



2023-2024 Charter School Annual Accountability Report Instructions for Sponsors

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 from the School Choice Website at <https://www.fldoe.org/sso>. 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. A video tutorial is available at <https://www.gotostage.com/channel/71864860f1594e9f9d74a527c283b355>.

To submit Charter School Annual Accountability Reports, 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 district SSO contact 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. Position Title
 - iv. Phone Number
 - v. SSO email address
 - j. Enter Single Sign-On (SSO) username.
 - k. Sign in with your SSO password.
 - l. Select the Charter School Portal tile.
2. Once logged in the Annual Accountability Report located under the Reports header.
3. Select highlighted school (available for your review after school has submitted sections of the report).
4. Information is presented in view-only format.

5. If there are discrepancies with the information provided by the Charter School Administrator, please ask them to make the necessary corrections. Please email charterschools@fldoe.org with a list of schools whose reports need to be unlocked. Once your review is complete click "Submit".
6. If no discrepancies are found, comments are optional; but you must click "Submit" for each section.
7. 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 data from Survey 3 for the 2023-24 period is final and cannot be changed.

The prepopulated data includes the following:

- General Information Section
 - The school name, district, opening year, conversion school status, school address, mailing address, principal name, primary service type, and grade levels served data source is the Master School Identification Database (MSID) file.
 - Lottery and Student Membership
 - Student enrollment data source 2023-24 February Survey 3
 - Personnel Data
 - Staff position title, salary and benefits data source 2023-24 February Survey 3 payroll
 - Personnel Summary
 - Staff summary data source 2023-24 February Survey 3 payroll
 - School Grade/ School Improvement Ratings (SIR)
 - 2023-24 School Grades/SIR as of September 18, 2024
8. After final review of the school's report, return to "Report Menu" and click "Submit".
 9. After the final submittal, the school will be able to view the district's comments.

Thank you for your time and effort in reviewing these reports. Your diligence is greatly appreciated.