

Document Submission for the 2019-2020 Sponsor Quality Practices Review

The 2019-2020 Sponsor Quality Practices Review is composed of a rubric that includes 33 standards designed to evaluate sponsors on various sponsoring practices. The standards are informed by both the National Association of Charter School Authorizers (NACSA) and Ohio laws and rules. As part of the quality review, sponsors must submit to the Ohio Department of Education documents that provide evidence of their sponsoring practices.

When submitting documents and files for the quality review, sponsors must comply with the following requirements:

1. **Upload all documents that best demonstrate the standard in question.** Document files uploaded into Epicenter should be named to indicate exactly what information is included in the file.
2. **If necessary, upload the same document for more than one standard.** Sponsors may upload any and all documents needed for each standard. The same document can be uploaded for multiple standards.
3. **Include explanatory memos with larger documents.** When submitting documents for a quality standard, for any document or file that is more than 25 pages long, sponsors are required to include a memo that references the specific page numbers to be reviewed for the standard in question. While highlighting the relevant text in the document is optional, providing the specific page numbers is not. Failure to include a memo with the page numbers listed could result in a lower score on a particular standard.
4. **If a memo is required, sponsors must use the template provided by the Department.**
5. **If a narrative explanation is needed, sponsors must use the narrative form.** For the 2019-2020 quality review, sponsors have the option to upload a narrative explanation for 31 of the 33 standards. For Standards C.01 and C.02, which do not require document uploads, sponsors have the option to enter a brief narrative in the narrative field of these standards in Epicenter. Sponsors must use the Department's narrative template form when completing the narrative explanation for each standard. Narratives can be no longer than two, single-sided pages and must indicate the standard and number (for example, A.03) in question (as indicated on the template form). While narratives are not evidence, evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.
6. **Make sure documents and files are easy to open and easy to read.** It is the sponsor's responsibility to make sure all uploaded documents and files work properly. Documents and files that cannot be opened or are unreadable could result in a lower score on a particular standard.