



[2023-2024 Annual Report Guidelines for New York State Charter Schools](#)

The Regents of the University of the State of New York

Charter School Office
89 Washington Avenue
Albany, New York 12234

Acknowledgements

The Board of Regents (BOR) and the New York State Education Department (NYSED) wish to specifically acknowledge and thank the State University of New York's Charter Schools Institute (SUNY CSI), the New York City Department of Education (NYCDOE), and the Board of Education of Buffalo Public Schools for their contributions and collaborative efforts in creating this Annual Report.

SUNY Charter Schools Institute

H. Carl McCall SUNY Building
353 Broadway
Albany, NY 12246
<http://www.newyorkcharters.org/>

New York City Department of Education

52 Chambers Street
New York, NY 10007
<http://schools.nyc.gov/charters/>

Board of Education of the Buffalo Public Schools

712 City Hall
Buffalo, NY 14202
<http://www.buffaloschools.org/>

Table of Contents

Introduction and Overview	4
Submission Instructions.....	4
Content Requirements	6
Entry 1 – School Information and Cover Page	6
Entry 2 – Links to Critical Documents on School Website	8
Entry 3 – Board of Trustees Disclosure of Financial Interest Form	8
Entry 4 – Board of Trustees Membership Table	9
Entry 5 – Board Meeting Minutes	12
Entry 6 – Enrollment and Retention	12
Entry 7 – Employee Fingerprint Requirements Attestation	12
Entry 8 – Organization Chart	13
Entry 9 – School Calendar	13
Entry 10 – Faculty/Staff Roster Template	14
Entry 11 – Progress Toward Goals	15
Entry 12 – Audited Financial Statements	16
Entry 12a – Audited Financial Report Template	17
Entry 12b – Audited Financial Report Template	17
Entry 12c – Additional Financial Documents	17
Entry 12d – Financial Contact Information	17
Entry 13 – Fiscal Year 2024-2025 Budget	18

Introduction and Overview

By August 1 of each year, each charter school in New York State is required by law to complete and submit an Annual Report to the New York State Education Department's Charter School Office (NYSED CSO) and to the school's charter entity (authorizer). **Each charter school is required to make the Annual Report publicly available by August 1 and post it on the charter school's website¹. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November).**

The [2023-2024 Annual Report Guidelines](#) include general instructions for submission, report content requirements, and key inquiries that highlight academic, organization, and fiscal performance, as well as the extent to which a school is meeting the requirements of its charter. These Guidelines are intended to walk schools through and supplement the prompts in the online [Annual Report Portal](#). All New York State charter schools, regardless of authorizer, must submit their school's 2023-2024 Annual Report through the online portal **no later than 11:59 PM on August 1, 2024**, or no later than the dates specified in the applicable sections of the guidance. Schools should make note of individual authorizer requirements in the Guidelines and within the portal.

A charter school's Annual Report provides information about its performance over the prior academic year, as well as a record of progress toward performance goals agreed upon in the charter contract.² The components to be included in each section of the Annual Report are outlined in the Guidelines below. Please note that all required information must be clearly documented to complete this statutory requirement.

Charter schools are not asked and are not required to submit personally identifiable student information. Please DO NOT include or attach this information.

Additionally, all charter schools in New York must comply with reporting requirements set forth in the Regulations of the Commissioner³ and are held accountable for ensuring accurate data sharing through the NYSED's information management systems.

Submission Instructions

All Annual Reports must be submitted through the NYSED's Charter School Office (NYSED CSO) [Annual Report Portal](#). All four authorizers in New York State access their respective annual reports through this portal. Therefore, charter schools are not required to e-mail or submit hard copies of the Annual Report to their respective authorizers. Waivers or extended deadline requests will not be granted.

Schools that changed to another authorizer (through an education corporation merger) during the 2023-2024 school year should follow the submission requirements of the

¹ [New York State Education Law](#) Section 2857(2).

² [New York State Education Law](#) Section 2857(2)(b).

³ See, 8 NYCRR 119.3.

authorizer overseeing the school as of June 30, 2024. There are multiple components to the Annual Report, some of which are required of all schools—regardless of the authorizer—and others which are specific to one or more authorizers. Format specifications and due dates of some information may also vary by authorizer. Therefore, it is important for schools to read these Guidelines and instructions carefully. Schools must ensure that all required components are included as specified in these Guidelines. The information requested of schools is presented as “tasks” within the online system.

A charter school’s Annual Report must be a clear and accessible document for parents, the charter school’s authorizer, NYSED’s Charter School Office, and the general public. Any uploads submitted through the online portal should be clearly labeled. Uploads that consist of narrative must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11-point. The text must be grammatically correct and free of jargon, undefined terms, and unexplained references. **Please remove password protections from your Excel, Word, or PDF documents before uploading them to this portal.**

All schools must submit the first component of the Annual Report no later than 11:59 PM on August 1, 2024, unless otherwise indicated for specific tasks. This submission includes basic school information, board of trustees’ meeting minutes, and membership information (including completed Trustee Financial Disclosure Forms). The specific requirements are described in the section heading labeled “Content Requirements” of the Guidelines.

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#) and, after completion, schools must upload the document into the Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024.**

If, after reading the instructions carefully, there are questions about the required information, format, or deadlines for the Annual Report, please contact the school’s authorizer:

- New York State Board of Regents (NYSED): charterschools@nysed.gov
- State University of New York Trustees (SUNY): charters@suny.edu
- New York City Department of Education (NYCDOE): charteroversight@schools.nyc.gov
- Buffalo Board of Education: Ebony Bullock EBullock@buffaloschools.org

Questions about the submission process may be directed to the [Charter School Office](#).

Content Requirements

Entry 1 – School Information and Cover Page

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

- a. Legal School Name (as chartered)
- b. Unofficial or Popular School Name
- c. Charter Authorizer as of June 30, 2024. School Unionized; Name of Union and Date Unionized
- d. District/CSD of Location
- e. Date of Approved Initial Charter
- f. Date School First Opened for Instruction
- g. Approved School Mission (Regents, NYCDOE and Buffalo BOE authorized schools only) and Key Design Elements (Regents, NYCDOE and Buffalo BOE authorized schools only)
- h. School Website Address
- i. Total Approved Charter Enrollment for 2023-2024 SY
- j. Total Enrollment on June 30, 2024 – excluding Pre-K program enrollment
- k. Grades Served during the 2023-2024 SY
- l. [Charter Management Organization/Educational Management Organization](#) (if applicable), including contact information (name, email address, telephone number)
- m. Facilities Information: Facilities owned, rented, leased to educate students: Popular Names, physical addresses, phone numbers, district/CSD, and grades served in 2023-2024 and to be served in 2024-2025; Emergency Contact Name, Title, and Phone Number; Public, Private, and Co-Located, *Not* Co-Located Facility; COO and Fire Safety Inspection Documentation for each private site.⁴
 - Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.
 - If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.
- n. List of owned, rented, leased facilities not used to educate students and the purpose of each.
- o. Total Number of School Calendar Days, and Total Number of Instructional hours by Month.
- p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.
- q. Name/ Position of Person Completing/Submitting the 2023-2024 Annual Report

⁴ See <http://www.nysed.gov/common/nysed/files/programs/charter-schools/fire19.pdf> and <http://www.nysed.gov/charter-schools/policies-procedures-resources-all-charter-schools>.

- r. Names and E-Signatures (not digital signatures) of the Charter School Leader(s) and Board Chair.

E-Sign using your stylus pen, mouse, or finger to sign online.



Entry 2 – Links to Critical Documents on School Website

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link from the school's website](#) for each of the items. All links must be readily found on the school's website.

1. Current Annual Report⁵ (i.e., 2023-2024 Annual Report);
2. Board meeting notices, agendas, and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;⁶ (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
4. Authorizer-approved DASA Policy and Authorizer-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the July 2023 [Emergency Response Plan Memo – Charter Schools Only](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#)).

Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. Acceptable signature formats include:

- Digitally certified PDF signature (e.g., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

⁵ Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

⁶ SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.



All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Entry 4 – Board of Trustees Membership Table⁷

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

⁷ The information requested in the “Trustee Membership” table reflects the information collected through the online portal; however, the format of the table may differ in appearance.

**INFORMATION ON 2023-2024
 VOTING AND NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES
 FOR ALL CHARTER SCHOOLS**

Voting Trustee Name	Trustee Email Address	Position on the Board (e.g., officers, parent, or other constituent representatives)	Committee Affiliation(s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Number of Board Meetings Attended During 2023-2024

All Schools - Board Meetings	Number of board meetings conducted in 2023-2024:	
	Number of board meetings scheduled for the 2024-2025 school year:	

All Schools - Members	Total number of Voting Members on June 30, 2024:	
	Total number of Voting Members added during the 2023-2024 school year:	
	Total number of Voting Members who left the board during the 2023-2024 school year:	
	Total Maximum Number of Voting members in 2023-2024, as set by the board in bylaws, resolution, or minutes:	

--	--	--

Regents, NYCDOE, & Buffalo BOE Schools	Total number of Non-Voting Members on June 30, 2024:	
	Total number of Non-Voting Members added during the 2023-2024 school year:	
	Total number of Non-Voting Members who left the board during the 2023-2024 school year:	
	Total Maximum Number of Non-Voting members in 2023- 2024, as set by the board in bylaws, resolution, or minutes:	
	Board members attending 8 or fewer meetings during 2023- 2024	

Entry 5 – Board Meeting Minutes

Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted **no later than 11:59 PM on August 1, 2024**.

Entry 6 – Enrollment and Retention

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2024-2025.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 7 – Employee Fingerprint Requirements Attestation

Required of ALL Charter Schools

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees⁸ receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After a prospective employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must

⁸ Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#). Also see, 8 NYCRR §87.2.

take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

- I hereby attest that <SCHOOL NAME> has reviewed, understands, and will comply with these requirements.

Entry 8 – Organization Chart

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2023-2024 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should not appear on the chart.

Entry 9 – School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must

upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools “... unless the school’s charter requires more instructional time than is required under the regulations.”

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

12 Month Calendar 2021-2022
184 Instructional Days

Legend:

- Staff Report - August 23rd
- Superintendent's Conference Day (No School for Students)
- September 8, 2021 All Grade Levels Report
- Early Dismissal Days
- Holiday/Recess (No Students or Staff)
- Regents and School-level Exams
- June 24, 2022 - Last Day of School

Entry 10 – Faculty/Staff Roster Template

Required of Regents, NYCDOE, and Buffalo BOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2023-2024 school year).

Use of the 2023-2024 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school’s authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school’s name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the 7-digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years’ Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

Entry 11 – Progress Toward Goals⁹

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the [Annual Report Portal](#), and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024**.

Academic Student Performance Goals

⁹ The information requested in the “Goals” tables reflects the information collected through the online portal; however, the format of the table may differ in appearance.

2023-2024 Progress Toward Attainment of Academic Charter Goals			
Academic student performance goals	Measure used to evaluate progress toward attainment of goal	2023-2024 progress toward attainment of goal Met/Not Met	If not met, describe efforts the school will take to meet goal

Organization Goals

2023-2024 Progress Toward Attainment of Organization Charter Goals			
Organization goals	Measure used to evaluate progress toward attainment of goal	2023-2024 progress toward attainment of goal Met/Not Met	If not met, describe efforts the school will take to meet goal

Financial Goals

2023-2024 Progress Toward Attainment of Financial Charter Goals			
Financial goals	Measure used to evaluate progress toward attainment of goal	2023-2024 progress toward attainment of goal Met/Not Met	If not met, describe efforts the school will take to meet goal

Entry 12 – Audited Financial Statements

Required of ALL Charter Schools¹⁰

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) **no later than 11:59 PM on November 1, 2024**. Upload the independent auditor’s report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

¹⁰ NOTE: This task appears as visible and optional task in the online portal until August 1, 2024, but will be identified as a required task thereafter and due on November 1, 2024.

Entry 12a – Audited Financial Report Template

SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**.

Entry 12b – Audited Financial Report Template

Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

Entry 12c – Additional Financial Documents

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school¹¹
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

Entry 12d – Financial Contact Information

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

¹¹ Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

Entry 13 – Fiscal Year 2024-2025 Budget

SUNY-authorized charter schools should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the [Annual Report Portal](#) and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the [Annual Report Portal](#) or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.