

Additional Guidance on Document Submission for the 2018-2019 Sponsor Quality Practices Review

The 2018-2019 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 by Ohio laws and rules. As part of the quality review, sponsors must submit 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(s) for more than one standard.** Sponsors should upload all documents they believe are responsive for each standard. The same document can be uploaded for multiple standards.
3. **Include explanatory memos with larger documents.** All documents submitted for a quality standard that exceed 25 pages in length must be accompanied by a memo that references the specific page numbers to be reviewed for the standard in question. **Failure to include a memo with the page numbers listed with documents longer than 25 pages could result in a lower score on a particular standard.** Sponsors may highlight relevant text if they wish but highlighting is not required.
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 2018-2019 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 (e.g., 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 that 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.