



2019-20 Reporting Deadlines for OUSD-Authorized Charter Schools

DEADLINE	REPORT/INFORMATION REQUESTED	CONTACT / SUBMIT TO
7/1/19	LCAP 19/20: All charters must adopt/update the LCAP by July 1 of each year (<i>E.C. Title 5, Chapter 14.5</i>). Email pdf file and submit one signed hard copy. (Must be Board approved and post on school website)	Minh
Mid July Date TBD	PENSEC: Pupil Estimates for New or Significantly Expanding Charters (PENSEC) includes estimated average daily attendance (ADA) and other pupil counts for fiscal year 2019-20 (online submission to CDE).	Online
8/29/19	Attendance Report: Month 1 for attendance period from 7/29/19 to 8/23/19; include Student Exit report for any losses.	Mike
9/3/19	Unaudited Actual Data for 18/19 FY – Board Approved	Minh
9/6/19	Reporting Center Updates: <ol style="list-style-type: none"> 1. General Board and Organization Contact Information* 2. Board Members*~ 3. General School Information~ 4. Teacher Credentialing <p><i>* Only one submission required for each governing organization; may not be accessible to some school-level users if operated by a CMO. ~ Although formal deadlines for Board Member and Teacher Credentialing information have been set at two points during the schoolyear, schools should update this information on an ongoing basis.</i></p>	Reporting Center (formerly called the Info Center)
9/26/19	Attendance Report: Month 2 for attendance period from 8/26/19 to 9/20/19; include Student Exit report for any losses.	Mike
Early October Date TBD	20 DAYS Report: Complete online report for CDE, and submit signed report & supporting documentation to Minh	Minh
10/24/19	Attendance Report: Month 3 for attendance period from 9/23/19 to 10/18/19; include Student Exit report for any losses.	Mike
10/25/19	CBEDS Information Day Enrollment Spreadsheet (submit via email)	Brett
11/21/19	Attendance Report: Month 4 for attendance period from 10/21/19 to 11/15/19; include Student Exit report for any losses.	Mike
11/30/19	Reporting Center – 18/19 MPO Updates	Reporting Center
12/2/19	First Interim (July 1 thru October 31) – Board Approved	Minh



DEADLINE	REPORT/INFORMATION REQUESTED	CONTACT / SUBMIT TO
12/16/19	Audit for 18/19: One pdf and one hard copy (post on school website)	Minh
12/19/19	Attendance Report: Month 5 (P1) for attendance period from 11/18/19 to 12/13/19; include Student Exit report for any losses. Please arrange to stop by Mike's office in a few days to review and sign the P1 state report.	Mike
1/10/19	<p>Reporting Center Updates:</p> <ol style="list-style-type: none"> 1. Board Members*~ 2. Teacher Credentialing~ <p><i>* Only one submission required for each governing Board/CMO, which is only accessible for CMO-level users or organizations that only operate a single OUSD-authorized school.</i></p> <p><i>~ Although formal deadlines for Board Member and Teacher Credentialing information have been set at two points during the schoolyear, schools should update this information on an ongoing basis.</i></p>	Reporting Center
1/16/20	Attendance Report: Month 6 for attendance period from 12/16/19 to 1/10/20; include Student Exit report for any losses	Mike
2/13/20	Attendance Report: Month 7 for attendance period from 1/13/20 to 2/07/20; include Student Exit report for any losses	Mike
3/2/20	Second Interim: (July 1 thru January 31) – Board Approved	Minh
Mid-March Date TBD	19/20 Independent Auditor Selection Form	Minh
3/12/20	Attendance Report: Month 8 for attendance period from 2/10/20 to 3/06/20; include Student Exit report for any losses.	Mike
4/9/20	Attendance Report: Month 9 (P2) for attendance period from 3/09/20 to 4/03/20; include Student Exit report for any losses. Please arrange to stop by Mike's office in a few days to review and sign the P2 state report.	Mike
Mid May 2020 Date TBD	19/20 Charter Schools Annual Information Survey (online submission to CDE)	Online
5/7/20	Attendance Report: Month 10 for attendance period from 4/06/20 to 5/01/20; include Student Exit report for any losses.	Mike
6/4/20	Attendance Report: Month 11 (P-Annual) for attendance period from 5/04/20 to 5/29/20; include Student Exit report for any losses.	Mike
6/15/20	Multi-Years Budget Projection – Board Approved (Post on school website)	Minh



OFFICE OF CHARTER SCHOOLS

DEADLINE	REPORT/INFORMATION REQUESTED	CONTACT / SUBMIT TO
6/26/20 <i>Submit as soon as school year ends</i>	Attendance Report: Month 12 (P-Annual) for attendance period from 6/01/20 to 6/26/20; include Student Exit report for any losses. Please arrange to stop by Mike's office in a few days to review and sign the P-A state report.	Mike

For questions, please contact the corresponding OUSD contact:

- Minh Co (510-879-0132; minh.co@ousd.org)
- Mike Nguyen (510-879-1043; mike.nguyen@ousd.org)
- Brett Noble (510-879-2337; brett.noble@ousd.org)