

2018-2019 Epicenter Reporting Requirements

Due Date	Event/Document	Description
7/19/18	Charter Board Calendar	List of all days the Board of Trustees is scheduled to meet for the 2018-2019 school year. This calendar must also include an assurance statement that the number of meetings is no fewer than what is stated in the school's bylaws.
7/19/18	Competency-based Unit Summary	Please populate the template provided, listing the competency courses available and noting how many credits each course is worth. (Note: DC PCSB will also collect student-level course outcomes in the Hub to verify the credit earning rate for each course, as required by OSSE's credit flexibility policy.)
7/19/18	High School Course Offering	<p>This submission must include all courses and credits offered to high school students as well as the school's graduation requirements as well as the school's policy regarding credit recovery.</p> <p>Note: All schools should have the minimum DC graduation course requirements (unless already specified otherwise in the school's charter agreement). Any school that wishes to change their graduation requirements to require less than what OSSE mandates must submit a charter amendment request.</p> <p>*Please note that this item, once reviewed and received, will be posted to DC PCSB's website. Please ensure the school is comfortable with the document's presentation before submitting.</p>
7/19/18	Fire Drill Schedule (and mid-year update)	<ul style="list-style-type: none"> -Schedule must include two drills within the first two weeks of the school year -Monthly thereafter (total of 11 per year) <p>Calendar must include the following:</p>
7/19/18	School Calendar	<ul style="list-style-type: none"> -minimum 180 six-hour days of school (<i>PK, K, and Adult ed programs are excluded from the 6-hour requirement. If the school received permission from DC PCSB to include half days in the 180 count, state so on the calendar.</i>) -first and last day of school listed (<i>Adult schools must include start and end dates for each semester and orientation period</i>) -start and end times listed -instructional days and holidays listed -state the total number of instructional days on the calendar -indicate staggered start dates if applicable. If different campuses within the LEA have different calendar days, please make note on the calendar, or submit separate calendars for each campus.

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7/19/18	Student Handbook	<p><u>Discipline Policy</u></p> <ul style="list-style-type: none"> -clear explanation of infractions and what leads to a suspension or expulsion -explanation of manifestation determination process for students with disabilities -due process and appeals procedures for parents if their child is issued a suspension or expulsion -the policy cannot conflict with the Student Fair Access to School Amendment Act of 2018 (DC's most recent discipline bill) <p><u>Attendance Policy</u></p> <ul style="list-style-type: none"> -clear explanation of consequences of tardiness and absences -clear explanation of what constitutes an excused absence (including documentation required) -aligned with state law (i.e., truancy mandatory reporting to CFSA, Court Social Services, School Attendance Clarification Amendment Act of 2016) <p><u>Grievance Procedure</u></p> <ul style="list-style-type: none"> -process for resolving any parent/student complaints (e.g. order in which parents should escalate to different members of school staff/ Board) -include contact information for how to reach a member of the school's board, if the issue cannot be resolved between the family and school-based leadership alone -Please note that advising parents to contact DC PCSB staff is not an acceptable step in your school's appeals process <p>-Includes FERPA notice</p> <p>*Please note that this item, once reviewed and received, will be posted to DC PCSB's website. Please ensure the school is comfortable with the document's presentation before submitting.</p>
7/19/18	Attendance SST Meetings	Please populate the Student Support Team (SST) template which requests: the number of students who met with a SST in SY17-18 related to attendance; summary of school's SST process; summary of strategies implemented by the SSTs; summary of the services utilized by students to reduce unexcused absences; and summary of the common barriers to implementing the recommendations of the SST.
8/2/18	At Risk Funding	Schools must submit a description of projected spending plans using at-risk funds for SY18-19. Schools should populate the template provided.
8/9/18	Adult Education PMF Form	Form indicating what assessments the school plans to administer for the current school year as well as all current program offerings. Each adult education program must let DC PCSB know which assessments the school will be held accountable to for the Adult Education PMF.
8/9/18	Goals and Assessments	An assurance letter confirming that the school received its goals and student achievement expectations (including assessments) and confirms that they are correct.
8/14/18	Audited Financial Statement Engagement Letter - FY18	Engagement letter between the school and its financial auditor, which must be from the Approved Auditor List.
9/30/18	Monthly Financial Statements - August	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
10/2/18	Annual Report	<p>2017-18 Annual Report is one document that includes:</p> <ul style="list-style-type: none"> -Narrative (including goal attainment with a description of whether each charter goal was "met" or "missed" and evidence explaining why) -Data Report -Appendices <p>Schools receive detailed instructions on the requirements for the Annual Report in the Annual Report Guidelines</p> <p>*Please note that this item, once reviewed and received, will be posted to DC PCSB's website. Please ensure the school is comfortable with the document's presentation before submitting.</p>

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10/9/18	Accreditation	Letter and/or license of accreditation; or memo explaining where the school is in the accreditation process Schools under seven years old may submit an N/A narrative if they have not started the accreditation process.
10/9/18	Q1 Board Meeting Minutes	Minutes from all board meetings; should reflect decisions made by the Board that are consistent with the Charter granted to the school, the School Reform Act, and applicable law
10/9/18	Board Roster	Board makeup must include: -Odd number of voting members -Greater than 3 but no more than 15 -Majority of members residing in DC (include address OR city of residence) -2 parent members (voting members) *Please include all members' public email addresses **Adult schools may use alumnae or adult students to satisfy the parent requirement
10/9/18	Certificate of Occupancy	Includes school name and current address; Occupancy load on form is equal to or greater than the sum of staff and students
10/9/18	Certified Staff to Administer Medicine	Current copy of staff certificate to administer medications
10/9/18	Employee Handbook	Includes school board-approved policies around compliance with applicable employment laws including: -sexual harassment -equal opportunity -drug-free workplace -staff complaint Resolution Process
10/9/18	English Learners Assurance	Please complete the checklist confirming the school's compliance with laws and regulations related to the education of English Language Learners (please note that the entire checklist must be completed)
10/9/18	Insurance Certificate	The certificate must be up to date
10/9/18	Lease	The school's most up to date lease
10/9/18	Q1 Procurement Contracts	An assurance that all required documentation has been submitted to DC PCSB in accordance with the Procurement Contract Submission and Conflict of Interest Policy. Please complete the template provided.
10/9/18	Residential Education Annual Compliance Documents	Please populate the template outlining specific health/safety requirements for residential programs. The template will provide space for schools to explain and provide documentation for policies/ procedures for the residential program that are beyond the scope of their regular school program. This includes the school calendar (e.g. days the residential program will be closed); student handbook; certificate of occupancy; fire drill schedule; emergency response plan; insurance certificate; certified staff to administer medicine; sexual violation protocol; staff roster & background checks; lease; lead testing; and the staff handbook.
10/9/18	School Emergency Response Plan	An assurance letter confirming that the school has established procedures, protocol and drills in order to respond to potential crises (i.e., fire, tornado, earthquake, hurricane, lockdown, active shooter, health outbreak/ communicable diseases). The plan must be aligned with the guidelines of agencies such as Fire and EMS, MPD, and CFSA.
10/9/18	Seclusion & Restraint Checklist	Description of school's use of seclusion and/or physical restraint as emergency response methods. Schools should populate the template provided.
10/9/18	Sexual Violation Protocol	An assurance letter confirming that the school's policy regarding sexual violations has been read by all staff members. This letter should confirm staff's understanding of their obligation for reporting sexual abuse of students.

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		<p>Child Find Policy Checklist: An LEA's Child Find procedures should include, but are not limited to, a written description of:</p> <ul style="list-style-type: none"> -how the LEA transitions students from Part C to Part B (if applicable to your student population) -public awareness and universal screening -identification/referral -evaluation and assessment -serving the student <p>*Child Find Procedures apply to students 21 and under (Adult Education programs should also complete this requirement)</p>
10/9/18	Special Education Packet	<p>LRE Continuum of Services Checklist: Description of the school's continuum of services available to students with disabilities (template accurately filled out).</p> <p>ADA Assurance: Assurance that the facility is ADA compliant OR if it is not, how the school will meet the needs of students, staff, and community stakeholders who may require accommodations to access the facility.</p>
10/9/18	Staff Preference	<p>Assurance letter stating that enrollment based on staff preference is limited to 10% of the total student population and enrollment based on founder preference is limited to no more than 10% of the school's total enrollment or to 20 students, whichever is less.</p> <p>*If your school does not enact staff or founder preference, please also submit an assurance letter making that clear.</p>
10/9/18	Staff Roster & Background Checks	<p>Please include: staff/volunteer name, position, indication that background check has been conducted. Please populate the template provided. (Note: background checks must be completed every two years.)</p> <p>*All volunteers working more than 10 hrs/ week must have background checks.</p>
10/9/18	Title IX	<p>Assurance statement attesting to and describing the school's compliance with laws and regulations related to Title IX.</p>
10/31/18	Monthly Financial Statements - September	<p>Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.</p>
10/31/18	Quarterly Financial Statements - Q1	<p>Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.</p>
11/30/18	Monthly Financial Statements - October	<p>Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.</p>
12/11/18	Facilities Expenditures	<p>Schools are expected to submit data on actual, forecast, and budgeted facilities expenditures.</p>

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12/11/18	Fire Drill Schedule - Midyear Update	-Schedule must include two drills within the first two weeks of the school year -Monthly thereafter (total of 11 per year)
12/11/18	Lottery Procedures	Please include: lottery date, explanation of provisions for waitlisted students, and provisions for notifying students of placement
12/11/18	Student Application	Application may only ask: student name, date of birth, grade level, address, gender, siblings currently attending school; parent/guardian name, parent/ guardian address, parent/ guardian phone number Must NOT contain questions referring to IEPs or SPED, birth certificate, report cards, nationality, race, language, interview *should include a non-discrimination clause
12/11/18	Student Enrollment Forms	A list of all required documentation or forms schools request of families for a student to enroll at the school after the student has already been accepted. The information required to enroll should not discourage a student from enrolling for any reason (e.g. national origin).
12/31/18	Monthly Financial Statements - November	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
1/24/19	Q2 Board Meeting Minutes	Minutes from all board meetings; should reflect decisions made by the Board that are consistent with the Charter granted to the school, the School Reform Act, and applicable law
1/24/19	Q2 Procurement Contracts	An assurance that all required documentation has been submitted to DC PCSB in accordance with the Procurement Contract Submission and Conflict of Interest Policy. Please complete the template provided.
1/31/19	Monthly Financial Statements - December	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
1/31/19	Quarterly Financial Statements - Q2	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
2/12/19	IRS Form 990 or Extension FY2018	Form 990 is the tax return form that non-profits use to report their charitable receipts for the year. A form 990 is to be used by any 501(c) organization. *Please note that this item, once reviewed and received, will be posted to DC PCSB's website. Please ensure the school is comfortable with the document's presentation before submitting.
2/28/19	Monthly Financial Statements - January	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
3/31/19	Monthly Financial Statements - February	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
4/18/19	Q3 Board Meeting Minutes	Minutes from all board meetings; should reflect decisions made by the Board that are consistent with the Charter granted to the school, the School Reform Act, and applicable law
4/18/19	Q3 Procurement Contracts	An assurance that all required documentation has been submitted to DC PCSB in accordance with the Procurement Contract Submission and Conflict of Interest Policy. Please complete the template provided.

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4/30/19	Monthly Financial Statements - March	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
4/30/19	Quarterly Financial Statements - Q3	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
5/31/19	Monthly Financial Statements - April	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
6/1/19	Annual Budget	Budget that is prepared for the 12-month period July 1 thru June 30. The annual budget outlines both the income and expenditures that are expected to be received and paid over the coming year. *Please note that this item, once reviewed and received, will be posted to DC PCSB's website. Please ensure the school is comfortable with the document's presentation before submitting.
6/30/19	Monthly Financial Statements - May	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
7/1/19	Attendance SST Meetings	Please populate the Student Support Team (SST) template which requests: the number of students who met with a SST in SY18-19 related to attendance; summary of school's SST process; summary of strategies implemented by the SSTs; summary of the services utilized by students to reduce unexcused absences; and summary of the common barriers to implementing the recommendations of the SST.
7/30/19	Q4 Board Meeting Minutes	Minutes from all board meetings; should reflect decisions made by the Board that are consistent with the Charter granted to the school, the School Reform Act, and applicable law
7/30/19	Q4 Procurement Contracts	An assurance that all required documentation has been submitted to DC PCSB in accordance with the Procurement Contract Submission and Conflict of Interest Policy. Please complete the template provided.
7/31/19	Monthly Financial Statements - June	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
7/31/19	Quarterly Financial Statements - Q4	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.
8/31/19	Monthly Financial Statements - July	Most schools are expected to submit quarterly financial statements; new schools and those flagged for closer monitoring must submit monthly financial statements. Schools are requested to use the provided template; those not using the template are expected to provide the same level of detail. Submissions that do not include all of the required information will be considered incomplete and rejected.