



2023-2024 Charter School Annual Accountability Report Instructions Charter School Administrators

The deadline for completion of the 2023-2024 Charter School Annual Accountability Report is February 14, 2025, for charter schools and April 15, 2025, for sponsors. The report must be completed online and can be accessed through Single Sign-On (SSO) at <https://www.fldoe.org/sso>. Once the report is submitted online, please print a copy and save it for your records.

Please note: Your completed 2023-24 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. A video tutorial is available at <https://www.gotostage.com/channel/71864860f1594e9f9d74a527c283b355>.

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

1. Go to <https://www.fldoe.org/sso>.
 - a. Click the "Educators" link.
 - b. Select your district.
 - c. Enter district assigned username and password.
 - d. Select the "Charter School Portal" link.
 - i. If the link is not available, please contact the sponsor requesting the Charter School Portal be assigned to your account.
 - e. Click the link, "Go to Secured Site".
 - f. Read and accept the "Florida Department of Education Information Access Acknowledgement".
 - g. Select role in the dropdown menu.
 - h. You will then be directed to the Charter School Portal Menu.
 - i. If you get a "Not Authorized Message", submit a request to charterschools@fldoe.org to include the following:
 - i. Name (as it appears in SSO)
 - ii. District
 - iii. School Name
 - iv. School Number
 - v. Position Title
 - vi. Phone Number
 - vii. SSO email address
 - j. Enter Single Sign-On (SSO) username.
 - k. Sign in with your SSO password.
 - l. Select the Charter School Portal tile.
 - m. Click "go to secured site" button.
 - n. The Annual Accountability Report is located under the Reports header.

2. 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 **2023-24 Survey 3 data** for staff and student membership were submitted by your sponsor to the Department and **cannot be changed**. Coordinate with 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 be displayed in the Charter School directory. If pre-populated fields contain inaccurate information, please forward the corrections to your Sponsor to update the MSID file electronically.

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 school's 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.

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 the 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 the number of students who were on the school's waitlist for 2023-24 SY and the number of students waiting to be accepted in the school for 2024-25 SY.

Personnel Information and Personnel Summary: All questions must be answered for each staff member. Please review all pre-populated fields. The pre-populated 2023-24 Survey 3 data was submitted by your sponsor to the Department and cannot be changed. Coordinate with your Sponsor if there are errors to ensure data for your school is accurate in the future. The pre-populated personnel data below has been supplied by your district. Please answer the criminal background check and employee family relation questions for each staff member.

*Please Note: all benefits exceeding the corresponding salary have been adjusted to \$0.

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

Revenue and Expenditures: Upload a copy of your school's 2023-2024 Independent Financial Audit Report. There is no need to reload the document if previously submitted.

Student Achievement Data: School grades or school improvement ratings are pre-populated for the 2023-24 school year.

Please review, then click the submit data button. You can proceed 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".