

# Accountability & Pennsylvania's Public Charter Schools

Pennsylvania's Public Charter Schools are held to a higher level of accountability than all other Public Schools. As Local Education Agencies, they are held to the same state and federal mandates as all other public schools. In addition, Pennsylvania's Public Charter Schools are accountable to:

- ◆ The Pennsylvania Department of Education (PDE) which authorizes Cyber Charter Schools.
- ◆ Their respective Charter Authorizer, either PDE or their local School District(s).
- ◆ The individual parents and families who choose Public Charter Schools to help their children achieve their goals.

## Pennsylvania's Public Charter Schools List of Annual Reports

CHARTER RENEWAL			
Type of Report	Description	Recipient	Frequency
Charter Renewal Application	Renewal application for continued operation and service to students and families.	Authorizers	Every 3-5 years

FINANCIAL			
Type of Report	Description	Recipient	Frequency
Independent Audit Report	Report by Independent Auditing Firm affirming the fair presentation of all financial statements.	Board of Trustees, Public, Authorizer	Annually
990 Return of Organization Exempt from Income Tax	990 Return Report of operational expenses. Explaining how and where our money has been spent.	Department of Treasury IRS, Public	Annually
Annual Financial Report (AFR)	Report details Profit & Loss Income Statement and Balance Sheet for the school.	PDE	Annually
Form W3 Transmittal of Wage and Tax Statements	A summary of totals we paid and taxes withheld within our organization.	Department of Treasury; Internal Revenue Service	Annually
General Fund Budget	Report details the budget for the school.	PDE, Authorizer(s), Public	Annually
Notice of Adoption of Policies, Procedures and Use of Funds by Charter School	Required forms to obtain IDEA Part B funding. Comes from/sent to respective Intermediate Unit from the respective Chief Financial Officer or Business Manager.	Respective Intermediate Unit	Annually

STATE-MANDATED TESTING			
Type of Report	Description	Recipient	Frequency
District Verification Report	Provides the LEA an opportunity to review the number of students at the district-level matched to Test Records that will be included in specific subgroups for accountability reporting (e.g., ethnicity, English Learner status, economically disadvantaged, Title IA, etc.).	PDE	Annually
Test Administrator Schedules and Certifications	Reports test administrators testing locations and certifications.	PDE	3 times per year
PSSA Update - Accountability: PSSA Accountability Reporting	Verification of students and student demographics of students who tested with the school.	PDE	Annually

HEALTH			
Type of Report	Description	Recipient	Frequency
School Health Annual Reimbursement Request System (SHARRS)	Pupil health budget, record of illnesses/injuries, exam dates, immunization reports, nursing staff salary & certifications.	PA Department of Health	Annually
School Health Personnel Immunization and Disease Reporting (SILR)	Record of Immunization Compliancy.	PA Department of Health	Annually

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SCHOOL-WIDE			
Type of Report	Description	Recipient	Frequency
ACT 44 of 2018 Annual Report	This report is an informal report of any items related to ACT 44 of 2018 (School Safety and Security) that have occurred or changed throughout the school year.	Pennsylvania Commission on Crime and Delinquency	Annually
Annual Family Education Rights and Privacy Act (FERPA) Notice	This notification is provided to families informing them of their rights as they relate to the student's academic records and how we protect the student's academic records.	Public	Annually
Charter School Annual Report	Board meeting dates, number of staff by category, audit information, Federal Program report, Special Education report, Special Education Professional Development, Special Education Program Profile, Fixed Assets, Capital Needs.	PDE, Authorizer(s)	Annually
Civil Rights Data Collection	This report collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability.	Federal Office of Civil Rights	Bi-Annually
Comprehensive Plan	Comprehensive strategic plan to increase student performance and achievement.	PDE, Public	3-Year Cycle
Limited English Proficiency (LEP) Program Survey	To ensure compliance with Chapter 4.26- reporting Chapter 4.26 assurances, assessments, language(s) for Bilingual program models, teacher counts, budget information.	PDE	Annually
Non-Career Technical Education (CTE) Work-Based Learning Experiences (WBLE)	Current Year; Student-Non-CTE Work based Learning Experiences.	PDE	Annually
Statement of Financial Interest	In order to comply with the annual financial disclosure requirements of the Public Official and Employee Ethics Act, we are required to have Board Members and employees complete the Statement of Financial Interest Form each year the position is held and the year after leaving the position.	Kept internally; not submitted	Annually

FACULTY			
Type of Report	Description	Recipient	Frequency
Professional Educational Plan (Professional Development)	Part of the Comprehensive Plan, complete report of how the LEA meets guidelines for the PDE; approved Professional Development Plan aligned with Comprehensive and School-wide Plans to improve student achievement.	PDE	Every 3 years
Teacher and Principal Evaluation Survey	Report of aggregate data on instructional staff evaluation practices.	PDE	Annually
PSERS Reporting	Report on all staff earnings and employer contributions.	Public School Employees Retirement System	Monthly, Quarterly, Annually
403B Reporting	Report on all staff earnings and employer contributions.	403B Vendor	Monthly, Quarterly, Annually

GUIDANCE			
Type of Report	Description	Recipient	Frequency
Alternative Education for Disruptive Youth (AEDY)	Completed when the LEA applied for a general education student to be placed.	PDE	Annually
Safe Schools - Student Assistance Program Report	Demographic information for all students discussed during a Student Assistance Program (SAP) meeting.	PDE	Annually
Transportation Plan for Foster Care Youth	Report of transportation for foster care youth.	PDE	Annually

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SPECIAL EDUCATION			
Type of Report	Description	Recipient	Frequency
Annual Special Education (SPED) Notice	The purpose of this Annual Notice is to comply with the Charter School's obligations under Chapter 711 of Title 22 of the Pennsylvania Code and to describe: (1) the types of disabilities that might qualify the child for special education; (2) the special education programs and related services that are available; (3) the process by which the Charter School screens and evaluates such students to determine eligibility; (4) the special rights that pertain to such children and their parents or legal guardians; and (5) the confidentiality rights that pertain to student information.	Public	Annually
Child Find Notice	Child Find Notice is legal requirement that schools find all child who have disabilities and who may be entitled to special education services. Child Find covers all children from birth to 21.	Public	Annually
Comparison Reports Table 1-3 & 13	Report run in PASDM that compares Tables 1-3 & 13 for current year against previous year. Requires explanation for significant changes in percent of student population to be submitted to the Intermediate Unit.	IU/Penn Data, PA State Data Manager (PASDM)	Annually
Deaf-Blind Census	Reporting all students with the eligibility of both Deafness and Blindness.	PDE	Annually
Federal Quota Registration of Blind Students	Annual registration of students who are eligible to receive materials provided by the Federal Act to Promote the Education of the Blind.	PaTTAN	Annually
PASA Registration	Verify 1% PASA Eligible students.	PDE	Annually
PASA Mandated Participation Waiver Application	Under the new Every Student Succeeds Act (ESSA) requirements, a LEA must complete and submit a PASA Mandated Participation Waiver Application if it anticipates exceeding the one percent participation cap during the school year.	Bureau of Special Education	Annually
Penn Data Table 8A	Tracks Special Education Initial Evaluations to ensure compliance with the 60 day timeline requirement.	Intermediate Unit	Cyclical - every 6 years
Penn Data Table 9a	Amount of disciplinary removals (suspensions, expulsion, unilateral removals) during school year; Special Education Students Only.	IU/Penn Data	Annually
Special Education 12/1 Count	Reporting all special education students with a valid Individualized Education Plan (IEP) as of 12/1 of the current school year.	PDE	Annually
Special Education Act 16 -- Services cost per student	For the previous school year, this report identifies the educational expenditure cost range for each student with disabilities. The expenditure range is based on the total cost of the student's special education program directed by an IEP for the entire school year.	PDE	Annually
Special Education End of Year	Reporting all students who exited special education during the current school year. New for 2016-2017; also, reporting all students in transitional IEP services ages 14 and up.	PDE	Annually
Special Education Restraints (RISC)	Reporting number of incidents of Special Education student restraints being utilized.	Pennsylvania Bureau of Special Education	Quarterly
Special Education Transitions/Exits; Collection	Special Education Transitions/Exits from School to Work. Based upon student's IEP.	PDE	Annually

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FEDERAL PROGRAMS			
Type of Report	Description	Recipient	Frequency
Federal Program Monitoring	Review and audit of title expenditures, LEA management of Title grant, and accountability for federal funds.	PDE	Every 3-4 years
Right to Know Letter	School's receiving Title I funding are required to inform parents of their right to know the qualifications of the teachers and paraprofessionals who instruct their students. This letter outlines this right and is to be posted on the school website in both English and Spanish.	Public	Annually
Title I Certification of Single-Funded Federal Employees or PDE 414	Documentation via time and effort logs for staff fully funded by federal funds	PDE	Semi-Annually
Title I Comparability Report	Exemption to report that shows how LEA provides state and local resources in Title I schools that are comparable to the services provided in non-Title I schools.	PDE	Annually
Title I Final Expenditure Report (for previous grant year)	Final report of use of Title I funds.	PDE	Annually
Title I Monthly Activity Report for Split-time Employees	Documentation of staff partially funded using federal funds.	PDE	Monthly
Title I School-wide Plan	Detailed action plan to increase student achievement; this is part of the Comprehensive Plan.	PDE	Annually
Uniform Grants Guidance Performance Goal Output Report	Accountability report of progress toward performance goals outlined in school wide plan.	PDE	Annually

PENNSYLVANIA INFORMATION MANAGEMENT SYSTEM (PIMS)			
Type of Report	Description	Recipient	Frequency
ACCESS for English Language Learners Accountability	Local Education Agency (LEA) must update data on Limited English Proficiency (LEP) and Title III LEP students enrolled during the ACCESS 2.0/Alternate ACCESS for English Language Learners testing window. The director of EL (English Language) reports students who enrolled for the ACCESS test for EL students; any updates/changes reported to PIMS ongoing through due date.	PDE	Annually
ACCESS and Alternate ACCESS Precode	LEAs update demographic data for Limited English Proficiency (LEP) students, to provide data to Data Recognition Corps. (DRC) to produce precode labels and populate WIDA Assessment Management System (AMS) for ACCESS 2.0/Alternate ACCESS for ELLs assessments.	PDE	Annually
Career Standards Benchmarks	Student-Career Standards Benchmarks	PDE	Annually
Collections 1 Programs Fact Template	This template is used to track participation for specific state and federal programs. The template is required only for schools with any of the tracked programs.	PDE	Annually
Collections 1 Staff Professional and Support	Accountability report that delineates instructional staff and assignments (instructional areas, additional responsibilities). Cumulative record of all staff (terminated and non-terminated).	PDE	Annually
Collections 1 Title I Student Template	LEA will submit the students educated by the LEA for one or more classes on the first business day in October, providing data; indicating the economically disadvantaged status of a student, providing the official low-income count for Teach Loan Forgiveness program; collect data for LEP students enrolled; Special Education students; Title III served students enrolled; students meeting the Title III definition of immigrant.	PDE	Annually

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PENNSYLVANIA INFORMATION MANAGEMENT SYSTEM (PIMS) - Continued			
Type of Report	Description	Recipient	Frequency
Collections 1 October Student	Mandated by the federal government to be collected on an annual basis, this data is used at the federal level to analyze program participation and to guide policy and programmatic decisions at the national, state and local level. The aggregate LEA data reported is from the prior school year and includes participation in instructional and support services for Targeted programs, participation counts by Targeted and School Wide program, ethnicity, grade, special needs and staffing data by program type.	PDE	Annually
Child Accounting End-of-Year	Collects attendance and membership data for each student throughout the school year. The membership data is used in the calculation of state subsidies and used in the calculation of each school district's tuition rate.	PDE	Annually
Child Accounting (kindergarten starting age)	Provides the last date on which a student may meet the minimum required age for entry into the earliest kindergarten program.	PDE	Annually
Course/Instructor Report	Report administrators can view the results of individual courses per instructor. The instructor course reports supply evaluation results for each course an instructor is assigned to, separately--this is unlike the summary report, which displays a summary of all of the data associated with that instructor. Course reports provide results in a quantitative, qualitative, and segment comparison report view.	PDE	Annually
Course/Instructor Report	Report administrators can view the results of individual courses per instructor. The instructor course reports supply evaluation results for each course an instructor is assigned to, separately--this is unlike the summary report, which displays a summary of all of the data associated with that instructor. Course reports provide results in a quantitative, qualitative, and segment comparison report view.	PDE	Annually
ELL/Immigrant End of Year Counts	Snapshot: Student and School Enrollment Template updates throughout the year. Must be updated by 12:00pm on August 15 to be included in the Internal Snapshot.	PDE	Annually
Grade 11 Keystone Accountability	Snapshot: Student, School Enrollment, Programs Fact must be updated by 12:00 noon on May 30 to be included in the Internal Snapshot, must reflect accurate May 24, 2019 data in Student, School Enrollment and Programs Fact.	PDE	Annually
Graduation/Drop Cohort by School Year	Report explains how many students graduated, and didn't from the previous school year.	PDE	Annually
Homeless Student Report	Updates for students who are currently homeless and need extra support.	PDE	Monthly
Interscholastic Athletic Opportunities	Interscholastic Athletic Opportunities.	PDE	Annually
Language Instruction Educational Program (LIEP) Survey	Planned English language development instruction by a qualified ESL/Bilingual Education teacher, and adaptations/modifications in the delivery of content instruction and assessments by all teachers based on students' language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the Pennsylvania academic standards.	PDE	Annually

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PENNSYLVANIA INFORMATION MANAGEMENT SYSTEM (PIMS) - Continued			
Type of Report	Description	Recipient	Frequency
PATI - Pennsylvania Technology Inventory - LEA Collection	Annual data collection for technology-related data, gathered through a variety of surveys. Used for required federal and state technology reporting, as well as providing data to the LEA to be used to plan for the strategic use of local technology resources.	PDE	Annually
Precode for Winter Keystone - Updates	Snapshot: Report of student demographics for eligible students to test.	PDE	Annually
PSSA Precodes	Snapshot: Report of student demographics for eligible students to test.	PDE	Annually
PSSA Accountability Reporting for English Language Arts	Snapshot: Verification of students and student demographics who tested with the school.	PDE	Annually
PSSA Accountability Reporting for Mathematics	Verification of students and student demographics who tested with the school.	PDE	Annually
PSSA Accountability Reporting for Science	Verification of students and student demographics who tested with the school.	PDE	Annually
Pennsylvania Value Added Assessment System (PVAAS) Student Roster Verification Gap	Roster Verification	PDE	Annually
PVAAS (Pennsylvania Value Added Assessment System) Student/Staff	Data pull of staff and students. Staff and Student and School Enrollment templates Needs to be updated for the internal snapshot to create student and staff accounts.	PDE	Annually
PVAAS (Pennsylvania Value Added Assessment System) – Staff/Student Subtest (PVAAS)	Accounts for teacher instructional responsibility and relationship weights in preparing students for Keystone and PSSAs. This report provides data for SPP and PVAAS reporting.	PDE	Annually
Safe Schools Report	Reporting LEA Habitual truants in aggregate data, Bullying Prevention statement, and reporting all school safety and security incidents.	PDE	Annually
Safe Schools - Bus Evacuation	Bus Evacuation Drill.	PDE	Annually
Safe Schools - Fire & Security Drills	Fire & Security Drill.	PDE	Annually
School Enrollment Template	This is part of the October 1 Collection (staff and student).	PDE	Annually
School Performance Profile	Snapshot: Updates to templates.	PDE	Annually
Spring Keystone Precodes - Updates	Snapshot: Report of student demographics for eligible students to test.	PDE	Annually
Spring Keystone Reporting	Internal Snapshot: Reporting students that take the Spring Keystone assessment test.	PDE	Annually
Student - Local Assessment - Updates	Student Local assessment.	PDE	Annually
Student - Industry Recognized Credentials and Work-Based Learning	A template/collection indicating what students have participated in earning industry recognized credentials.	PDE	Annually
Winter Keystone Reporting - Updates	Snapshot of submitted data.	PDE	Annually

