

Dear Local Authorizers,

The LDE Charter Accountability team has worked this year to bring forth this comprehensive reporting calendar for SY 2021-2022. On this calendar you will find a list of submissions and due dates for charters from all of the relevant offices/departments across the LDE. The table describes what submissions are due each month, how and where they should be submitted, and where you can reach out for support with this calendar. Please note that you should reach out to the specific person or inbox listed for support with individual submissions. Several departments have provided direct links within the reporting calendar, to additional information related to specific submissions. Our hope is that this reporting calendar will assist you and your charter schools in having a single place of reference for submissions related to the LDE as well as information related to direct assistance for these submissions.

Most appreciated,  
Charter Accountability Team

Title of Submission	Description of Submission	Deadline for Submission	Person/Inbox/ Data System the Submission should be sent to	Contact for Assistance/Support
<b>General Information</b>				
<b>EdLink 360</b>	Contains resources for data managers to be used for data reporting.	<b>Please see the link below. The site will be updated on an ongoing basis.</b> <a href="#">EdLink 360</a>	Crystal Wilkinson	<a href="mailto:edlink360@la.gov">edlink360@la.gov</a>
<b>2021-2022 Benchmark Calendar</b>	Contains 2021-22 data reporting benchmarks and data snapshot dates for EdLink 360.	<b>Please see the link below. The site will be updated on an ongoing basis.</b> <a href="#">2021-2022 Benchmark Calendar</a>	Sherry Randall	<a href="mailto:edlink360@la.gov">edlink360@la.gov</a>
<b>CIS System flips to 2022-2023 Year</b>	No further information for 2021-2022 School Year can be entered into CIS.	<b>8/23/22 - 9/6/2022</b>	Jennie Moctezuma	<a href="mailto:compass@la.gov">compass@la.gov</a>
<b>SEPTEMBER 2021 Submissions</b>				

<b>Principal and Teacher of the Year Application Process</b>	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"> <li>Application process opens- October 1, 2021</li> <li>Applications due- December 1, 2021</li> </ul>	Joni Lacy	<a href="mailto:excellenteducators@la.gov">excellenteducators@la.gov</a>
<b>CIS Opens for the School Year</b>	Compass Information System for Teacher and Leader Evaluations	<b>9/10/2021 - 8/5/2022</b>	CIS	<a href="mailto:compass@la.gov">compass@la.gov</a>
<b>Set SLTs in CIS</b>	Set, Review and Accept SLTs	<b>9/10/2021 - 12/1/2021</b>	CIS	<a href="mailto:compass@la.gov">compass@la.gov</a>
<b>Conduct Compass Observations</b>	Conduct Observations and Monitor Observation Progress	<b>9/10/2021 - 5/2/2022</b>	CIS	<a href="mailto:compass@la.gov">compass@la.gov</a>
<b>Annual Financial Report</b>	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 R.S. 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: <a href="https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm">https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm</a>	<b>9/30/2021</b>	The completed AFR should be uploaded via the LEADS Portal	If you have any questions or require further information, contact Satoiya Jones via e-mail <a href="mailto:Satoiya.Jones@la.gov">Satoiya.Jones@la.gov</a> or call 225-342-3775.
<b>OCTOBER 2021 Submissions</b>				
<b>Pupil Progression Plan</b>	The <a href="#">2020-2021 Pupil Progression Plan</a> (PPP) template is available in the <a href="#">School Policy Library</a> . The purpose of this document is to ensure schools are in accordance with applicable laws and regulations related to student placement and promotion	<b>10/1/21</b>	<a href="mailto:PPP@la.gov">PPP@la.gov</a>	<a href="mailto:PPP@la.gov">PPP@la.gov</a>

	and aligned with policy in Bulletin 1566.			
<b>Achieve!</b>	<p>Achieve! enables school systems to:</p> <ul style="list-style-type: none"> <li>*Determine high-impact investments of ESSER funding in alignment with the priorities and focus areas outlined in <a href="#">Believe to Achieve: Louisiana's Educational Priorities</a>.</li> <li>*Budget federal pandemic relief funds to support a response to or preparation for COVID-19.</li> </ul>	<b>Fall 2021</b>	eGMS	<a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>
<b>Believe!</b>	<p>Believe! provides resources to support community networks to:</p> <ul style="list-style-type: none"> <li>*Develop community plans in alignment with the priorities and focus areas outlined in <a href="#">Believe to Achieve: Louisiana's Educational Priorities</a>.</li> <li>*Budget federal pandemic relief funds to support a response to or preparation for COVID-19.</li> </ul>	<b>Fall 2021</b>	eGMS	<a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>
<b>Education Excellence Fund</b>	<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 created the Millennium Trust, 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> <ul style="list-style-type: none"> <li>*Monies appropriated shall be restricted to expenditures for pre-kindergarten through twelfth grade instructional enhancements for students.</li> </ul>	<b>Fall 2021</b>	eGMS	<a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>

<p><b>High Cost Services Grant</b></p>	<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><b>Rnd 1 - Fall of 2021 and Rnd 2 - Winter of 2022</b></p>	<p>eGMS</p>	<p><a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a></p>
<p><b>DECEMBER 2021 Submissions</b></p>				
<p><b>Rate SLTs in Compass</b></p>	<p>Rate SLTs and Monitor completion of SLTs</p>	<p><b>12/1/21 - 5/20/22</b></p>	<p>CIS</p>	<p><a href="mailto:compass@la.gov">compass@la.gov</a></p>
<p><b>Annual Audit</b></p>	<p>Charter schools are required to annually submit an independent audit conducted by a certified accountant in accordance with R.S. 24:513 et seq., and 17:3996(F).</p>	<p><b>12/31/21</b></p>	<p>To complete this task, send a copy of the audit report and confirmation that the report has been submitted to the Louisiana Legislative Auditor Office (LLA) <a href="http://www.la.gov">Louisiana Legislative Auditor</a></p> <p>Also a copy must be sent to the Department of Education's Internal Audit at <a href="mailto:Dudley.Garidel@la.gov">Dudley.Garidel@la.gov</a></p>	<p><a href="https://www.la.gov">https://www.la.gov/</a> or 225-339-3800 for questions about completing your annual audit</p>
<p><b>JANUARY 2022 Submissions</b></p>				
<p><b>Complete Evaluation Ratings*</b></p>	<p>Final Evaluations: - Complete observations - Assess student outcomes ratings</p>	<p><b>1/1/22 - 8/22/22</b></p>	<p>CIS</p>	<p>compass@la.gov</p>
<p><b>2022-2023 Super App</b></p>	<p>Super App enables LEAs to: 1. establishing priorities;</p>			

	2. budgeting of federal formula funds; and 3. applying for competitive funds.	January - February 2022	eGMS	<a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>
<b>FEBRUARY 2022 Submissions</b>				
<b>Diploma and seal orders</b>	School systems submit the number of diplomas needed for graduates and diploma endorsement seals.	<b>Feb 2022 exact deadline to be communicated in charter newsletter</b>	Form will be placed in the newsletter in December	<a href="mailto:megan.thompson2@la.gov">megan.thompson2@la.gov</a>