

Sponsor Annual School Performance Report Guidance

This guidance is provided to community school sponsors to help them fulfill reporting requirements specified by Ohio Revised Code. Each community school sponsor must monitor and evaluate the academic and fiscal performance; organization and operation; and compliance with laws and administrative rules the community schools it sponsors. The sponsor **must annually submit a written report of the evaluation results** to the parents of students enrolled in its community school(s) and to the Ohio Department of Education and Workforce no later than November 30.

Statutory and Code Reference: [Ohio Revised Code 3314.03\(D\)\(3\)](#), [ORC 3314.03\(A\)\(11\)\(g\)](#) and [Ohio Administrative Code 3301-102-05](#).

Each annual report must provide a profile of each school in the following areas:
(1) academic performance; (2) fiscal performance; (3) organization and operation; and (4) legal compliance.

Within the report, the sponsor should indicate if a school **meets, exceeds, or did not meet** the expected performance level for the following areas: academic; fiscal; and organization and operation. Legal compliance should be rated **meets or did not meet**. The annual report also should provide a rating in each area and a brief justification to explain how a school's rating was determined.

Sponsors are expected to provide an annual report for any school the sponsor held a contract with for the most recent school year. (Do not include closed schools.) If the community school is with another sponsor through a transfer or assignment, the sponsor that authorized the school for the school year should complete the annual report and provide it to the governing authority of the community school and the current sponsor.

In rating a school's performance in each of the four areas, consider the following:

Academic Performance – Each sponsor should discuss how it evaluated each school's performance during the most recent school year. The determination of progress towards meeting academic indicators within the contract is a responsibility reserved for the sponsor of each community school.

Fiscal Performance – Fiscal performance information includes information in governing authority approved financial reports (such as five-year forecasts or annual budgets), Auditor of State annual fiscal audits (including presence of findings and successfully addressing such findings), monthly financial reviews and compliance with internal financial controls.

Organization and Operation – Items included in this section of the annual report should address governing authority compliance with the community school contract, including the Code of Regulations and other requirements such as fulfillment of meeting and training requirements, monthly financial reviews, maintaining sufficient board meeting minutes and open meeting requirements. The school's governing authority should be rated on how well it successfully complies with and executes the educational program defined in the contract.

Legal Compliance – The report should address how well the school complies with legal requirements as well as compliance with the sponsor- community school contract. Legal compliance performance should include compliance items from the sponsor evaluation. The report should rate a school's legal compliance as meets or did not meet.

Community school sponsors must submit the Sponsor Annual Report electronically as a single **PDF** via Epicenter by Nov. 30, 2024.