

BESE Charter Schools submit items to multiple departments throughout the school year. Submissions may include Charter Accountability, financial documents, or data items. The Charter Accountability team tracks the school's submission. The following information will help you plan for the Reporting Calendar Submission items based on each deadline. If you have any questions or need additional support, please reach out to the support person listed on the document or your Charter Director of Accountability.

Annual Reporting Timeline

July	August	September	October	November	December	January	February	April	May	June
Forward Funding Request	Website Self-Assessment Tool	Teacher and Principal of the Year Application	Quarter 1 Financial Reports	Enrollment Application and Lottery Procedures	Website Compliance Review	Super App (eGMS)	Diploma & Seal Orders	Quarter 3 Financial Reports	Local SEAC Reporting	MOE Fiscal Requirement (eGMS)
Annual Operating Budget	Student Enrollment Report (New Charters Only)	Annual Financial Report	Believe! (eGMS)	Sig Dispro Data Review	Annual Independent Audit	Quarter 2 Financial Reports		Quarterly Waitlist Report		Contact Spreadsheet
Transportation Plan	School Crisis Plan	Annual Operating Budget	High Cost Services Grant	Alternate Assessment Participation Review	Dyslexia Reporting	Quarterly Waitlist Report		PERs Quarter 3 (eGMS)		Super App Amendment 1 (eGMS)
Student Handbook	Alternative Education Process	Pupil Progression Plan	Quarterly Waitlist Report			PERs Quarter 2 (eGMS)				Quarterly Waitlist Report
Charter School Assurances	Seclusion and Restraint	Education Excellence Fund	PERs Quarter 1 (eGMS)			ESSER Reporting (Grants)				
Believe! (eGMS)		Student Transcript System								
PERs Quarter 4 (eGMS)										

Ongoing Throughout The School Year

EdLink 360	Benchmark Calendar	CIS For 2023-2024	SLTs in CIS	Compass Observations	Compass Evaluations	Achieve! (eGMS)
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Charter Accountability Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Charter School Contact Information	School Leaders must complete the school contact sheet provided by their Director of Accountability.	June 30, 2023	Submit your 2023-2024 School Contact Spreadsheet to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability
Charter School Assurances	The 2023-2024 Charter School Assurances template is available in the Charter School Library . Comprehensive list of assurances aligned with charter school law and BESE policy.	July 31, 2023	The Charter Board Chair shall submit the signed assurances document to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability
Transportation Plan	The 2023-2024 Charter Transportation Cover Sheet & Plan template is available in the Charter School Library . Each school must abide by the policies and procedures outlined in the approved Transportation Plan, relevant to Bulletin 126:2801 and R.S. 17:158(J).	July 31, 2023	Transportation plans should be submitted to charters@la.gov .	BESE Bulletin 126, §2801(C)	For additional support, please contact your school's Director of Charter Accountability.
Student Handbook	Each LEA shall have written policies governing all school activities as they relate to students, the instructional program, staff, buildings, services, and the curriculum, relevant to Bulletin 741, §337. A checklist is available in the Charter School Library .	July 31, 2023	Submit your 2023-2024 Student Handbook to charters@la.gov	BESE Bulletin 741, §337	For additional support, please contact your school's Director of Charter Accountability.
Student Enrollment Report	New charters will submit their Student Enrollment Report.	August 31, 2023	Submit your 2023-2024 Student Enrollment Report to charters@la.gov		For additional support, please contact your schools Director of Authorization.

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Crisis Plan	A school crisis management and response plan shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. (RS 17:416.16)	August 31, 2023	Crisis plans should be submitted to charters@la.gov	BESE Bulletin 741, §339(A)(1)	For additional support, please contact your school's Director of Charter Accountability
Website Self-Assessment Tool	The 2023-2024 Website Self-Assessment Tool is available in the Charter School Library . This self-assessment tool will serve as a guide to ensure all content required is available on the school's website.	Self-Assessment Tool due August 31, 2023	Website Self-Assessment Tools should be submitted to charters@la.gov	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability
Alternative Education Plan/ Process	Schools that have programs for which students are located away from the main campus should disclose the location and certain conditions of off-site academic centers.	August 31, 2023	Alternative Education plan including any relevant contractual attachments should be submitted to charters@la.gov	BESE Bulletin 131	For additional support, please contact your school's Director of Charter Accountability.
Pupil Progression Plan	The 2023-2024 Pupil Progression Plan (PPP) template is available in the School Policy Library . The purpose of this document is to ensure schools are in accordance with applicable laws and regulations related to student placement and promotion and aligned with policy in Bulletin 1566.	September 30, 2023	Your board-approved PPP should be submitted to PPP@la.gov and charters@la.gov	BESE Bulletin 1566, §305(A)	For additional support, please contact your school's Director of Charter Accountability
Enrollment Lottery Process	Schools should submit a copy of their enrollment application along with the board- approved process and procedures for conducting the school's 2023-2024 enrollment lottery.	November 30, 2023	Lottery procedures should be submitted to charters@la.gov	BESE Bulletin 126, §2709	For additional support, please contact your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Website Compliance Review	The Charter Accountability team will conduct the annual website compliance review.	December 31, 2023	No submittal is required	BESE Bulletin 126	For additional support, please contact your school's Director of Charter Accountability.
Quarterly Waitlist Report	BESE-authorized schools will submit a quarterly report that identifies the number of students remaining on the waiting list. For deadline dates that fall on weekends or holidays, please submit on the first school day to follow the deadline.	October 15, 2023 January 15, 2024 April 15, 2024 July 15, 2024	The relevant reporting period should be completed and submitted to charters@la.gov		For additional support, please contact your school's Director of Charter Accountability.

System Support Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
EdLink 360	The system by which most data reporting is completed.	<p>Student EOY Collection July 7, 2023. Staff EOY Collection August 12, 2023.</p> <p>Note: These are the snapshot dates. All fields must be in the sFTP folders the day before the dates listed above no later than 5pm to be included in the snapshot.</p>	<p><u>EdLink 360</u> <u>Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.</u></p>		systemsupport@la.gov
2023-2024 Benchmark Calendar	Contains 2023-2024 data reporting benchmarks and data snapshot dates for EdLink 360 and more.	Ongoing	<u>Please see the EdLink 360 for additional information. The site will be updated on an ongoing basis.</u>		systemsupport@la.gov
Student Transcript System	The system in which student transcripts are submitted for 8-12 grade students.	<p>STS EOY Deadline September 30, 2023 <u>Please see the Student Transcript System Support Page for additional information. The site will be updated on an ongoing basis.</u></p>	<u>LEADS</u>		systemsupport@la.gov

Excellent Educator Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Teacher and Principal of the Year Application Process	Each school system is encouraged to submit up to three teachers and three principals to the state-level process (one elementary, middle and high).	<ul style="list-style-type: none"> • Application process opens- October 2023 • Applications due January 2024 			excellenteducators@la.gov

Diploma and Seal Order Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Diploma & Seal Orders	Each school system or CMO submits one order for all diplomas and endorsement seals to cover an entire year for all schools within its system.	Exact deadline to be communicated in Charter School's Newsletter. February 2, 2024	Form will be placed in the December newsletter.		Stephanie.Marcum@la.gov

CIS/Compass Evaluation School Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
CIS Open for 2023-2024	Compass Information System for Teacher and Leader Evaluations	Late Fall - August 2024	CIS	BESE Bulletin 130, §105	compass@la.gov
PGPs & SLTs	Create and monitor PGPs. SLTs provide a certain percentage of a teacher's performance evaluation. The combination of the applicable measure of growth in student learning and the qualitative assessment of performance shall result in a composite score used to distinguish levels of overall effectiveness for teachers and administrators.	Fall and Winter 2023	CIS	BESE Bulletin 130, §305	compass@la.gov
Compass Observation Period	Conduct observations and monitor observation progress	Fall 2023 - Spring 2024	CIS	BESE Bulletin 130, §301	compass@la.gov
Compass Evaluation Ratings	Final Evaluations: - Complete observations - Assess student outcomes ratings	Winter 2023 - Spring 2024	CIS	BESE Bulletin 130, §301	compass@la.gov

Div Lottery procedures should be submitted to charters@la.gov **erse Learner Submissions**

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
Dyslexia Reporting	Each public school governing authority shall submit a report to the State Department of Education by December 15 annually relative to the occurrence of dyslexia. An annual survey will be sent to schools to aid in submission.	December 15, 2023	Response to Survey Information	Act 622	specialeducation@la.gov
Sig Dispro Data Review	The Individuals with Disabilities Education Act (IDEA) Section 618(d) requires States to collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring in the State and the local education agencies (LEAs).	November 2023		(IDEA) Section 618(d)	specialeducation@la.gov
Alternate Assessment Participation Review	Annually school systems are required to review their alternate assessment participation data.	November 2023		BESE Bulletin 111	specialeducation@la.gov
Seclusion and Restraint Policy Updates	Louisiana Department of Education (LDOE) must collect data on the use of seclusion and restraint for students with disabilities and produce an annual report.	August 2023			specialeducation@la.gov
Local SEAC Reporting	local school systems must publicly post their SEAC report to their local website, and the department collects that link via a survey	May 2024		R.S. 17:1944	specialeducation@la.gov

Charter School Finances Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
FY 2023-2024 Annual Operating Budget *Actual data for the current fiscal year ending June 30 along with budgeted data for current fiscal year starting July 1)	The FY 2023-2024 Annual Operating Budget submission includes actual data for the prior fiscal year ending June 30 along with budgeted data for the current fiscal year starting July 1.	Submission is required no later than August 1, 2023. Reminder and templates placed in the charter school newsletter.	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
Forward Funding Request	Per the MFP Resolution, charter schools are funded based on the prior year's February 1 count. Charter schools may request that the Superintendent of Education make estimated monthly payments based on documented growth prior to the October 1 count	August 13, 2023 Notice of any changes to this date will be placed in the charter school newsletter.	The forms should be submitted via email to CharterFinanceHelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability.
FY 2023-2024 Annual Operating Budget	If the Annual Operating Budget submitted on July 31 has not been adopted in accordance with the Louisiana Local Government Budget Act, a submission of the budget adopted is required.	September 30, 2023	This information should be submitted to charterfinancehelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Annual Financial Report	Each charter school must submit an Annual Financial Report (AFR) to the Department of Education no later than September 30 each year as required by 17:92. The AFR follows the same general format as the quarterly report, but contains additional line items and fund classifications. AFR instructions and forms are located on the LDE website at the following link .	September 30, 2023	The completed AFR should be uploaded via the LEADS Portal	BESE Bulletin 126, §2505(B)	If you have any questions or require further information, contact Satoiya Jones via e-mail Satoiya.Jones@la.gov or call 225-342-3775.
Quarter 1 Financial report	Includes budgeted data for the fiscal year along with the YTD actual data through September 30. Quarterly and Annual Financial Reports include a statement from the Charter Operator's lead executive and Board President certifying the accuracy of the reports and the adherence to the Operator's Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles	October 31, 2023 Reminder and templates placed in the charter school newsletter	This information should be submitted to charterfinancehelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
Quarter 2 Financial Report	Includes budgeted data for the fiscal year along with the YTD actual data through December 31. The 3 Quarterly and Annual Financial Reports include a statement from the Charter Operator's lead executive and Board President certifying the accuracy of the reports and the adherence to the Operator's Internal Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles.	January 31, 2024	This information should be submitted to charterfinancehelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Quarter 3 Financial Report	Includes budgeted data for the fiscal year along with the YTD actual data through March 31.	April 30, 2024	This information should be submitted to charterfinancehelpdesk@la.gov	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact CharterFinanceHelpdesk@la.gov Or reach out to your school's Director of Charter Accountability
PERS	Periodic Expenditure Reports in eGMS for all grants.	Q1 October 15, 2023 Q2 January 15, 2024 Q3 April 15, 2024 Q4 July 15, 2024	eGMS		Ldoe.grantshelpdesk@la.gov
Annual Independent Audit	Charter Schools are required to annually submit an independent audit conducted by a certified public accountant in accordance with R.S. 24:513 et seq. And 17:3996(F)	December 31, 2023	Audit must be submitted to the Louisiana Legislative Auditor (LLA) Louisiana Legislative Auditor and 1 copy to the LDOE Internal Audit team Dudley Garidel Dudley.Garidel@la.gov	BESE Bulletin 126, §2507(A)	If you have any questions or require further information, contact Louisiana Legislative Auditor's office Main: 225-339-3800 Fax: 225-339-3870 Louisiana Legislative Auditor
Achieve!	Achieve! enables schools systems to: <ul style="list-style-type: none"> ❖ Determine high-impact investments of ESSER funding in alignment with the priorities and focus areas outlined in Believe to Achieve: Louisiana's Educational Priorities. ❖ Budget federal pandemic relief funds to support a response to or preparation for COVID-19. 	ESSER II (September 30, 2023) ESSER III (September 30, 2024)	eGMS		Ldoe.grantshelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Believe!	<p>Believe! provides resources to support community networks to:</p> <ul style="list-style-type: none"> ❖ Develop community plans in alignment with the priorities and focus areas outlined in Believe to Achieve: Louisiana's Educational Priorities ❖ Budget federal pandemic relief funds to support a response to or preparation for COVID-19. 	<p>Fall of 2023 July 31, 2023 And October 31, 2023</p>	eGMS		Ldoe.grantshelpdesk@la.gov
Education Excellence Fund	<p>In 1999, the Louisiana State Legislature created the Millennium Trust to provide for the disposition of proceeds from a tobacco settlement. The same legislation that create the Millennium Tryst, Louisiana Revised Statute (LRS) 39:98.1-39:98.5, also established the Education Excellence Fund (EEF) as a component of the Millennium Trust.</p> <p>*Monies appropriated shall be restricted to expenditures for pre-kindergarten through twelfth grade instructional enhancements for students.</p>	<p>Fall of 2023 (September)</p>	eGMS		Ldoe.grantshelpdesk@la.gov
High Cost Services Grant	<p>High Cost Services grant is designed to assist LEAs in addressing the needs of high need students with disabilities. The High Cost Services grant is intended to provide additional funding for instructional services as indicated on the student's individualized education program plan (IEP). This fund is made up of money from the state's IDEA allocation and from the Minimum Foundation Program (MFP).</p>	<p>Round 1 - Fall of 2023 Round 2 - Winter of 2024</p>	eGMS		Ldoe.grantshelpdesk@la.gov

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
Super App	Super App enables LEAs to: 1. establishing priorities; 2. applying for competitive funds.	January - February 2024	eGMS	Planning Guide	For additional questions and/or support, please reach out to: Ldoe.grantshelpdesk@la.gov
Super App Amendment 1	Super App budgeting of federal formula and competitive funds	June 2024	eGMS	Planning Guide	For additional questions and/or support, please reach out to: Ldoe.grantshelpdesk@la.gov
MOE Fiscal Requirement	Each independent LEA charter school must submit three (3) MOE applications via eGMS to determine eligibility and compliance to receive federal grant funds. 1. ESSA MOE Verification 2. IDEA MOE Confirmation, and 3. IDEA MOE Verification. Applications become available for submissions in March.	June 28, 2024	Access eGMS at the following link		For MOE questions contact dequan.bujol@la.gov ; for technical support contact Jason.berard@la.gov
ESSER Reporting	<u>Annual Reporting of Uses of ESSER funds</u>	TBD/January 2024	Access eGMS at the following link		For additional questions and/or support, please reach out to: Ldoe.grantshelpdesk@la.gov