



## **2019-2020 Charter School Annual Accountability Report Instructions: Sponsor**

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: The Sponsor's responsibility is to review and submit the information provided.**

**To submit Charter School Annual Accountability Reports, 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 password.
4. Select Charter School Portal tile.
5. Click "go to secured site" button.
6. Select Annual Accountability Report.
7. Select highlighted school (available for your review after school has submitted sections of the report).
8. Information is presented in view-only format.
9. If there are discrepancies with the information provided by the Charter School Administrator, please provide an explanation in the comment box; click "Submit".
10. If no discrepancies are found, comments are optional; but you must click "Submit" for each section.
11. If there are discrepancies with information in the pre-populated fields, please work with the charter school and the district MIS Coordinator to ensure charter school files are accurately submitted to the Florida Department of Education in the future. The 2019-20 Survey 3 data is final and cannot be changed.
12. After final review of the school's report, return to "Report Menu" and click "Submit".
13. After the final submittal, the school will be able to view the district's comments.