

# Tennessee Charter School Operator

## Annual Reporting Requirements to Stakeholders

Note: The following list does not include reports required by authorizers such as student attendance and demographics.

Updated: February 2024

### Reporting Schedule At-A-Glance

Prior to School Year	August	October	Post-Lottery	Annual
<ul style="list-style-type: none"> <li>Teacher Evaluation System Selection</li> </ul>	<ul style="list-style-type: none"> <li>Transportation Supervisor Submission</li> <li>Annual Audit</li> </ul>	<ul style="list-style-type: none"> <li>Annual Progress Report</li> <li>Annual Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Verification / Certification of Enrollment Lottery</li> </ul>	<ul style="list-style-type: none"> <li>School Security Assessment</li> </ul>

### Set Annual Deadlines

Prior to School Year	Prior to Beginning of School Year: Teacher Evaluation System Selection	Recipients	Martha.Moore@tn.gov State Board of Education
	<a href="#">State Board of Education Rule 0520-02-01</a> permits charter schools to propose their own evaluation model. Evaluation models must be submitted to the commissioner of education for approval. The State Board of Education must approve any evaluation models from which results will be used to inform licensure advancement.		

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August	<b>August 15:</b> Transportation Supervisor Submission	<b>Recipient</b>	Alex.Spann@tn.gov
	<p><a href="#">TCA 49-6-2116(c)</a> requires that each charter school shall submit to the department of education the name of the transportation supervisor and verification that the transportation supervisor has completed the required annual training by August 15 of each school year.</p>		
August	<b>No Later Than August 31:</b> Annual Audit	<b>Recipients</b>	Authorizer Charter.Schools@tn.gov Comptroller of the Treasury
	<p><a href="#">T.C.A. §§ 49-13-127</a> and <a href="#">49-13-111</a> requires that the governing body of each charter school submit an audit to the charter authorizer, commissioner of education, and treasury comptroller. The charter school's governing body can inform the department of education that the audit has been provided to the treasury comptroller, thereby fulfilling the requirement for submission to the commissioner.</p>		
October	<b>October 1:</b> Annual Progress Report	<b>Recipients</b>	Authorizer Charter.Schools@tn.gov
	<p><a href="#">T.C.A. § 49-13-120</a> requires that the governing body of each charter school submit a report to both the charter authorizer and the commissioner of education, detailing the progress towards its charter goals outlined in the charter agreement. Guidelines for submitting the annual report can be found on the department's <a href="#">charter schools website</a></p>		
October	<b>October 1:</b> Annual Financial Report	<b>Recipients</b>	Authorizer Charter.Schools@tn.gov
	<p><a href="#">T.C.A. §§ 49-13-112</a> and <a href="#">49-13-120</a> require the governing body of each charter school to provide the charter authorizer and the commissioner of education with a detailed accounting report. The report should include financial records of the public charter school, including revenues and expenditures, and a detailed accounting, including the amounts and sources, of all funds received by the public charter school, other than the funds received under § 49-13-112(a). This information should be included within the school's annual progress report</p>		
Post Lottery	<b>Post Lottery:</b> Verification / Certification of Enrollment Lottery.	<b>Recipient</b>	Charter.Schools@tn.gov
<p><a href="#">T.C.A. § 49-13-113</a> and <a href="#">SBE Rule 0520-14-01-.04</a> require that charter schools, when conducting an enrollment lottery, submit to the department of education, certification by an independent accounting firm or by a law firm that each lottery conducted was in compliance with state statute. In lieu of such certification, prior to conducting the lottery, a charter school may request that the department of education review and approve the school's lottery process.</p>			
Annual	<b>Annual:</b> School Security Assessment	<b>Recipient</b>	Kimberly.Daubenspeck@tn.gov
<p><a href="#">T.C.A. § 49-6-4302</a> requires charter schools to conduct an annual school security assessment using the assessment tool developed by the Tennessee Department of Homeland Security. Guidance related to the school security assessment can be found on the department's .</p>			

## Rolling Deadlines

As Needed	<b>As Needed: Waiver Requests</b>	<b>Recipient:</b> Commissioner.Education@tn.gov
	<p><a href="#">T.C.A. § 49-13-111</a> and <a href="#">SBE Rule 0520-14-02-.01</a> permit charter schools to submit a waiver request to its charter authorizer or the commissioner of education for any state board rule or statute, except those prohibited in <a href="#">T.C.A. § 49-13-111</a>, that inhibits or hinders the charter school's ability to meet the school's goals or comply with the school's mission statement. Guidance related to waivers can be found on the department's <a href="#">waiver request website</a>.</p>	
	<b>As Needed: Teacher Evaluation Data</b>	<b>Recipient:</b> Martha.Moore@tn.gov
	<p><a href="#">State Board of Education Rule 0520-02-01</a> requires charter schools to ensure that teacher evaluation data is submitted per state board of education rules and regulations. Please visit the <a href="#">TEAM website</a> for more information.</p>	
As Needed	<b>As Needed: Teacher Licensure Advancement Forms</b>	<b>Recipient:</b> <a href="#">Office of Educator Licensing</a>
	<p><a href="#">T.C.A. § 49-13-111</a> mandates that charter school teachers must have a current valid Tennessee teaching license. More information about licensure advancement can be found on the department's <a href="#">educator licensure website</a>.</p>	
	<b>As Needed: Surety Bonds</b>	<b>Recipient:</b> <a href="#">Comptroller of the Treasury</a>
	<p><a href="#">T.C.A. § 49-13-111</a> requires charter schools to ensure any member of the governing body, employee, officer, or other authorized person who receives funds, has access to funds, or has authority to make expenditures from funds, to give a surety bond in the form prescribed by <a href="#">T.C.A. § 8-19-101</a>.</p>	