Month of July 2016

Deliverables and Tasks

Schools:

- **EMIS Reporting**: Year-end Student, Staff, District, Building and Financial records due (see EMIS Required Records Table). http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities

- **SOES (ODDEX) Access:** Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **Kindergarten Readiness:** The Ohio Department of Education (ODE) has developed a brief assessment tool, the Kindergarten Readiness Assessment – Literacy (KRA-L), that helps teachers identify early reading skills. The KRA-L is required of all children entering kindergarten in public schools for the first time. It is not required for children being retained in kindergarten. http://education.ohio.gov/Topics/Testing/Kindergarten-Readiness-Assessment

- **OELPA (Ohio English Language Proficiency Assessment):** Ohio is a member of the English Language Proficiency Assessment for the 21st Century, ELPA21, a group of states committed to supporting educators, member states, and the public as they adopt and implement the new English Language Proficiency (ELP) Standards and college- and career-ready standards. The consortium is developing an assessment system based on the ELP Standards that will inform instruction so that all English language learners (ELLs) leave high school prepared for college and career success. http://education.ohio.gov/Topics/Testing/Ohio-English-Language-Proficiency-Assessment-OELPA

- **EMIS Reporting Responsibilities:** *(See Processing Schedules)* http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities

- **Dropout Prevention and Recovery Report Card Designation Application for 2016-2017 -** July 18th (resubmissions are due on Aug. 15th). Additional timelines are noted in application here.

Sponsors:

- **July 1, 2017:** All current sponsors must be in a sponsorship agreement with the Department by this date. Any new sponsor applicants must have an approved sponsorship agreement with the Department before they can sponsor any community schools. Legislative reference: ORC Section 3314.015.

- **Sponsor Assurances -**10 days prior to any of the following occurrences: First day of instruction in current academic year; change of location; addition of a new facility. Legislative reference: ORC Section 3314.19

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Month of August 2016

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments.

http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.
- **LPDC:** Information regarding Local Professional Development Committee (LPDC) guidelines and technical assistance may be found on the ODE Web site at – http://education.ohio.gov/Topics/Teaching/Professional-Development/LPDC-s/Resource-Guide-for-Establishing-an-LPDC

- **Special Education Plan for Providing Special Education and Related Services (e-schools only):** Schools begin revising the annual Special Education Plan to be submitted to the school sponsor by September [1st.] (FY17 Form)**. Submit to sponsor - it is not necessary to submit to ODE.** Legislative reference: ORC Section 3314.28

- **Entry Year Teacher Information** http://education.ohio.gov/Teachers

Sponsor:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

- **August 15:** Deadline for a sponsor to submit a report of its expenditures related to providing oversight, monitoring, and technical assistance to its schools. Legislative reference: ORC Section 3314.025.

Month of September 2016

Deliverables and Tasks

Schools:

- **September 1:** Each eSchool submits to its sponsor the school's plan for providing special education and related services to students with disabilities. Legislative reference: ORC Section 3314.28

- **Community School, 5 year Forecast (Due October 31ˢᵗ):** Click the following [link](#) for the form and upload document to ODE Epicenter through the SAFE account. https://safe.ode.state.oh.us/portal

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **LPDC Registration-E-Signer Enrollment:** The statewide system of Local Professional Development Committees (LPDCs) assures that teachers regularly renew their certification or licensure through appropriate professional development. In this way, Ohio maintains the focus on high-quality teaching that has made Ohio's schools successful at educating Ohio's students. Link to LPDC Registration Homepage: http://education.ohio.gov/Topics/Teaching/Professional-Development/LPDC-s/Resource-Guide-for-Establishing-an-LPDC

- **State Testing:** Begin the process of ordering state tests to ensure successful testing and test reporting through the school year. Office of Curriculum & Assessment.   http://education.ohio.gov/Topics/Testing

- **The Department and Ohio Educational Computer Network (OECN), Ohio K-12 Network**: The Ohio K-12 Network is a joint effort between OECN and the Ohio Department of Education to provide funding to assist all Ohio school districts in connecting to the statewide, K-12 educational technology network. The application deadline (refer to website). For more information: http://education.ohio.gov/Topics/Finance-and-Funding/Programs/Educational-Technology/Ohio-K-12-Network

- **E-Rate Technical Assistance Program:** The E-Rate Technical Assistance Program is available to eligible K-12 schools and public libraries, providing affordable access to modern telecommunications and information services. This federal program, formally known as the Universal Service Fund for Schools and Libraries is administered by the Universal Service Administrative Company (USAC), and provides discounts on telecommunications, Internet access service costs and internal

connections. For the latest E-Rate news and information go to the Schools and Libraries web site: http://education.ohio.gov/Topics/Finance-and-Funding/Programs/Educational-Technology/E-Rate-Technical-Assistance-Program

- **Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD):** Contact Information Office of Assessment (614) 466-1317. http://education.ohio.gov/Topics/Testing/Ohio-s-State-Tests/Ohios-Alternate-Assessment-for-Students-with-Sign

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

- **September 30:** Deadline for a sponsor to confirm to the Department that a newly-opening community school has met the criteria required to have its first foundation payment released. For a dropout prevention and recovery school, the sponsor must provide this confirmation prior to the school's opening date. Legislative reference: ORC Section 3314.191.

Month of October 2016

Deliverables and Tasks

Schools:

- **School's Annual Report (Due October 31ˢᵗ to the sponsor and parents, not to ODE):** ORC 3314.03 (A)(11)(g) The school governing authority will submit within four months after the end of each school year a report of its activities and progress in meeting the goals and standards of divisions (A)(3) and (4) of this section and its financial status to the sponsor and the parents of all students enrolled in the school. ORC 3314.03 (A)(3) The academic goals to be achieved and the method of measurement that will be used to determine progress toward those goals, which shall include the statewide achievement tests. ORC 3314.03 (A)(4) Performance standards by which the success of the school will be evaluated by the sponsor.

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **EMIS Reporting Responsibilities:** *(See Processing Schedules)* http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities

- **State Testing Updates for 2015-2016:** Contact Information Office of Assessment (614) 466-0223. http://education.ohio.gov/Topics/Testing

- **Ohio Test Schedules:** Contact Information Office of Assessment (614) 466-0223. http://education.ohio.gov/Topics/Testing/Test-Dates/2015-2016-Testing-Dates

- **Ohio K-12 Network Funding**: The Ohio K-12 Network is a joint effort between Ohio Educational Computer Network (OECN), and the Ohio Department of Education to provide funding to assist all Ohio school districts in connecting to the statewide, K-12 educational technology network. For more information: http://education.ohio.gov/Topics/Finance-and-Funding/Programs/Educational-Technology/Ohio-K-12-Network

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: Ohio Revised Code (ORC) Section 3314.023.

- **October 1:** Deadline by which the sponsor of each eSchool certifies to the Department all of the following: (1) A statement of whether the eSchool's plan to provide services and related services to students with disabilities is satisfactory to the sponsor; (2) If the plan received is not satisfactory to the sponsor, the sponsor's assurance that it will promptly assist the school in developing a plan that is satisfactory to the sponsor; (3) The sponsor's assurance that it will monitor the implementation of the plan; and (4) The sponsor's assurance that it will take any necessary corrective action to ensure that the school's plan is properly and fully implemented. Legislative reference: ORC Section 3314.28.

- **October 15:** Deadline for the Department to release Sponsor Evaluation Ratings. Sponsors rated "Exemplary" or "Effective" on the overall rating continue sponsoring activities. Sponsors rated "Ineffective" may not open new or take on sponsorship of additional community schools and must submit a development plan. Sponsors rated "Poor" are subject to revocation; appeal timelines are provided in their notice. Legislative reference: ORC Section 3314.016.

- **Community School, 5 year Forecast (Due October 31st):** Click the following link for the form and upload document to ODE Epicenter through the SAFE account.   https://safe.ode.state.oh.us/portal

Month of November 2016

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

Sponsors:

- **November 1:** Deadline for sponsors to submit an annual report of their schools' special education services and expenditures for enrolled students. Legislative reference: ORC Section 3314.12.

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

- **November 30:** Deadline for sponsors to submit an annual report of their evaluation results from monitoring their schools' performance (i.e. academic, fiscal, organizational, and operational) and legal compliance. Legislative reference: ORC Section 3314.023(C).

Month of December 2016

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **2017 Federal Quota Registration of Blind Students** packet coming in the mail on **Dec. 8, 2016** - The Assistive Technology and Accessible Educational Materials Center (AT & AEM Center) at the Ohio Center for Autism and Low Incidence (OCALI) will mail the 2017 Federal Quota Registration of Blind Students packet to you, on behalf of the Ohio Department of Education's Office for Exceptional Children, requesting the registration of every student attending school in your district who is legally blind. Districts that serve students with visual impairments know the importance of providing accessible educational materials (audio, braille, digital and large-print textbooks and educational aids). The Federal Quota registration generates funds for registered students, so the center can purchase accessible educational materials at the district's request from the American Printing House for the Blind. Each registered student must have a current eye report (2014 or later) on file in the student's district of attendance. **The registration form included in the packet is due by Friday, Jan. 27, 2017, to the AT & AEM Center at OCALI.**

- **Restraint and Seclusion Report due Dec. 16, 2016**. (For school superintendents, principals and treasurers). The Ohio State Board of Education created rule and policy regarding the implementation of positive behavior interventions and supports. They went into effect during the 2013-2014 school year to prevent the use of restraint and/or seclusion. In addition, the state rule requires districts to annually submit a reporting of incidents of student restraint and seclusion to the Ohio Department of Education. To ensure reporting accuracy across the state, there is an update to the reporting instructions. Please review the guidelines and sample forms for further clarification regarding restraint and seclusion documentation and reporting available here; scroll to the Restraint and Seclusion Survey section. Your district's completion of this survey will fulfill the reporting requirement of the above referenced rule. Please submit data from the 2015-2016 school year by the close of business on Dec. 16. For additional information about positive behavioral interventions and supports, review the resources for educators, families and administrators. If you have additional questions, send an email to PBIS_Restraint_Seclusion_Questions@education.ohio.gov.

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

December 31: Deadline by which a sponsor must submit each school's budget. Legislative reference: ORC Section 3314.023.

Month of January 2017

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **Ohio Test Schedules:** Contact Information Office of Assessment (614) 466-0223. http://education.ohio.gov/Topics/Testing/Test-Dates/2015-2016-Testing-Dates

Sponsors:

- **January 15:** Deadline by which a sponsor must notify a school in writing of its intention to terminate or non-renew a community school's contract. This must happen by January 15th of the year in which the sponsor plans to carry out this action. Legislative reference: ORC Section 3314.07.

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Month of February 2017

<u>Deliverables and Tasks</u>

Schools:

- **Ohio Test Schedules:** Contact Information Office of Assessment (614) 466-0223.
  http://education.ohio.gov/Topics/Testing/Test-Dates/2015-2016-Testing-Dates

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

- **2016-2017 Compliance Component – February 3 thru June 30, 2017 -** The compliance component of the Sponsor Evaluation system includes all applicable laws and rules. There are 19 Sponsor Laws and 251 School Laws. The compliance worksheets and presentation are here. The document submission to Epicenter for this component is from February 3 thru June 30, 2017.

- **2016/2017 Sponsor Quality Practices component - February 3 thru April 30, 2017 -** The quality practices are based on standards developed by NACSA; there are 32 quality standards and there is one submission type per standard. The sponsors determine which documents to upload; and the document submission to Epicenter for this component is from February 3 thru April 30, 2017. The Quality Component resources are found here.

Month of March 2017

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **Ohio Test Schedules:** Contact Information Office of Assessment (614) 466-0223. http://education.ohio.gov/Topics/Testing/Test-Dates/2015-2016-Testing-Dates

Sponsors:

- **Prior to March 15 (for sponsors wishing to open a community school in the Cleveland Municipal SD):** Prior to this date in the year in which the sponsor intends to open a new community school within the boundaries of the Cleveland Municipal School District, the sponsor must complete two approvals:
    o the Transformation Alliance's approval process, which must be completed first;
    the Department's approval process for approval to open the proposed community school. Legislative reference: ORC Sections 3311.86 and 3314.02(C)(1).

- **March 15:** The community school contract for a newly proposed community school must be adopted on or before March 15 of the calendar year in which the new community school proposes to open. Legislative reference: ORC Section 3314.02(D).

    o *Note: Entering into a Preliminary Agreement (planning period) is a prerequisite for adopting a community school contract. Consistent with quality sponsor practices, the planning period should be 6-9 months prior to the contract adoption. Legislative reference: ORC Section 3314.02(C)(2).*

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Month of April 2017

Deliverables and Tasks

Schools:

- **Community School, 5 year Forecast (Due May 31st):** Click the following link for the form and upload document to ODE Epicenter through the SAFE account. https://safe.ode.state.oh.us/portal

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **CTE Compliance and Funding**: This page provides content regarding career-technical education federal funding and resources, including guidelines for compliance. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Career-Technical-Funding

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Month of May 2017

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

Sponsors:

- **Community School, 5 year Forecast (Due May 31ˢᵗ):** Click the following link for the form and upload document to ODE Epicenter through SAFE account. https://safe.ode.state.oh.us/portal

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

- **May 15:** The community school contract for a newly proposed community school must be executed on or before May 15 of the calendar year in which the new community school proposes to open. Legislative reference: ORC Section 3314.02(D).

Month of June 2017

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

- **Ohio Graduation Test-Summer Administration** (optional). Contact Information Office of Assessment (614) 466-0223. http://education.ohio.gov/Topics/Testing/Test-Dates/2015-2016-Testing-Dates

Sponsors:

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Month of July 2017

Deliverables and Tasks

Schools:

- **SOES (ODDEX) Access**: Community schools should continuously review fatal flags and errors that impact their monthly payments. All community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted. Community schools should work with resident districts and area coordinators to resolve these flags and errors in the week following this report. By the 23rd or 24th of each month, any remaining fatal errors or flags will impact payments. http://education.ohio.gov/Topics/Finance-and-Funding/State-Funding-For-Schools/Community-School-Funding/School-Options-Enrollment-System.

Sponsors:

- **July 1, 2017:** All current sponsors must be in a sponsorship agreement with the Department by this date. Any new sponsor applicants must have an approved sponsorship agreement with the Department before they can sponsor any community schools. Legislative reference: ORC Section 3314.015.

- **Monthly:** The sponsor meets with the governing authority or fiscal officer of the school and reviews the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the sponsor shall provide the governing authority and fiscal officer with a written report regarding the review. Legislative reference: ORC Section 3314.023.

Sponsor Compliance – Ongoing, if applicable

<u>New Schools and Contracts</u>

- **Opening an e-school:** The sponsor receives approval from the Department prior to opening an internet- or computer based school. The sponsor also applies for approval to open an e-school by the date specified by the Department. Legislative reference: ORC Section 3314.013.

- **Compliance with statutory deadlines:** The sponsor must comply with all statutory deadlines related to preliminary agreements and contracts unless it has received an overall sponsor evaluation rating of Exemplary for two consecutive years. Legislative reference: Ohio Administrative Code (OAC) Chapter 3301-102-05 and ORC Section 3314.016.

<u>Oversight</u>

- **Monitoring and reporting requirements, including notices:** The sponsor complies with all monitoring and reporting requirements pursuant to Ohio Administrative Code 3301-102-05. This includes notifying the Department with 24 hours of the entering into a preliminary agreement and adopting and executing a community school contracts and submitting a copy of all preliminary agreements, contracts, contract resolutions, and contract amendments to the Department *within 10 business days* of execution. Legislative reference: OAC Chapter 3301-102-05.

- **Sponsor Assurances:** Submit to the Department ten business days prior to any of the following occurrences: first day of school instruction in current academic year; change of location; and addition of a new facility. Legislative reference: ORC Section 3314.19.

- **Auditor of State meetings:** The sponsor participates in meetings between a school and the Auditor of State and maintains regular communication regarding school audits. Legislative reference: ORC Section 3314.019.

Interventions

- **Distribution of assets for a suspended school:** The sponsor must notify the Department *within 24 hours* of its decision to suspend a school's operation. The sponsor must also: upload a copy of its official notice or the school board's resolution into Epicenter; follow the Department's guidance on the Suspension and Closing Assurances document; oversee the completion of the suspension portion of the Suspension and Closing Assurances document (which may require stepping in for a school if needed); and submit the Suspension and Closing Assurances document to the Department upon completion. Legislative references: ORC Sections 3314.015(D) and ORC Section 3314.072.

- **Notification of suspension:** The sponsor must notify the Department within 24 hours of its decision to suspend a school's operation and submit a copy of its official notification of suspension to the school *within 10 days*. Legislative reference: ORC Section 3314.072.

- **Notification of probationary status:** The sponsor must notify the Department within 24 hours of its decision to put a school on probation and submit a copy of its official notification of probation to the school *within 10 days*. Legislative reference: ORC Section 3314.073.

School Closure

- **Distribution of assets for a closed school:** The sponsor must notify the Department *within 24 hours* of its decision to close a school. The sponsor must also: upload a copy of its official notice or the school board's resolution into Epicenter; follow the Department's guidance on the Suspension and Closing Assurances document; oversee the completion of the closing portion of the Suspension and Closing Assurances (which may require stepping in for a school if needed); and submit the Suspension and Closing Assurances document to the Department upon completion. Legislative references: ORC Section 3314.015(D) and ORC Section 3314.074.

- **Records receipt and maintenance after school closure:** The sponsor must receive and maintain a closing school's financial and enrollment records *within 30 days* of the school's closure. Legislative reference: ORC Section 3314.023.

- **Fulfilling the requirements of a school closure:** The sponsor fulfills the requirements of the Closing Assurances, including the proper transfer of student records, in a timely manner. The sponsor also submits the Suspension and Closing Assurances document when all activities have been completed. Legislative reference: ORC Section 3314.074.

Department Requirements

- **Document submission through Epicenter:** The sponsor submits all required documentation for the compliance and quality practices components of the sponsor evaluation process by the date specified by the Department. Legislative reference: ORC Section 3314.015.

- **Participation in training sessions provided by the Department:** The sponsor participates in the various training sessions offered by the Department throughout year. Legislative reference: ORC Section 3314.015.

- **Submission of a remediation plan:** A sponsor placed on probation by the Department must submit a remediation plan *no later than 14 days* after the Department notification of probation. Once the plan is approved, the sponsor must implement it either no later than 60 days after the date on which the sponsor received initial notification of noncompliance from the Department or 30 days after the plan is approved, whichever is later. Legislative reference: ORC Section 3314.015.

- **Renewal or termination of a sponsorship agreement with the Department:** The sponsor must notify the Department *at least 180 days before* the expiration of its current sponsorship agreement of its intent regarding the renewal or termination of the agreement. Legislative reference: ORC Section 3314.015.