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**TO:** Charter School Administrators  
District Charter School Contacts

**FROM:** Adam Emerson, Charter Schools Director  
Office of Independent Education & Parental Choice

**DATE:** February 28, 2022

**SUBJECT:** 2020-2021 Charter School Annual Accountability Report

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Section 1002.33(9)(k), F.S., requires every operating charter school to coordinate with its sponsoring district in submitting an annual accountability report to the Florida Department of Education.

**Charter schools that operated during the 2020-2021 academic year** must complete the annual accountability report.

The report is accessible at <https://www.fldoe.org/sso>. The deadline for schools to submit the 2020-2021 Charter School Annual Accountability Report online is no later than 11:59 p.m., Eastern Standard Time, March 18, 2022. The deadline for final submission by districts is no later than 11:59 p.m., Eastern Standard Time, May 6, 2022. As required by law, the Department of Education will include in its summary report a notation if a school fails to file its report by the established deadline.

If your school has submitted their 2020-21 Financial Audit, please do not resubmit in the report. Administrators may skip this section only. The others sections must be saved to submit the report.

The school district is responsible for reviewing the information provided by the charter school. The District should include any necessary and relevant comments related to the information provided by the school. Upon completion of the review, the District is responsible for submitting the online report to the Office of Independent Education and Parental Choice.

The online reporting system has better performance working within the Internet Explorer Browser. In order to log into Single Sign-On you must be granted access by the Sponsor. To add users the Charter School Portal or if technical assistance is needed, please e-mail [charterschools@fldoe.org](mailto:charterschools@fldoe.org). Attached are instructions for the Annual Accountability Report.