



## 2023-24 Reporting Deadlines for OUSD-Authorized Charter Schools

DEADLINE	REPORT/INFORMATION REQUESTED	CONTACT / SUBMIT TO
7/5/23	<b>LCAP 23/24:</b> All charters must adopt / update the LCAP by July 1 of each year <b>E.C. Title 5, Chapter 14.5.</b> (Email a pdf copy and please post a copy on your school website)	Minh
Mid July TBD	<b>PENSEC:</b> Pupil Estimates for New or Significantly Expanding Charters (PENSEC) includes estimated average daily attendance (ADA) and other pupil counts for fiscal year 23/24 (online submission to CDE).	Minh Online
8/3/23	<b>Attendance Report: Month 1A</b> for attendance period from 7/3/23 to 7/28/23 if school starts earlier than August 1st.	Minh Epicenter
8/31/23	<b>Attendance Report: Month 1B</b> for attendance period from 7/31/23 to 8/25/23; include Student Exit report for any losses.	Minh Epicenter
9/1/23	<b>Fiscal: Unaudited Actual 22/23 FY – Board Approved</b>	Minh Epicenter
9/1/23	<b>CORE Data File Submission</b> ( <i>only applicable to schools participating in CORE Data Collaborative</i> ): Upload/submit all data files required by CORE per its <a href="#">2023-24 CORE data collection guide</a>	Madison <a href="#">Sharefile</a>
9/15/23	<b>September Epicenter Reporting</b> – Various documents due in Epicenter. Epicenter Users must login and ensure all documents are submitted. For a full list of all documents due, see here.	Marwa Epicenter
9/28/23	<b>Attendance Report: Month 2</b> for attendance period from 8/28/23 to 9/22/23; include Student Exit report for any losses.	Minh Epicenter
9/30/23	<b>CaISAAS:</b> Initial determinations due in CaISAAS. Failure to submit initial determinations may result in automatic misassignments or a Notice of Concern.	Madison CaISAAS
Early October Date TBD	<b>20 DAYS Report:</b> Complete online report for CDE, and submit signed report & supporting documentation to Minh ( <b>ONLY if the PENSEC report is filed in July</b> )	Minh Epicenter
10/20/23	<b>CaISAAS:</b> Final determinations due in CaISAAS.	Madison CaISAAS
10/20/23	<a href="#">CBEDS Information Day Enrollment Spreadsheet</a>	Madison Epicenter
10/26/23	<b>Attendance Report: Month 3</b> for attendance period from 9/25/23 to 10/20/23; include Student Exit report for any losses.	Minh Epicenter



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11/30/23	<b>Attendance Report: Month 4</b> for attendance period from 10/23/23 to 11/17/23; include Student Exit report for any losses.	Minh Epicenter
12/1/23	<b>First Interim: Budget/Actual To-Date (July 1 thru October 31)</b> – Board Approved	Minh Epicenter
12/15/23	<b>Audit for 22/23:</b> Submit to Epicenter and send in one hard copy (post on school website)	Minh Epicenter
12/21/23 M5 12/21/23 P1	<b>Attendance Report: Month 5</b> for attendance period from 11/20/23 to 12/15/23; Include Student Exit report for any losses. <b>P1: Review and print a cumulative summary report from Day 1 through 12/15/23. Pickup the cumulative ADA to report onto the P1 portal, and then validate and certify the report.</b>	Minh Epicenter
1/15/24	<b>Epicenter Board Member Certification Due</b>	Marwa Epicenter
1/18/24	<b>Attendance Report: Month 6</b> for attendance period from 12/8/23 to 1/12/24; include Student Exit report for any losses	Minh Epicenter
2/15/24	<b>Attendance Report: Month 7</b> for attendance period from 1/15/24 to 2/9/24; include Student Exit report for any losses	Minh Epicenter
3/1/24	<b>Second Interim: Budget/Actual To-Date:</b> (July 1 thru January 31) – Board Approved	Minh Epicenter
3/1/24	<b>Comprehensive School Safety Plan Due</b>	Marwa Epicenter
Mid-March Date TBD	<b>23/24 Independent Auditor Selection Form</b>	Minh Epicenter
3/14/24	<b>Attendance Report: Month 8</b> for attendance period from 2/12/24 to 3/8/24; include Student Exit report for any losses.	Minh Epicenter
4/11/24 M9 4/19/24 P2	<b>Attendance Report: Month 9</b> for attendance period from 3/11/24 to 4/05/24; include Student Exit report for any losses. <b>P2: Review and print a cumulative summary report from Day 1 through 4/5/24, pick up the cumulative ADA to report onto the P2 module, and then validate and certify the report.</b>	Minh Epicenter
Mid May 2024 Date TBD	<b>23/24 Charter Schools Annual Information Survey</b> (online submission to CDE)	Minh Online
5/9/24	<b>Attendance Report: Month 10</b> for attendance period from 4/8/24 to 5/3/24; include Student Exit report for any losses.	Minh Epicenter



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6/6/24 M11 6/17/24 PA	<b>Attendance Report: Month 11</b> for attendance period from 5/6/24 to 5/31/24; include Student Exit report for any losses.  <i><b>If this is your last month, please review and print a cumulative summary report from Day 1 through 5/31/24, pick up the cumulative ADA to report onto the PA module, and then validate and certify the report.</b></i>	Minh Epicenter
6/17/24	<b>Multi-Year Budget Projection – Board Approved</b>  (Post on school website)	Minh Epicenter
6/28/24 M12 and PA Submit as soon as school year ends	<b>Attendance Report: Month 12 (P-Annual)</b> for attendance period from 6/3/24 to 6/28/24; include Student Exit report for any losses.  <i><b>If this is your last month, please review and print a cumulative summary report from Day 1 through your last day of school, pick up the cumulative ADA to report onto the PA module, and then validate and certify the report.</b></i>	Minh Epicenter

For questions, please contact the corresponding OUSD contact:

- Minh Co ([minh.co@ousd.org](mailto:minh.co@ousd.org))
- Madison Thomas ([madison.thomas@ousd.org](mailto:madison.thomas@ousd.org))
- Marwa Doost ([marwa.doost@ousd.org](mailto:marwa.doost@ousd.org))