

# 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 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. **Include explanatory memos with larger documents.** When submitting documents or files for each quality standard, for any document or file that is more than 25 pages long, sponsors must highlight the relevant text and include a memo that references the specific quality standard and page numbers to be reviewed for each item. Failure to follow this process could result in a lower score on a particular standard.
3. **Include explanatory memos with documents that are needed for multiple standards.** In instances in which the same document or file is used as evidence for multiple standards, sponsors must highlight the relevant text and submit a memo that identifies the name of the document, each standard in question and the page numbers within the document that are being provided as evidence. For example, the memo could state, "Please use this document when reviewing standards A.01 (Mission and Strategic Plan), page 24 and D.01 (Oversight Transparency), pages 41-44." In this way, the sponsor only needs to upload the document one time (which must be to the earliest standard for which the document is needed); it will be used for multiple standards.

Therefore, instead of uploading the same file for 10 different standards, upload the file **one time** on the first standard for which it is needed, making sure to include a memo that lists each standard for which the document should be used, along with the specific page numbers to be reviewed in that document for each of the standards listed.

4. **If a narrative explanation is needed, 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.
5. **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.