



## 2019-2020 Charter School Annual Accountability Report Instructions Charter School Administrators

The deadline for completion of the 2019-2020 Charter School Annual Accountability report is March 22, 2021 for charter schools and May 24, 2021 for sponsors. The report must be completed online and can be accessed from the School Choice Website at <https://www.floridaschoolchoice.org>. Once the report is submitted online, please print a copy and save it for your records.

**Please note: Your completed 2019-20 Charter School Annual Accountability Report is a public record and will be available to the public through the Florida Department of Education's School Choice Website.**

**To complete your school's Annual Accountability Report, follow the instructions below:**

1. Go to <https://web01.fldoe.org/CSA/default.aspx>.
2. Enter Single Sign-On (SSO) username.
3. Sign in with your SSO password.
4. Select the Charter School Portal tile.
5. Click "go to secured site" button.
6. Select Annual Accountability Report.
7. Some fields will be pre-populated with your school's information. Please review all pre-populated fields, and enter information into empty fields. The pre-populated **2019-20 Survey 3 data** was submitted by your sponsor to the Department and **cannot be changed**. Contact your Sponsor if there are errors to ensure data for your school is accurate in the future. Complete all fields and click the "save button" at the bottom each page to proceed to the next section.

### **Helpful Hints**

**General:** Information provided in this section will display in the Charter School directory. If pre-populated fields contain inaccurate information, please forward the corrections to your Sponsor.

**Partnership, Specialty Area & Management:** For partnerships select "none" unless the charter school is operated by a university, community/state college, municipality or charter-school-in-the-workplace. You may select any specialty area that the charter school implements with fidelity and is central to achieving the charter schools mission. If the charter school contracts with a for-profit or nonprofit management company for comprehensive and business services, select that company from the drop down list. If the name of the company does not appear in the list, forward the company's name, mailing address, phone number, federal employer identification number and email address to [charterschools@fldoe.org](mailto:charterschools@fldoe.org).

**Governing Board:** Please provide the requested governing board information and review for accuracy. To update member information, click Edit. Click Add to create a member. Verify the governing board's Federal Employer Identification Number (FEIN) nine digit number only and name are the same as submitted to Florida Division of Corporations. Ensure governing board members trainings are current.

**Lottery and Student Membership:** The pre-populated fields contain current and historical student membership data, this information was entered by the Department and cannot be changed.

\*Please include number of students who were on the school's waitlist for 2019-20 SY and the number of students waiting to be accepted in the school for the 2020-21 SY.

**Personnel Information and Personnel Summary:** All questions must be answered for each staff member. Please review all pre-populated fields. The pre-populated 2019-20 Survey 3 data was submitted by your sponsor to the Department and cannot be changed. Contact your Sponsor if there are errors to ensure data for your school is accurate in the future.

**Facilities:** All fields must be completed. If not applicable to your school enter "0".

**Revenue and Expenditures:** Upload a copy of your school's 2019-2020 Independent Financial Audit Report.

**Student Achievement Data:** School grades or school improvement ratings were not issued for the 2019-20 school year.

Click the submit data button. You can go to the next section.

**Annual Accountability Report:** Once all sections are completed, click on Return Menu. The "Submit" button will appear. After all data is reviewed click "Submit" at the bottom of the page. The information will be transmitted to the database at the Department of Education. Following transmission, the form will be available for the Sponsor to review.

Note: Please review all data before it is submitted; you will not be able to edit the form once the document has been submitted.

Print a copy of the document for your records.

**If you want to access your school's Annual Accountability Report after submission follow the instructions below:**

1. Sign in with your SSO username and password.
2. Select the link labeled "View Completed Annual Accountability Report".