



**General School Submissions**

Title of Submission	Description of Submission	Submission Deadline	Location for submittal	Policy/Statute Requirements	Support Contact
<p><b>Charter School Contact Information</b></p>	<p>A contact spreadsheet was sent via email to school leaders/CEOs. The information need to complete the survey is below: ● School Contact Information: Physical address, grades taught, website, and school leadership ● Charter Schools Division Point of Contact ● Charter Board Member Information: Full Name, e-mail, phone number (CSPC Board FAQ) ● Charter Board Bylaws ● CMO/ESP Contact Information (If applicable) ● School Calendar</p>	<p><b>July 31, 2022</b></p>	<p>Submit your 2022-2023 School Contact Spreadsheet to <a href="mailto:charters@la.gov">charters@la.gov</a></p>		<p>For additional support, please contact your school's Director of Charter Accountability</p>
<p><b>Charter School Assurances</b></p>	<p>Comprehensive list of assurances aligned with charter school law and BESE policy</p>	<p><b>9/20/2022</b></p>	<p>The Charter Board Chair shall submit the signed assurances document to <a href="mailto:charters@la.gov">charters@la.gov</a></p>		<p>For additional support, please contact your school's Director of Charter Accountability</p>
<p><b>Pupil Progression Plan</b></p>	<p>The 2022-2023 Pupil Progression Plan (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</p>	<p><b>9/9/2022</b></p>	<p>Your board-approved PPP should be submitted to <a href="mailto:PPP@la.gov">PPP@la.gov</a> and <a href="mailto:charters@la.gov">charters@la.gov</a></p>	<p><a href="#">BESE Bulletin 1566, §305(A)</a></p>	<p>For additional support, please contact your school's Director of Charter Accountability</p>

	regulations related to student placement and promotion and aligned with policy in Bulletin 1566.				
<b>Transportation Plan</b>	Each school is expected to abide by the policies and procedures outlined in the approved Transportation Plan, relevant to Bulletin 126:2801 and R.S. 17:158(J). For additional guidance, refer to the CSPC School Bus Safety link.	<b>9/20/2022</b>	Transportation plans should be submitted to <a href="mailto:charters@la.gov">charters@la.gov</a> .	<a href="#">BESE Bulletin 126, §2801(C)</a>	For additional support, please contact your school's Director of Charter Accountability.
<b>Student Handbook</b>	Student Handbook Guidance has been provided here.	<b>8/23/2022</b>	Submit your 2022-2023 Student Handbook to <a href="mailto:charters@la.gov">charters@la.gov</a>		For additional support, please contact your school's Director of Charter Accountability.
<b>Crisis Plan</b>	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	<b>10/14/2022</b>	Crisis plans should be submitted to <a href="mailto:charters@la.gov">charters@la.gov</a>	<a href="#">BESE Bulletin 741, §339(A)(1)</a>	For additional support, please contact your school's Director of Charter Accountability

	school, other school employees, and community leaders. (RS 17:416.16) LA School and Campus Safety Planning Guide LA State Police Safety & Security Checklist Homeland Security and Emergency Preparedness Contacts				
<b>Enrollment Lottery Process</b>	Schools should submit the board- approved process and procedures for conducting the school's 2022-2023 enrollment lottery	<b>11/14/2022</b>	Lottery procedures should be submitted to <a href="mailto:charters@la.gov">charters@la.gov</a>		For additional support, please contact your school's Director of Charter Accountability
<b>Website Compliance</b>	A link to the school website has been submitted via the Charter Contact Survey. School website monitoring elements are listed in the charter resource library on louisiana believes website.	<b>12/1/2022</b>	All school websites should be up to date by the deadline indicated		For additional support, please contact your school's Director of Charter Accountability
<b>EdLink 360</b>	The system by which most data reporting is completed.	<b>Please see the <a href="#">EdLink 360</a> for additional information. The site will be updated on an ongoing basis.</b>	<a href="#">EdLink 360</a>		systemsupport@la.gov
<b>2022-2023 Benchmark Calendar</b>	Contains 2022-2023 data reporting benchmarks and data snapshot dates for EdLink 360 and more.	<b>Please see the <a href="#">EdLink 360</a> for additional information. The site will be updated on an ongoing basis.</b>			systemsupport@la.gov

<b>Student Transcript System</b>	The system in which student transcripts are submitted for 8-12 grade students.	Please see the <a href="#">System Support page</a> for additional information. The site will be updated on an ongoing basis.	<a href="#">LEADS</a>		systemsupport@la.gov
<b>Teacher and Principal 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- September 1, 2022</li> <li>● Applications due December 1, 2022</li> </ul>			<a href="mailto:excellenteducators@la.gov">excellenteducators@la.gov</a>
<b>Diploma &amp; Seal Orders</b>	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.	Form will be placed in the December newsletter.		<a href="mailto:megan.thompson2@la.gov">megan.thompson2@la.gov</a>

### CIS/Compass Evaluation School Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
CIS flips to 2022-2023 School Year	Compass Information System for Teacher and Leader Evaluations	8/4/2022 - 8/5/2023	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>
CIS Opens for 2022-2023	Compass Information System for Teacher and Leader Evaluations	9/10/2022 - 8/5/2023	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130, §105</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>
Enter SLTs	Set, Review, ad Accept SLTs	9/10/2022 - 12/1/2023	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130, §305</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>
Compass Observation Period	Conduct observations and monitor	9/10/2022 - 5/2/2023	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130, §301</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>

	observation progress				
Rate SLTs	Rate SLTs and Monitor completion of SLTs	12/1/2022 - 5/20/2023	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130, §305</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>
Complete COMPASS Evaluation Ratings	Final Evaluations: - Complete observations - Assess student outcomes ratings	01/01/2023 - 08/22/2024	<a href="#">CIS</a>	<a href="#">BESE Bulletin 130, §301</a>	<a href="mailto:compass@la.gov">compass@la.gov</a>

### Financial School Submissions

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
<b>FY 2022-2023 Annual Operating Budget</b>  *Actual data for the current fiscal year ending June 30 along with budgeted data for current fiscal year starting July 1)	The FY 2022-23 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 <b>no later than</b> July 31st  <b>Reminder and templates placed in the <a href="#">charter school newsletter</a>.</b>	The forms should be submitted via email to <a href="mailto:CharterFinanceHelpdesk@la.gov">CharterFinanceHelpdesk@la.gov</a>	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.
<b>Forward Funding Request</b>	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	<b>7/15/2021 Notice of any changes to this date will be placed in the <a href="#">charter school newsletter</a>.</b>	The forms should be submitted via email to <a href="mailto:CharterFinanceHelpdesk@la.gov">CharterFinanceHelpdesk@la.gov</a>	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.
<b>FY 2022-2023 Annual Operating Budget</b>	If the Annual Operating Budget submitted on	<b>September 30, 2022</b>	This information should be submitted to	BESE Bulletin 126, §2505(A)	If you have any questions or require further information,

	July 31st has not been adopted in accordance with the Louisiana Local Government Budget Act, a submission of the budget adopted is required.		<a href="mailto:charterfinancehelpdesk@la.gov">charterfinancehelpdesk@la.gov</a>		contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.
<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 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 <a href="#">link</a> .	<b>September 30, 2022</b>	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 <a href="mailto:Satoiya.Jones@la.gov">Satoiya.Jones@la.gov</a> or call 225-342-3775.
<b>Quarter 1 Financial report</b>	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	<b>October 31, 2022</b>  <b>Reminder and templates placed in the charter school newsletter</b>	This information should be submitted to <a href="mailto:charterfinancehelpdesk@la.gov">charterfinancehelpdesk@la.gov</a>	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.

	Control procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles				
<b>Quarter 2 Financial Report</b>	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.	<b>January 31, 2023</b>	This information should be submitted to <a href="mailto:charterfinancehelpdesk@la.gov">charterfinancehelpdesk@la.gov</a>	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.
<b>Quarter 3 Financial Report</b>	Includes budgeted data for the fiscal year along with the YTD actual data through March 31.	<b>April 30, 2023</b>	This information should be submitted to <a href="mailto:charterfinancehelpdesk@la.gov">charterfinancehelpdesk@la.gov</a>	BESE Bulletin 126, §2505(A)	If you have any questions or require further information, contact Karen McCarvy ( <a href="mailto:Karen.McCarvy@la.gov">Karen.McCarvy@la.gov</a> ) or call 225-342-3776.



<p><b>Annual Independent Audit</b></p>	<p>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)</p>	<p><b>December 31, 2022</b></p>	<p>Audit must be submitted to the Louisiana Legislative Auditor (LLA) <a href="#">Louisiana Legislative Auditor</a> and 1 copy to the LDOE Internal Audit team Dudley Garidel <a href="mailto:Dudley.Garidel@la.gov">Dudley.Garidel@la.gov</a></p>	<p>BESE Bulletin 126, §2507(A)</p>	<p>If you have any questions or require further information, contact Louisiana Legislative Auditor's office Main: 225-339-3800 Fax: 225-339-3870 <a href="#">Louisiana Legislative Auditor</a></p>
<p><b>Achieve!</b></p>	<p>Achieve! enables schools 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>	<p><b>Fall of 2022</b></p>	<p><a href="#">eGMS</a></p>		<p><a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a></p>
<p><b>Believe!</b></p>	<p>Believe! provides resources to support community networks to:</p> <ul style="list-style-type: none"> <li>❖ Develop community</li> </ul>	<p><b>Fall of 2022</b></p>	<p><a href="#">eGMS</a></p>		<p><a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a></p>

	<p>plans in alignment with the priorities and focus areas outlined in <a href="#">Believe to Achieve: Louisiana's Educational Priorities</a></p> <ul style="list-style-type: none"> <li>❖ Budget federal pandemic relief funds to support a response to or preparation for COVID-19.</li> </ul>				
<p><b>Education Excellence Fund</b></p>	<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. *Monies appropriated shall be restricted to expenditures for pre-kindergarten through twelfth grade</p>	<p><b>Fall of 2022</b></p>	<p><a href="#">eGMS</a></p>		<p><a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a></p>

	instructional enhancements for students.				
<b>High Cost Services Grant</b>	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).	<b>Round 1 - Fall of 2022 Round 2 - Winter of 2022</b>	<a href="#">eGMS</a>		<a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>
<b>Super App</b>	Super App enables LEAs to: 1. establishing priorities; 2. budgeting of federal formula funds; and 3. applying for competitive funds.	<b>January - February 2023</b>	<a href="#">eGMS</a>		For additional questions and/or support, please reach out to: <a href="mailto:Ldoe.grantshelpdesk@la.gov">Ldoe.grantshelpdesk@la.gov</a>
<b>MOE Fiscal Requirement</b>	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	<b>06/30/2023</b>	Access eGMS at the following <a href="#">link</a>		For MOE questions contact <a href="mailto:dequan.bujol@la.gov">dequan.bujol@la.gov</a> ; for technical support contact <a href="mailto:Jason.berard@la.gov">Jason.berard@la.gov</a>

	3. IDEA MOE Verification. Applications become available for submissions in March.				
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**Office of Legislative Policy and Workforce Support (Contact Person(s): Ryan Gremillion; Chris Fruge)**

Title of Submission	Description of Submission	Submission Deadline	Location for Submittal	Policy/Statute Requirements	Support Contact
<b>School Tuition Organization (STO) Reports/Tuition Donation Tax Credit</b>	<p>The Tuition Donation Credit Program empowers Louisiana families with the financial resources to choose the school that best prepares their child for college and careers. This program, established by the Louisiana Legislature, authorizes School Tuition Organizations (STOs) to collect and use taxpayer donations to provide scholarships to students that meet the program's income requirements to attend nonpublic schools. All School Tuition Organizations are tax-exempt, not-for-profit organizations with 501(c)(3) status. Taxpayers earn a credit toward their Louisiana state taxes for the year in which they make a</p>	<p>Due annually, <b>March 1</b>. STO's are to report to LDOE no later than <b>Jan. 1</b> annually and LDOE sends electronic format of report to Dept. of Revenue no later than <b>Feb. 1</b>, annually. LDOE may give a 30 extension to STO's.</p>	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p>	<p>LA RS 47:6301(B)(ix) &amp; (C)(f)</p>	<p><b>Ethan Melancon</b> <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p> <p><b>Chris Fruge</b></p>

	<p>donation.</p> <p>This report provides an annual report re: donors and amounts donated.</p>				
<b>LDOE report summarizing school compliance with academic improvement plan presentations and parent consultations.</b>	LDOE report summarizing school compliance with academic improvement plan presentations and parent consultations.	<p>Due to House and Senate Ed Committees</p> <p><b>March 1, 2020, 2021 and 2022.</b></p>	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p>	Act 236, 2019 RS (RS 17:10.1(5))	<p><b>Ethan Melancon</b> <b>Chris Fruge</b></p>
<b>Student Scholarships for Educational Excellence Program Report</b>	Report on Student Scholarships for Educational Excellence Program.	<p><b>April 30</b>, annually to House and Senate Ed Committees, JLCB, each individual legislator (email and postal mail)</p>	<p>Ethan Melancon/Beth Scioneaux <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p>	LA RS 17:4024 - (Act 728, 2014 RS)	<p><b>Ethan Melancon</b> <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a> <b>Beth Scioneaux</b> <b>Chris Fruge</b></p>
<b>ED/SWD Report</b>	<p>Required Student Enrollment Percentages</p> <p>Annually, the department shall make a report to BESE on the student enrollment percentages detailed in this Section for all public schools and local education agencies.</p>	<b>12/16/2022</b>	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p>	Bulletin 126, §2713.	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p> <p>Ashley Townsend <a href="mailto:ashley.townsend@la.gov">ashley.townsend@la.gov</a></p> <p>Nikki Landry <a href="mailto:nikki.landry2@la.gov">nikki.landry2@la.gov</a></p>
<b>Annual Report on T2, T4 and T5 Charter Schools</b>	<p>Evaluation for BESE-Authorized Charter Schools</p> <p>The performance of type 2, type 4, and type 5 charter schools will be reviewed and/or evaluated annually in</p>	<p><b>January BESE Meeting (tentative date; confirmed date to be published in Charter Newsletter)</b></p>	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p>	Bulletin 126, §1101	<p>Ethan Melancon <a href="mailto:ethan.melancon@la.gov">ethan.melancon@la.gov</a></p> <p>Ashley Townsend <a href="mailto:ashley.townsend@la.gov">ashley.townsend@la.gov</a></p> <p>Nikki Landry <a href="mailto:nikki.landry2@la.gov">nikki.landry2@la.gov</a></p>

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	the following categories: (1) academic performance; (2) financial performance; and (3) organizational performance.				
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