



# **Master Calendar of Reporting Requirements**

2021-22

Education One, L.L.C.

One University Avenue

Angola, Indiana 46703

Telephone: 260-665-4600

## Overview

The following calendar includes deadlines for submitting key information to Education One, L.L.C during the 2021-22 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Education One Assistant Director of Community Connections & Compliance will attempt to notify all schools of changes to this calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines. Required reports are listed based on the month they are due.

All reporting requirements are to be uploaded into the appropriate monthly folder by the 15<sup>th</sup> of each month. Should the 15<sup>th</sup> fall on a weekend or observed holiday, the report will be due the following business day.

### Instructions:

- The school will be given access to its Reporting Requirements Google folder.
- Within the Reporting Requirements folder you will find the Master Calendar of Reporting Requirements, outlining the requirements for each month for the entire year, and labeled, monthly folders, in which documents will be uploaded.
- Templates and/or trackers that will be needed are located in the Reporting Requirements folder. They are also linked within the Master Calendar of Reporting Requirements charts for each month they are required, for your convenience.
- Each month, upload necessary documentation and/or templates into the appropriate monthly folder and input information in trackers based on the month's list of requirements. Click the checkbox once uploaded. If an item is "Not Applicable," please indicate, in writing, on the chart.

### July 2021

Please indicate in writing any items that are not applicable.

Check box when completed.	
<input type="checkbox"/>	Reporting Template- <a href="#">Charter Agreement Compliance Form</a> (Quarter 4)
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	WIDA Results, if applicable (2020-21)
<input type="checkbox"/>	Dyslexia Screening Data (2020-21)
<input type="checkbox"/>	School Calendar for 2021-22 school year
<input type="checkbox"/>	Assessment Calendar for 2021-22 school year
<input type="checkbox"/>	Professional Development Calendar for 2021-22 school year
<input type="checkbox"/>	Schedule of Board Meetings for 2021-22 school year
<input type="checkbox"/>	Updated roster for Board of Directors, including resumes and verification of background checks for new members
<input type="checkbox"/>	Projected vs. actual enrollment by grade levels and whole school for 2021-22 school year
<input type="checkbox"/>	Board- approved letter of engagement from accounting firm performing accrual based audit

### August 2021

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Staff Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
<input type="checkbox"/>	Board approved 2021-22 budget
<input type="checkbox"/>	Organizational chart for 2021-22 school year (including all levels of school personnel)
<input type="checkbox"/>	Quarterly financial statement for 6/30/21

### September 2021

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Copy of IDOE School Improvement Plan (if applicable)
<input type="checkbox"/>	Excel version of DOE-ME Report (Count Day information), including STN and Grade level
<input type="checkbox"/>	Excel version of DOE-ME Report, including STN, Street Address, City, Zip Code, and Grade Level
<input type="checkbox"/>	Board Approved Minutes- May, June, July meetings
<input type="checkbox"/>	School Safety Plan

**October 2021**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Charter Agreement Compliance Form</a> (Quarter 1)
<input type="checkbox"/>	IStep+ (10) winter retest schedules for all applicable teachers/grade levels, if applicable
<input type="checkbox"/>	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

**November 2021**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Quarterly financial statement for 9/30/21
<input type="checkbox"/>	ILEARN Biology ECA December testing schedules for all applicable teachers/grade levels
<input type="checkbox"/>	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

**December 2021**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Staff Tracker</a>
<input type="checkbox"/>	Board Approved Minutes- August, September, October meetings
<input type="checkbox"/>	Copy of School Leader Performance Evaluation
<input type="checkbox"/>	WIDA testing schedule, if applicable
<input type="checkbox"/>	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

**January 2022**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Charter Agreement Compliance Form</a> (Quarter 2)
<input type="checkbox"/>	Copy of completed audit from the previous fiscal year
<input type="checkbox"/>	ISTEP+ (10) spring retest schedules for all applicable teachers/grade levels, if applicable
<input type="checkbox"/>	ILEARN Biology ECA February testing schedules for all applicable teachers/grade levels
<input type="checkbox"/>	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

**February 2022**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Excel version of DOE-ME Report (Count Day Information), including STN and Grade Level
<input type="checkbox"/>	IREAD-3 testing schedules for applicable teachers/grades
<input type="checkbox"/>	Quarterly financial statement for 12/30/21

**March 2022**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Board Approved Minutes- November, December, and January meetings
<input type="checkbox"/>	Written documentation of recruitment strategies, application procedures, and lottery and/or wait list processes for the 2022-23 school year (include lottery date and location if applicable)
<input type="checkbox"/>	I AM, ILEARN (3-8), ILEARN Biology ECA May, ILEARN US GOVERNMENT ECA, testing schedules for all applicable teachers/grade levels
<input type="checkbox"/>	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
<input type="checkbox"/>	Copy of Annual Performance Report submitted to the IDOE
<input type="checkbox"/>	Evidence that the Annual Performance Report is posted on the school's website
<input type="checkbox"/>	Any updated data related to school specific educational goals or IDOE School Improvement Plan

**April 2022**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Charter Agreement Compliance Form</a> (Quarter 3)
<input type="checkbox"/>	Copy of EMO/Contracted Services evaluation(s)
<input type="checkbox"/>	Copy of Board self-evaluation
<input type="checkbox"/>	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

**May 2022**

Please indicate in writing any items that are not applicable.

**\*Further instructions regarding submission of Annual Review data will be provided in the beginning of May.\***

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Quarterly financial statement for 3/31/22
<input type="checkbox"/>	Projected budget for upcoming fiscal year, beginning July 1, including number of enrolled students upon which the budget is based

**June 2022**

Please indicate in writing any items that are not applicable.

Check box when completed	
<input type="checkbox"/>	Reporting Template- <a href="#">Enrollment+Attendance+Discipline Tracker</a>
<input type="checkbox"/>	Reporting Template- <a href="#">Organizational Changes</a>
<input type="checkbox"/>	Board Approved Minutes- February, March, April meetings
<input type="checkbox"/>	Copy of School Leader Performance Evaluation