



2008-2009 Charter School Annual Report Instructions Charter School Administrators

The deadline for completion of the 2008-2009 Charter School Accountability report is November 2, 2009 for charter schools and December 18, 2009 for sponsors. The report is completed online and can be accessed from the School Choice Website at <https://www.floridaschoolchoice.org>. Once the report is submitted online, please print a copy and save for your records.

To complete your school's Annual Report follow the instructions below:

1. Go to <https://www.floridaschoolchoice.org>.
2. Select Charter School login (left toolbar).
3. Select your school district.
4. Enter the school's 4 digit school code (MSID).
5. Sign in with your password.
6. Select Annual Accountability Report.
7. Select 2009 Annual Accountability Report (left toolbar).
8. When forms appear, some fields will be pre-populated with your school's information. Please review all pre-populated fields, and enter information into empty fields. The pre-populated 2008-09 Survey 3 data was submitted by your sponsor to the Department and cannot be changed. Contact your Sponsor if there are errors to ensure data for your school is accurate in the future. Complete all fields.

Helpful Hints

General: If pre-populated fields contain inaccurate information, please include correct information in school comments section. If school comments section is not large enough to include all correct information, user may upload information as an attachment.

Report User Information: All questions must be answered. Once the information is completed click the save button.

School Information: All questions must be answered. If the question is not applicable to your school select "none". Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

Student Enrollment Data: All questions must be answered. Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

Personnel Information: All questions must be answered for each staff member. Please review all pre-populated fields. The pre-populated 2008-09 Survey 3 data was submitted by your sponsor to the Department and cannot be changed. Contact your Sponsor if there are errors to ensure data for your school is accurate in the future.

Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

Facilities: All fields must be completed. If not applicable to your school enter "0". Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

Revenue and Expenditures: All fields must be answered. If the question is not applicable to your school, enter "0". For more information about an object code, scroll over the object code and a description will be provided.

Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

Student Achievement Data: Please review all pre-populated fields. The pre-populated 2008-09 data was generated by the Department and cannot be changed.

Once the information is completed click the save button. Enter school comments and/or check box "This step is complete" then click save button. You will now be directed to next section.

***Goals and Objectives:** Click "add new" to enter goals and objectives. You can add additional goals and edit or delete previously submitted goals. Charter school should include all goals included in contract or in most recent School Improvement Plan. Objectives should be entered one at a time, with each objective entered on a new page.

Objective: Enter the measurable objective as written in your contract or school improvement plan. (example: For the 2008-2009 school year, 75% of students will score at a level three or higher on the FCAT reading assessment.)

Target: Enter the data point from the measurable objective. (example: 75%)

Actual: Enter the actual data point representing the schools achievement in relation to the stated objective. (example: 78%)

Note: If the goal was not met an explanation must be provided.

Accountability Report: Once all sections are completed, click on Return Menu. All sections must have a green check (√) before the "Submit" button will appear. After all data is reviewed click "Submit" at the bottom of the page. The information will be

transmitted to the database at the Department of Education. Following transmission the form will be available for the Sponsor to review.

Note: Please review all data before it is submitted; you will not be able to edit the form once the document has been submitted.

Print a copy of the document for your records.

To complete the 2008-2009 Charter School Annual Report, the charter school must submit a copy of their Independent Financial Audit Report for fiscal year 2009, and all fire, health, and safety inspection reports. Preferred method of receipt is attachment of PDF copy to report submission page or PDF copy emailed to CharterSchools@fldoe.org.

If you want to check your school's Annual Report status follow the instructions below:

1. Sign in with your school's password
2. The screen will list the date and time the report was submitted online
3. Select the link labeled "View Completed Accountability Report". Schools will be able to view District comments
4. If you have not submitted an Annual Report, the template will appear highlighting both complete and incomplete sections