



Master Calendar of Reporting Requirements

2018-2019

Education One, LLC.
One University Avenue
Angola, Indiana 46703
Telephone: 260.665.4600

Overview

The following calendar includes deadlines for submitting key information to the team of Education One, LLC. during the 2018-19 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Education One Assistant Director of Accountability will attempt to notify all schools of changes to this calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines. Required reports are listed based on the month they are due. Please complete all school specific information highlighted in yellow.

All reporting requirements should be sent electronically as one (1) PDF by the 15th of each month to monthlyreporting@education1.org.

July 2018

Please indicate in writing any items that are not applicable.

	Reporting Template – Form C (Quarter 4)
	Any available ECA, WIDA, or IREAD-3 results – Form D
	Data analysis of ISTEP+ results and EOY 2017-18 benchmark data – Form E
	School calendar for upcoming school year
	Assessment calendar for upcoming school year
	Professional development calendar for upcoming school year
	Updated roster for Board of Directors, including resumes and verification of background checks for new members
	Schedule of Board Meetings for upcoming school year
	Projected vs. actual enrollment by grade level for the upcoming school year
	Board-approved letter of engagement from accounting firm performing accrual based audit

August 2018

Please indicate in writing any items that are not applicable.

	Reporting Template – Form A
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Board approved 2018-19 budget
	Organizational chart for 2018-19 school year (including all levels of school personnel)
	Quarterly financial statement for 6/30/18

September 2018

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	All relevant beginning of year benchmark data for E/LA and Math, including proficiency percentages reported by: Overall and Grade Level– Form F
	School-specific educational goal target percentages for E/LA and Math -OR- Copy of IDOE School Improvement Plan
	Excel version of DOE-ME Report (Count Day Information) , including STN and Grade Level
	Excel version of DOE-SR Report , including STN, Street Address, City, Zip Code, and Grade Level
	Board Approved Minutes – May, June, July meetings

October 2018

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	Reporting Template – Form C (Quarter 1)
	Any updated data related to school-specific educational goals

November 2018

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	Quarterly financial statement for 9/30/18
	Any updated data related to school-specific educational goals

December 2018

Please indicate in writing any items that are not applicable.

	Reporting Template - Form A
	Reporting Template - Form B
	Board Approved Minutes – August, September, October meetings
	Copy of School Leader Performance Evaluation
	Any updated data related to school-specific educational goals

January 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	Reporting Template – Form C (Quarter 2)
	Copy of completed audit from the previous fiscal year
	Any updated data related to school-specific educational goals

February 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	All relevant middle of year benchmark data for E/LA and Math, including proficiency percentages reported by: Overall and Grade Level– Form F
	I-LEARN, ECA, and I-READ testing schedules for all applicable teachers/grade levels
	Excel version of DOE-ME Report (Count Day Information) , including STN and Grade Level
	Quarterly financial statement for 12/31/18

March 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	Board Approved Minutes – November, December, January meetings
	Written documentation of recruitment strategies, application procedures, lottery and wait list processes for the upcoming school year (include lottery date and location if applicable)
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Copy of Annual Performance Report submitted to the IDOE
	Evidence that Annual Performance Report is posted on the school’s website
	Any updated data related to school-specific educational goals

April 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form A
	Reporting Template - Form B
	Reporting Template – Form C (Quarter 3)
	Any updated data related to school-specific educational goals, including the first round of IREAD-3 results (if applicable)

May 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	All relevant end of year benchmark data for E/LA and Math, including proficiency percentages reported by: Overall and Grade Level– Form F
	Quarterly financial statement for 3/31/19

June 2019

Please indicate in writing any items that are not applicable.

	Reporting Template - Form B
	Board Approved Minutes – February, March, April meetings
	Copy of School Leader Performance Evaluation
	Projected budget for upcoming fiscal year, beginning July 1 st , including number of enrolled students upon which the budget is based



Reporting Templates

All reporting requirements should be sent electronically by the 15th of each month to monthlyreporting@education1.org.

Reporting Form A

Please indicate in writing any items that are not applicable.
All information should be current.

Staffing Report – Resignation/Termination

Employee Name	Position	Resignation	Termination	Reason for Resignation/Termination

Staffing Report – New Hire

Employee Name	License Number	License Expiration Date	Verification of Background Check	Position

Staffing Report – All Employees

Employee Name	License Number	License Expiration Date	Verification of Background Check	Position

Reporting Form B

Please indicate in writing any items that are not applicable.

All data should reflect the previous reporting month.

Expulsions (a)

STN	Student Name	Grade Level	Reason for Expulsion

Total Number of Expulsions This Month: _____ Total Number of Expulsions to Date: _____

Enrollment (b)

Indicate number of students enrolled in each grade level

K	
1	
2	
3	
4	
5	
6	

7	
8	
9	
10	
11	
12	
Overall	

Board Governance (f)

Indicate any individuals leaving or joining the Board

Name	Phone	Address

Administrative Changes (g)

Indicate any individuals resigning from/newly hired to hold a leadership position in the operation of the school

Name	Phone	Resignation	New Hire	Effective Date

All reporting requirements should be sent electronically by the 15th of each month to
monthlyreporting@education1.org.

Reporting Form C

Please adjust all highlighted items and complete the form as necessary.

This form should be signed and submitted as a PDF.

Attn: Lindsay Omlor
Managing Director
Education One, LLC.
One University Avenue
Angola, IN 46703

Current Date:	Reporting Quarter (previous quarter):
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School Name:	Address:
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I hereby certify that **SCHOOL NAME** has operated the Charter School in compliance with the Charter Agreement and applicable law, during the previous quarter.

Name,
Board Chair
School Name

Name,
Principal
School Name

Reporting Form D

Please indicate in writing any items that are not applicable.

All information should be current.

ECA

	English 10	Algebra 1
Winter 2017-18		
Spring 2017-18		
Summer 2017-18		
Total Passing Percentage 2017-18		

WIDA

	Number of Students Tested	Average Proficiency Level	Highest Average Proficiency Level Area	Lowest Average Proficiency Level Area	Number of Students Meeting Annual Growth Target	Number of Students Attaining English Language Proficiency
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

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Reporting Form D, cont.

IREAD 3: Spring and Summer 2018

	Spring 2018	Summer 2018
Number of Students Tested		
Number of Good Cause Exemptions		
Number of Students Passing without Good Cause Exemptions		
Number of Students Passing with Good Cause Exemptions		
Overall Passing Percentage		

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Reporting Form E

Please indicate in writing any items that are not applicable.

All information should be current.

Accountability Goals

	Proficiency	Growth
State Assessment	The passing percentage of students enrolled for 2 or more years is within 0-10% of the state's passing percentage.	Results from the Indiana Growth Model indicate that students outgrew 70-79.9% of their peers with similar academic achievement levels.
Benchmark Assessment	70-79.9% of students enrolled in 2 or more years demonstrated grade level proficiency on the spring benchmark assessment.	70-79.9% of students enrolled in at least one semester met growth targets from Fall to Spring benchmark testing.

Data

How did scholars perform? Identify the passing percentage for each grade level and as a school overall using State and EOY Benchmark Assessment data.

English/Language Arts							
	3	4	5	6	7	8	School
State							
Benchmark							
Math							
	3	4	5	6	7	8	School
State							
Benchmark							

How did scholars grow? Identify the scholars who made standard or high movement for each grade level and as a school overall using EOY Benchmark and State Assessment data.

English/Language Arts							
	3	4	5	6	7	8	School
State							
Benchmark							
Math							
	3	4	5	6	7	8	School
State							
Benchmark							

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Reporting Form E, cont.

Analysis

What strengths and weaknesses are evident based on the data gathered?

Strengths: Identify areas of strength with data specific evidence.	What actions, initiatives, or strategies led to this strength?	Weaknesses: Identify areas of weakness with data specific evidence.	What actions, initiatives, or strategies led to this weakness?

Plan

What plans need to be established in order to meet the accountability goals?

Identify the area(s) for improvements from the analysis.	Identify the data that is indicating the area needs improved.	Identify the action steps, initiatives, or strategies to be implemented.	Identify the tools and resources needed.	Identify the timeline and person responsible for expected implementation.

Reporting Form F

Please indicate in writing any items that are not applicable.
All information should be current.

Goals

	Proficiency	Growth
School Specific Benchmark Goals	<i>Insert School Specific Benchmark Goals Here</i>	<i>Insert School Specific Benchmark Goals Here</i>
Accountability Benchmark Goals	70-79.9% of students enrolled in 2 or more years demonstrated grade level proficiency on the spring benchmark assessment.	70-79.9% of students enrolled in at least one semester met growth targets from Fall to Spring benchmark testing.

Data

How did scholars perform? Identify the percent of scholars considered to be on grade level.

English/Language Arts				
	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
School				

Reporting Form F, cont.

Data

How did scholars perform? Identify the percent of scholars considered to be on grade level.

Math				
	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>	<i>Insert Proficiency Level Label Here</i>
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
School				

How did scholars grow? Identify the percentage of scholars who made standard or high growth for each grade level and as a school overall. (Not applicable for BOY data)

English/Language Arts						
K	1	2	3	4	5	6
7	8	9	10	11	12	School

Math						
K	1	2	3	4	5	6
7	8	9	10	11	12	School

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Reporting Form F, cont.

Analysis

Identify the grade levels that have met school specific and/or accountability benchmark assessment goals.

	Proficiency	Growth
School Specific Benchmark Goals		
Accountability Benchmark Goals		

What strengths and weaknesses are evident based on the data gathered?

Strengths: Identify areas of strength with data specific evidence.	What actions, initiatives, or strategies led to this strength?	Weaknesses: Identify areas of weakness with data specific evidence.	What actions, initiatives, or strategies led to this weakness?

Plan

What plans need to be established in order to meet school specific and/or accountability benchmark assessment goals?

Identify the area(s) for improvements from the analysis.	Identify the data that is indicating the area needs improved.	Identify the action steps, initiatives, or strategies to be implemented.	Identify the tools and resources needed.	Identify the timeline and person responsible for expected implementation.