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**Department of
Education &
Workforce**



Compliance Review of the Sponsor Evaluation: Completing The Compliance Certification Worksheets

OFFICE OF ACCOUNTABILITY

JULY 2024

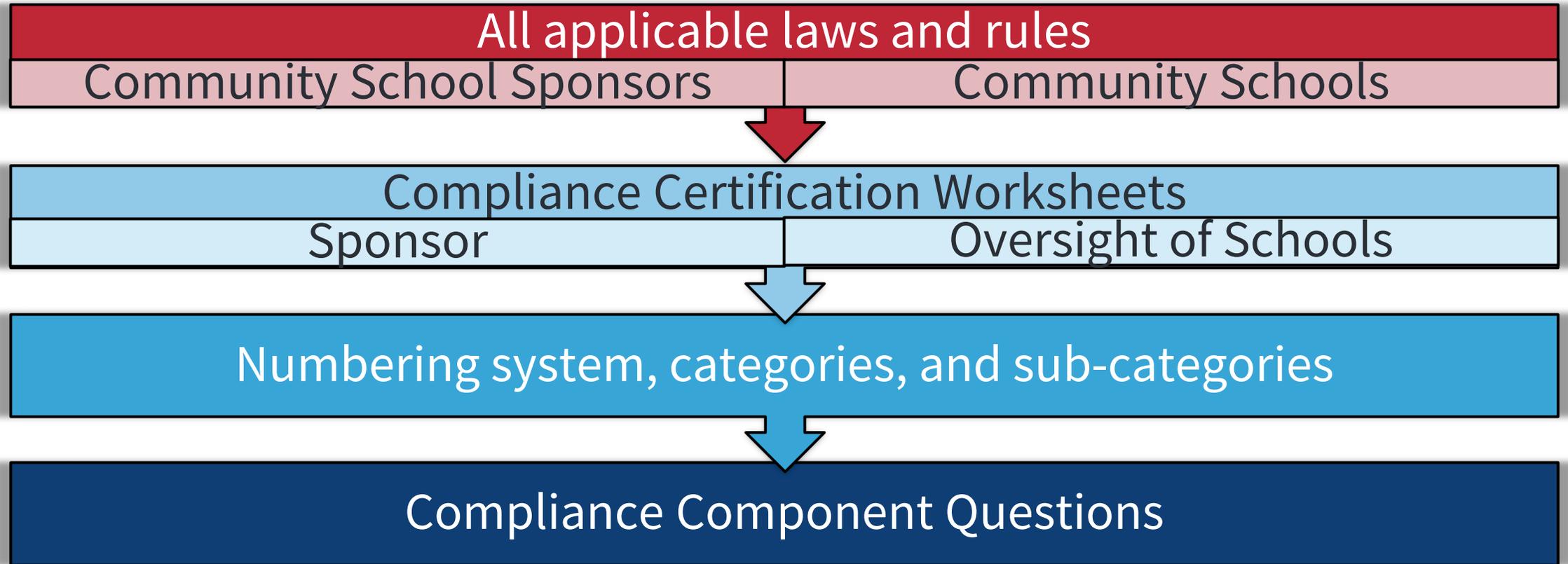


PRESENTATION FOCUS

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



WHERE TO FIND THE WORKSHEETS

Ohio Department of Education & Workforce

ADMINISTRATORS ▾ TEACHERS PARENTS TOPICS ▾ HOW DO I? ▾ ABOUT MEDIA CONTACT

Home > Community Schools > 2024-2025 Sponsor Evaluation Tools

QUICK LINKS

- » [Overall Sponsor Ratings](#)
- » [Drafts of 2024-2025 Sponsor Evaluation Tools](#)
- » [2024-2025 Sponsor Evaluation Tools](#)
- » [2024-2025 Sponsor Evaluation Process Frequently Asked Questions](#)

2024-2025 Sponsor Evaluation Tools

Sign up and select Community Schools Sponsor Evaluations Tools from the dropdown list to receive updates when they are posted.

The Ohio Department of Education and Workforce and its partners are providing resources to help sponsors on the...

Compliance Component Resources

Note: The deadline to submit completed worksheets for the 2024-2025 compliance review is June 30, 2025.

- » [Compliance Worksheet - Sponsors](#)
- » [Compliance Worksheet - Oversight of Schools](#)
- » [Compliance Worksheets Change Log](#)
- » [Compliance Component Presentation](#)
- » [How to Complete the Worksheets Presentation](#)



Compliance Component Resources

Note: The deadline to submit completed worksheets for the 2024-2025 compliance review is June 30, 2025.

- » [Compliance Worksheet - Sponsors](#)
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WORKSHEET COLUMNS: OVERSIGHT OF SCHOOLS/SPONSOR

Item Number	ORC Section	ORC 3314 reference	OAC Section	OAC/ORC Section Title	Applies To	Category	Sub-Category	OAC/ORC Effective Date	OAC/ORC Description
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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)
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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

Compliance Component Question 1	Answer to Question 1	Compliance Component Question 2	Answer to Question 2	Certification Determination	Corrective Action Plan	Answer Regarding CAP
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	No			Sponsor Certified Not Compliant	If the Certification Determination is <i>Sponsor Certified Not Compliant</i> , did the sponsor previously identify the non-compliance and place the school on a Corrective Action Plan? <i>CAP Copy Required</i>	Yes

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 2024-2025 review

All CAPs are uploaded to Epicenter under one submission type



COMPLIANCE ITEM CERTIFICATION

Double Component Question Example - #102

Compliance Component Question 1	Answer to Question 1	Compliance Component Question 2	Answer to Question 2	Certification Determination	Corrective Action Plan	Answer Regarding CAP
Is the school a party to an agreement for joint education program(s)? Yes/No	Yes	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	Yes	Sponsor Certified Compliant		

COMPLIANCE ITEM CERTIFICATION

Double Component Question Example - #102

Compliance Component Question 1	Answer to Question 1	Compliance Component Question 2	Answer to Question 2	Certification Determination
Is the school a party to an agreement for joint education program(s)? Yes/No	No	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		Sponsor Certified Not Applicable

COMPLIANCE ITEM CERTIFICATION – AND

Oversight of Schools Item #402

Compliance Component Question 1	Answer to Question 1	Compliance Component Question 2	Answer to Question 2	Certification Determination	Corrective Action Plan	Answer Regarding CAP
Did the school have any cases of truancy? Yes/No		If yes, did the attendance officer institute proceedings for violations of compulsory education laws AND keep records? Yes/No				

COMPLIANCE ITEM CERTIFICATION – OR

Sponsor-Level Item S-605

Compliance Component Question 1	Answer to Question 1	Compliance Component Question 2	Answer to Question 2	Certification Determination	Corrective Action Plan	Answer Regarding CAP
Are you planning to open a new startup or conversion community school during the upcoming school year? Yes/No		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				



WORKSHEET EFFICIENCY CHART

- Batch-filled responses to Question 1 on compliance items
 - Have similar Question 1 criteria (and thereby can be grouped together)
 - 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*

Worksheet Efficiency Chart

		School Name: Enter School IRN to the right	School IRN:
		Sponsor Name: Enter Sponsor IRN to the right	Sponsor IRN:

Worksheet Efficiency						
<p>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.</p> <p>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.</p> <p>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.</p>						
		Number of Affected Items	Items to which the Answer to Compliance Component Question 1 will be Copied	Compliance Component Efficiency Question	Answer to Efficiency Question	Outcome of Efficiency Question Responses
Q1	Internet or Computer-Based School	11	106, 115, 186, 218, 219, 302, 317, 430, 437, 717, 953	Is the school an internet or computer-based school? Yes/No		
Q2	Site-based School	3	110, 408, 766, 957	Is the school a site-based school? Yes/No		
Q3	School with Grades 6 or Greater	3	111, 112, 785	Does the school offer grades 6 or greater? Yes/No		
Q4	School Offers Grades 9-12 / High School / Secondary School	20	119, 122, 123, 126, 128, 131, 137, 156, 157, 159, 160, 161, 163, 164, 165, 167, 168, 197, 717, 956	Does the school serve any of the grades 9-12 (high school, secondary school)? Yes/No		
Q5	School Offers Preschool	6	147, 149, 150, 627, 635, 642	Does the school offer preschool? Yes/No		
Q6	School Holds a Credit Card Account	5	522, 523, 524, 525, 526	Does the school hold a credit card account? Yes/No		
Q7	School Provides Transportation	20	637, 638, 639, 640, 801, 803, 804, 805, 806, 807, 808, 809, 810, 811, 813, 814, 815, 816, 818, 820	Does the school (not the local district), or do employees of the school or contracted vendors provide transportation for any of its students? Yes/No		
Q8	School uses <u>ONLY</u> Public Transit Vehicles or Commercial Carriers (Answer this question only if you've answered Yes to Q8 above)	13	637, 638, 639, 640, 803, 804, 805, 806, 807, 810, 811, 813, 816	If a school is responsible for the transportation of any of its students, does it <u>ONLY</u> use public transit vehicles and/or commercial carriers to meet those transportation needs? Yes/No		

Enter School IRN and Sponsor IRN here

Enter answers to the efficiency questions in the **Answer to Efficiency Question** column



COLUMN R: VALIDATION DOCUMENTATION

Item will be validated during a school site visit



Item will be validated by documents that sponsors will submit



Item will be validated by using data that the Department already has on file from the school or sponsor



Validation Documentation (If Item is Selected for Validation)
Onsite Review
Board meeting minutes showing adoption of resolution AND the resolution
Document Submission
Copy of the guidelines the school developed
Onsite Review
Available evidence, which may include samples of notifications to parents, website postings, etc.
Department Data



Information reviewers will be looking at during the school site visit

Documentation that sponsors will need to submit through Epicenter by specified deadline



REMINDERS

- Complete the identification fields (school IRN, sponsor IRN, etc.) at the top of the Efficiency Questions tab
- 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 inbox:

sponsor.evaluation@education.ohio.gov



QUESTIONS?

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