Report, you may contact Rashida Young at [ryoung@dcpcsb.org](mailto:ryoung@dcpcsb.org) or (202) 328-2209. If you have questions about annual report more generally or submission into Epicenter, please contact Katherine Dammann at [kdammann@dcpcsb.org](mailto:kdammann@dcpcsb.org) or (202) 330-4051.

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<sup>1</sup> Charter schools are required to prepare annual reports by D.C. Code § 38-1802.04(c)(11).

<sup>2</sup> See D.C. Code § 38-1802.04(c)(11)(B).

<sup>3</sup> See D.C. Code § 38-1802.11(a)(2).

## SUBMISSION TIMELINE

Action Item	Description	Date
DC PCSB sends schools their goals and academic achievement expectations template.	The template contains goals and student academic achievement expectations that the school agreed to in its charter agreement, as amended.	Prior to June 30
Schools validate their data.	Year-end Discipline and Promotion Rate Data	July 19
	Attendance Data (part of OSSE Data Validation)	July 12 (August 2 for extended school year schools)
	Midyear Entry and Midyear Withdrawal Data	July 19
DC PCSB sends the data report template to schools.	DC PCSB will email schools their data report(s) with validated data pre-populated. Once received: <ul style="list-style-type: none"> <li>• Schools fill in the blank fields where “school” is listed as the source.</li> <li>• Schools append the data report(s) to the other components of the report for submission to Epicenter.</li> </ul>	September 6
Schools submit annual report in Epicenter.	The entire annual report includes all components described on page 4 in <b>one</b> document. Annual reports submitted as more than one document will be returned for revision.	October 1

## REQUIRED COMPONENTS

The contents of the annual report should be presented in the following order:

1. **Cover Page**  
Include LEA name, address, phone number, and name of board chair for school year 2018-19.
2. **Table of Contents**
3. **Annual Report Narrative**  
See further guidelines for preparing the narrative on page 5. This section includes the explanation of goals and academic achievement.
4. **Data Report**  
One per campus—school-submitted data combined with DC PCSB-provided data.
5. **Appendices**
  - a. Staff roster for 2018-19 school year that details all staffs' qualifications and responsibilities:<sup>4</sup> The roster should include teachers, instructional support staff, administration, and any other staff who work directly with students.
    - Qualifications may be listed individually per staff member (e.g., John Doe—BA in English), or described as an aggregate (e.g., 70% of teachers have Master's Degree)
    - Responsibilities may be listed as the staff's title (e.g., Jane Doe—8<sup>th</sup> grade math teacher)
  - b. Board roster for 2018-19 school year: Do not include home addresses or personal phone numbers of board members because the annual report is a public document that will be posted on the DC PCSB website. DC PCSB staff will collect board contact and residency information from schools separately through the annual compliance reporting process.
    - Board member's name and whether or not s/he is a DC resident
    - Role on the board (e.g., board chair, treasurer, parent member, parent complaint liaison for DC PCSB, committee member or committee chair, etc.)
  - c. Unaudited Year-end 2018-19 Financial Statement
  - d. Approved 2019-20 Budget
  - e. Other appendices, if applicable

**The annual report must be submitted into Epicenter by October 1, 2019.**

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<sup>4</sup> As required by D.C. Code § 38-1802.04(c)(11)(B)(x).

## NARRATIVE

The annual report narrative should include the following information.

### I. School Description

#### A. Mission Statement

Include the mission statement from the school's charter agreement. Note, if the mission has changed, the school must submit a charter amendment to update its charter.

#### B. School Program

In addition to any school-specific descriptions, include the following:

1. Summary of curriculum design and instructional approach; and
2. Parent involvement efforts,<sup>5</sup> describing the methods and frequency of parent involvement.

Multi-campus LEAs may provide separate information for campuses with different programs and for different grade spans. For example, the school may choose to describe its early childhood program separately from its middle school program.

### II. School Performance

#### A. Performance and Progress

1. Describe the extent to which the school is meeting its mission, detailing programs and/or methodologies through which the school pursues its mission.<sup>6</sup>
2. Describe the extent to which the school is meeting its goals and academic achievement expectations detailed in its charter.<sup>7</sup> A school may not change how it reports on goal attainment in its annual report. Using the DC PCSB-provided template that includes each school's goals and academic achievement expectations for school year 2018-19, as per the school's charter, as amended, schools must report whether each goal was met or not met, and cite the evidence used to make the determination. This may be placed in the annual report in the form of a narrative or chart.

Example:

Goal	Met/Not Met	Evidence
<i>Students in grades 3 through 8 will have an in seat attendance (ISA) rate of 95%</i>	Met	<i>Students in grades 3-8 have an ISA of 96% according to our Student Information System (or Qlik)</i>

<sup>5</sup> Required by D.C. Code § 38-1802.04(c)(11)(B)(v).

<sup>6</sup> Required by D.C. Code § 38-1802.04(c)(11)(B)(i).

<sup>7</sup> Required by D.C. Code § 38-1802.04(c)(11)(B)(i).

For any school that has adopted the PMF as its goals and academic achievement expectations, the school need not report on PMF progress, as DC PCSB will do so in its annual publication of the PMF results. All schools with grades 3-8 or grade 10 should report their progress and performance on the PARCC, regardless of their goals.<sup>8</sup>

If the school has adopted goals and academic achievement expectations beyond the PMF or state assessments, the school should describe progress toward meeting them in the annual report.

The annual report is an opportunity for schools to self-report on their progress in meeting their goals and academic achievement expectations. DC PCSB will not, as part of the annual report process, make an independent assessment of school goal attainment. However, DC PCSB will review the evidence provided regarding the *method* of goal calculation and send the school a formal communication noting any concerns with the data quality, compliance with charter agreement language, including business rules, or accuracy of calculations or rates. DC PCSB may also determine that the school's annual report does not provide sufficient information for DC PCSB to make a determination regarding the school's method of goal calculation and will notify the school accordingly. DC PCSB's acceptance of and publication of a school's annual report does not imply DC PCSB's concurrence or disagreement with the school's self-assessment. **As such, each school's annual report must contain the following disclaimer: “[School Name] acknowledges that DC PCSB's review and publication of this annual report does not imply concurrence or disagreement with the content herein.”**

DC PCSB will assess in its formal charter reviews and renewals whether a school has met its goals. Charter reviews normally occur every five years but may occur at any time. Charter renewals occur in the fifteenth year of the school's charter. When the school undergoes such a review or renewal, DC PCSB may seek supporting documents and additional data to validate this narrative.

## **B. Unique Accomplishments**

Describe unique accomplishments achieved, awards earned, and/or other recognition.

## **C. List of Donors**

Detail all donors and grantors that have contributed monetary or in-kind donations having a value equal to or exceeding \$500 during the 2018-19 school year.<sup>9</sup>

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<sup>8</sup> Required by D.C. Code § 38-1802.04(c)(11)(B)(ii).

<sup>9</sup> Required by D.C. Code § 38-1802.04(c)(11)(B)(xi).

## SCHOOL YEAR 2018-2019 DATA REPORT

The data points listed below will be included in each campus's Data Report.

- Schools will receive a Data Report for each campus in an email by September 6.
- DC PCSB will provide the data points listed with "PCSB" as the source. The school will provide the data points listed with "School" as the source.
- The Data Reports for each campus should be appended to the other components of the Annual Report and submitted **as one document** to Epicenter.

Source	Data Point
<b>GENERAL INFORMATION</b>	
PCSB	<b>LEA Name</b>
PCSB	<b>Campus Name</b>
PCSB	<b>Ages served</b>
PCSB	<b>Enrollment by grade level</b>
<b>STUDENT DATA POINTS</b>	
School	<p><b>Total number of instructional days</b> Number of instructional days, not including holidays or professional development days, for the majority of the school. If your school has certain grades with different calendars, please note it.</p>
PCSB	<p><b>Suspension Rate</b>  <math display="block">\frac{\text{number of students with out of school suspensions and in the school's 2018 audit}}{\text{number of students in the Oct. 2018 audit}} \times 100</math> </p>
PCSB	<p><b>Expulsion Rate</b>  <math display="block">\frac{\text{number of students expelled and in the school's 2018 audit}}{\text{number of students in the Oct. 2018 audit}} \times 100</math> </p>
PCSB	<p><b>Instructional Time Lost to Discipline</b>  <math display="block">\frac{(\text{sum of all suspension days for all students due to out of school suspensions})}{(\text{sum of enrollment days for all students for the SY 2018 – 19 school year})} \times 100</math> </p>
PCSB	<p><b>In-Seat Attendance</b>  <math display="block">\frac{(\text{sum of all days for which students were present for 80\% of the day})}{(\text{sum of enrollment days for all students for the SY 2018 – 19 school year})} \times 100</math> <p><b>Note:</b> OSSE intends to have LEAs validate the attendance rates which will appear in the DC Report Card in late September, which is too late for inclusion in the Annual Report Data Template. Therefore, DC PCSB will provide preliminary rates based on validated attendance data. LEAs may update these rates to match the DC Report Card (should the rates differ) after those rates become available if they wish.</p> </p>
PCSB	<p><b>Average Daily Attendance</b> The SRA requires annual reports to include a school's average daily membership. To meet this requirement, DC PCSB will provide following verified data points: (1) audited enrollment; (2) mid-year withdrawals; and (3) mid-year entries. <b>(No action necessary.)</b></p>

Source	Data Point
PCSB	<p><b>Midyear Withdrawals</b></p> $\frac{\text{number of students in the Oct. 2018 audit count who are not on the school's roster through May 31, 2019}}{\text{number of students enrolled as of Oct 2018 audit}} \times 100$ <p><b>Note:</b> OSSE intends to have LEAs validate the student mobility rates which will appear in the DC Report Card in late September, which is too late for inclusion in the Annual Report Data Template. Therefore, DC PCSB will provide preliminary rates based on validated enrollment data. LEAs may update these rates to match the DC Report Card (should the rates differ) after those rates become available if they wish.</p>
PCSB	<p><b>Midyear Entries</b></p> $\frac{\text{number of students who enroll after Oct. 2018 audit and remained enrolled through May 31, 2019}}{\text{number of students enrolled as of Oct. 2018 audit}} \times 100$ <p><b>Note:</b> OSSE intends to have LEAs validate the student mobility rates which will appear in the DC Report Card in late September, which is too late for inclusion in the Annual Report Data Template. Therefore, DC PCSB will provide preliminary rates based on validated enrollment data. LEAs may update these rates to match the DC Report Card (should the rates differ) after those rates become available if they wish.</p>
PCSB	<p><b>Promotion Rate</b></p> $\frac{\text{number of students who advanced } \geq 1 \text{ grade level in the LEA based on the grade level in the Oct. 2017 and Oct. 2018 audited enrollment files}}{\text{number of returning students enrolled as of Oct. 2018 audit}}$
PCSB (SY17-18)	<p><b>College Acceptance Rates</b></p> $\frac{\text{number of grade 12 students accepted to a full time college or university}}{\text{number of graduates}} \times 100$
PCSB (SY17-18)	<p><b>College Admission Test Scores</b></p> $\frac{\text{number of grade 12 students scoring at least 800 on SAT OR at least 16 on ACT}}{\text{number of grade 12 students}} \times 100$
PCSB (SY17-18)	<p><b>Graduation Rates</b></p> $\frac{\text{number of students in cohort who graduated by June or August 2018 with a standard diploma}}{\text{number of first time grade 9 students in fall 2014 + transfers in - transfers out - emigrants - students who pass away}} \times 100$

