



2010-2011 Charter School Annual Report Instructions Charter School Administrators

The deadline for completion of the 2010-2011 Charter School Accountability report is November 30, 2011 for charter schools and January 31, 2012 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.

Please note: Your completed 2010-11 Charter School Accountability Report is a public record and will be available to the public through the Department's School Choice Website.

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 2011 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 2010-11 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. Information provided in this section will display in the Charter School directory.

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 section is complete you may enter school comments then click the submit data button. You can now go to the next section.

Student Enrollment Data: All questions must be answered. Once the section is complete you may enter school comments then click the submit data button. You can go to the next section.

Personnel Information: All questions must be answered for each staff member. Please review all pre-populated fields. The pre-populated 2010-11 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 section is complete you may enter school comments then click the submit data button. You can go to the 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. Once the section is complete you may enter school comments then click the submit data button. You can go to the 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 section is complete you may enter school comments then click the submit data button. You can go to the next section.

Student Achievement Data: Please review all pre-populated fields. The pre-populated 2010-11 data was generated by the Department and cannot be changed.

Once the section is complete you may enter school comments then click the submit data button. You can go to the next section.

*School Grades: Enter AYP projections for the 2011-2012 school year to include reading, math, writing, science proficiency and projected learning gains for each subject.

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

District Evaluation: Please evaluate the school's experience with service provided by the local school district. Once complete click the submit button at the bottom of the page. Go to the next page, you may enter additional comments regarding the evaluation. You can now click the submit data button.

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 2010-2011 Charter School Annual Report, the charter school must submit a copy of their Independent Financial Audit Report for fiscal year 2010. The preferred method of receipt is a PDF copy emailed to CharterSchools@fldoe.org or a CD mailed to:

Office of Independent Education and Parental Choice
Turlington Building - Florida Department of Education
Attention: LaCrest McCary
325 W. Gaines Street, Room 522
Tallahassee, FL 32399-0400

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