Compliance Review of the Sponsor Evaluation:
Completing the Certification Worksheets
Presentation Focus

• This presentation focuses on how to complete the compliance worksheets

• Refer to the Compliance Component presentation for the school year in question for updates to the compliance process and deadlines for document submission
Compliance Certification Worksheets

All applicable laws and rules

Community School Sponsors

Community Schools

Compliance Certification Worksheets

Sponsor

Oversight of Schools

Numbering system, categories, and sub-categories

Compliance Component Questions
Where to Find the Worksheets

Compliance Component Resources

Note: The deadline to submit completed worksheets for the 2021-2022 compliance review is June 30, 2022.

- Compliance Worksheet - Sponsors
- Compliance Worksheet - Oversight of Schools
- Compliance Worksheets Change Log
- Compliance Component Presentation
**Worksheet Columns: Oversight of Schools/Sponsor**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>ORC Section</th>
<th>ORC 3314 reference</th>
<th>OAC Section</th>
<th>OAC/ORC Section Title</th>
<th>Applies To</th>
<th>Category</th>
<th>Sub-Category</th>
<th>OAC/ORC Effective Date</th>
<th>OAC/ORC Description</th>
</tr>
</thead>
</table>

- **Compliance Component Question 1**
- **Answer to Question 1**
- **Compliance Component Question 2**
- **Answer to Question 2**
- **Certification Determination**
- **Corrective Action Plan**
- **Answer Regarding CAP**
- **Validation Documentation (If Item is Selected for Validation)**

These two columns appear on the Oversight of Schools spreadsheet only.
Certification Determination Results

- Sponsor Certified Compliant
- Sponsor Certified Not Compliant
- Sponsor Certified Not Applicable
### Compliance Item Certification

**Single Component Question Example - #171**

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question 1</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question 2</th>
<th>Certification Determination</th>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the school have written policies and procedures regarding students with disabilities and ensures that services are provided to the students as required by OAC 3301-51-05? Yes/No</td>
<td>No</td>
<td></td>
<td></td>
<td>Sponsor Certified Not Compliant</td>
<td>If the Certification Determination is Sponsor Certified Not Compliant, did the sponsor previously identify the non-compliance and place the school on a Corrective Action Plan? CAP Copy Required</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Reminders about Corrective Action Plans

Should bring school to compliance status by the next review cycle

MUST contain:
- Actionable steps
- Dates and deadlines
- Address SPECIFIC compliance item

Previously submitted CAPs will be reviewed by evaluators and are included in 2021-2022 review

All CAPs are uploaded to Epicenter under one submission type
## Compliance Item Certification

### Double Component Question Example - #102

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question 1</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question 2</th>
<th>Certification Determination</th>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the school a party to an agreement for joint education program(s)?</td>
<td>Yes</td>
<td>If yes, does the school ensure that it does not charge tuition and/or fees to students participating in the joint education program(s)?</td>
<td>Yes</td>
<td>Sponsor Certified Compliant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Compliance Item Certification

## Double Component Question Example - #102

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question 1</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question 2</th>
<th>Certification Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the school a party to an agreement for joint education program(s)? Yes/No</td>
<td>No</td>
<td>If yes, does the school ensure that it does not charge tuition and/or fees to students participating in the joint education program(s)? Yes/No</td>
<td>Yes</td>
<td>Sponsor Certified Not Applicable</td>
</tr>
</tbody>
</table>

**Answer:**

- Compliance Component Question 1: No
- Compliance Component Question 2: Yes

**Certification Determination:** Sponsor Certified Not Applicable
## Compliance Item Certification – AND

### Oversight of Schools Item #402

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question 1</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question 2</th>
<th>Certification Determination</th>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the school have any cases of truancy? Yes/No</td>
<td>If yes, did the attendance officer institute proceedings for violations of compulsory education laws AND keep records? Yes/No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Compliance Item Certification – OR

#### Sponsor-Level Item S-605

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question 1</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question 2</th>
<th>Certification Determination</th>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you planning to open a new startup or conversion community school during the upcoming school year? Yes/No</td>
<td>If yes, did you receive a proposal and enter into a preliminary agreement and adopt and execute a contract pursuant to ORC 3314.02, OR are you exempt from this provision? Yes/No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Ohio Department of Education**
Worksheet Efficiency Chart

• Batch-filled responses to Question 1 on compliance items
  o Have similar Question 1 criteria (and thereby can be grouped together)
  o Have a response of “No” to Question 1 (and are therefore not applicable to the school)

• Sponsor must answer questions through the chart that precedes the actual worksheet items

• If entry is made directly into the answer cell for any listed compliance item or an answer is deleted, the auto-fill formula will no longer be active for that item

• Items included in the batch fills are indicated on the Worksheet Efficiency Chart

• Using auto-fill DOES NOT release the sponsor from its responsibility to review all laws and rules or to ensure that the worksheet has been accurately completed
## Worksheet Efficiency Chart

Answering the questions below will batch fill the answer to Question 1 on identified items for which the item would be Not Applicable based on that answer. The item questions that may be affected by batch fill are highlighted in pale yellow throughout the worksheet. NOTE: If the answer is deleted in the Efficiency area, the auto-filled answer will be deleted from all associated items. If an entry is made directly into the answer cell for any listed item or an answer is deleted, the batch-fill formula will no longer be active for that item.

**NOTE:** This method of batch-filling the answer to Question 1 for identified items is offered as an efficiency for items that may not apply to the school being reviewed. It does NOT release the sponsor from its responsibility to review all laws and rules or ensure that the worksheet has been accurately completed.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Number of Affected Items</th>
<th>Items to which the Answer to Compliance Component Question 1 will be Copied</th>
<th>Compliance Component Question 1</th>
<th>Answer to Efficiency Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Internet or Computer-Based School</td>
<td>11</td>
<td>106, 115, 106, 218, 213, 302, 317, 430, 437, 717, 953</td>
<td>Is the school an internet or computer-based school?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q2</td>
<td>Site-based School</td>
<td>3</td>
<td>110, 408, 957</td>
<td>Is the school a site-based school?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q3</td>
<td>School with Grades 6 or Greater</td>
<td>2</td>
<td>111, 112</td>
<td>Does the school offer grades 6 or greater?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q4</td>
<td>School Serves Grade 3</td>
<td>2</td>
<td>116, 117</td>
<td>Does the school serve grade 3?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q5</td>
<td>School Offers Grades 9-12 / High School / Secondary School</td>
<td>18</td>
<td>119, 122, 123, 126, 128, 131, 137, 156, 157, 159, 160, 161, 163, 165, 168, 169, 717, 956</td>
<td>Does the school serve any of the grades 9-12 / high school, secondary school?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q6</td>
<td>School Offers Preschool</td>
<td>6</td>
<td>147, 149, 150, 627, 635, 642</td>
<td>Does the school offer preschool?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q7</td>
<td>School Holds a Credit Card Account</td>
<td>5</td>
<td>522, 523, 524, 525, 526</td>
<td>Does the school hold a credit card account?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Q8</td>
<td>School Provides Transportation</td>
<td>19</td>
<td>627, 638, 639, 640, 801, 803, 804, 805, 806, 807, 808, 809, 810, 813, 814, 815, 816, 818</td>
<td>Does the school (not the local district), or its employees of the school or contracted vendors provide transportation for any of its students?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Put answers for Q1 – Q8 in this column
<table>
<thead>
<tr>
<th>Validation Documentation (If Item is Selected for Validation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Review</td>
</tr>
<tr>
<td>Board meeting minutes showing adoption of resolution AND the resolution</td>
</tr>
<tr>
<td>Document Submission</td>
</tr>
<tr>
<td>Copy of the guidelines the school developed</td>
</tr>
<tr>
<td>Onsite Review</td>
</tr>
<tr>
<td>Available evidence, which may include samples of notifications to parents, website postings, etc.</td>
</tr>
<tr>
<td>Department Data</td>
</tr>
</tbody>
</table>

**Column R: Validation Documentation**

- **Item will be validated during a school site visit**
- **Information reviewers will be looking at during the school site visit**
- **Item will be validated by using data that the Department already has on file from the school or sponsor**
- **Documentation that sponsors will need to submit through Epicenter by specified deadline**
Reminders

- Be sure to complete the identification fields at the top of the worksheets

- Each compliance item should display a certification determination

- Upload all applicable corrective action plans as one submission

- Use only the worksheets found on the Department’s website for the appropriate school year

- Do not change or edit the worksheets
What Happens after the Worksheets are Completed?

• Sponsors submit the completed worksheets into Epicenter by the specified deadline

• After the worksheet submission deadline, the Department provides sponsors with a list of items for which sponsors must provide documented evidence for validation

• Sponsors then submit documented evidence for the selected items by the specified deadline

• Reviewers will complete the validation process by examining documentation submitted by sponsors, through an onsite visit to the school and/or by using data provided by the Department
Questions?

Submit questions to the Sponsor Evaluation mailbox:

sponsor.evaluation@education.ohio.gov
Share your learning community with us! #MyOhioClassroom

Celebrate educators! #OhioLovesTeachers