



2008-2009 Charter School Annual Report Instructions: Sponsor

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 submit Charter School Annual Reports follow the instructions below:

1. Go to <https://www.floridaschoolchoice.org>.
2. Select District Charter Contact Login (left toolbar).
3. Select your school district.
4. Sign in with your district's password.
5. Click [Annual Charter School Accountability Report](#) (left toolbar).
6. Select highlighted school (available for your review after school has submitted sections of the report).
7. Enter name acknowledging you are designated to approve the Charter School Annual Report on behalf of the School District.
8. Information is presented in view only format. Please provide comment for each section.
9. If there are discrepancies with the information provided by the Charter School Administrator please provide explanation in comment box
10. After comment is entered click "This Step Is Complete".
11. After comments are entered for each section, click "Submit"
12. If there are discrepancies with information in the pre-populated fields, please work with the district MIS Coordinator to ensure charter school files are accurately submitted to the Department in the future. The 2008-09 Survey data is final and cannot be changed.
13. After final review of the school's report return to "Report Menu" and click "Submit"
14. After the final submittal, the school will be able to view the district's comments