



# Master Calendar of Reporting Requirements

2020-21

Education One, L.L.C.  
One University Avenue  
Angola, Indiana 46703  
Telephone: 260-665-4600

## Overview

The following calendar includes deadlines for submitting key information to Education One, L.L.C during the 2020-21 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Education One Strategic Engagement Coordinator & Compliance Officer 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. Required reports are listed based on the month they are due. Please complete all school specific information highlighted in yellow on Forms A-E.

**All reporting requirements are to be sent electronically as one (1) PDF by the 15<sup>th</sup> of each month to [monthlyreporting@education1.org](mailto:monthlyreporting@education1.org). Should the 15<sup>th</sup> fall on a weekend or observed holiday, the report will be due the following business day.**

### July 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form C</b> (Quarter 4)
	Reporting Template – <b>Form D</b> (2019-20 year)
	School calendar for 2020-21 school year
	Assessment calendar for 2020-21 school year
	Professional development calendar for 2020-21 school year
	Updated roster for Board of Directors, including resumes and verification of background checks for new members.
	Schedule of Board Meetings for 2020-21 school year
	Projected vs. actual enrollment by grade level and whole school for 2020-21 school year
	Board-approved letter of engagement from accounting firm performing accrual based audit

### August 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form A</b>
	Reporting Template – <b>Form B</b>
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Board approved 2020-21 budget
	Organizational chart for 2020-21 school year (including all levels of school personnel)
	Quarterly financial statement for 6/30/20

## September 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form E</b>
	Copy of IDOE School Improvement Plan (if applicable)
	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
	School Safety Plan

## October 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 1)
	ISTEP+ (10) winter retest schedules for all applicable teachers/grade levels, if applicable
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

## November 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form E</b>
	Quarterly financial statement for 9/30/20
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

## December 2020

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form A</b>
	Reporting Template – <b>Form B</b>
	Board Approved Minutes – August, September, October meetings
	Copy of School Leader Performance Evaluation
	ISTEP+ (10) spring retest schedules for all applicable teachers/grade levels, if applicable
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

## January 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 2)
	Copy of completed audit from the previous fiscal year
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

## February 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form E</b>
	Excel version of DOE-ME Report (Count Day Information), including STN and Grade Level
	Quarterly financial statement for 12/31/20

### March 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Board Approved Minutes – November, December, and January meetings
	Written documentation of recruitment strategies, application procedures, and lottery and/or wait list processes for the 2020-21 school year (include lottery date and location if applicable)
	I AM, ILEARN (3-8), and ECA testing schedules for all applicable teachers/grade levels
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Copy of Annual Performance Report submitted to the IDOE
	Evidence that the Annual Performance Report is posted on the school's website
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

### April 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form A</b>
	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form C</b> (Quarter 3)
	Any updated data related to school-specific educational goals or IDOE School Improvement Plan

### May 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Reporting Template – <b>Form E</b>
	Quarterly financial statement for 3/31/21
	Projected budget for upcoming fiscal year, beginning July 1, including number of enrolled students upon which the budget is based

## Annual Review Data

*Submit by June 1, 2021*

Please refer to communication regarding due dates and data input information.

	Attendance Rates
	Benchmark Legacy Proficiency Data
	Benchmark Value Added Data
	School Satisfaction Survey Data

## June 2021

Please indicate in writing any items that are not applicable.

	Reporting Template – <b>Form B</b>
	Board Approved Minutes – February, March, April meetings
	Copy of School Leader Performance Evaluation



# Reporting Templates

**SCHOOL NAME - MONTH**

## Reporting Form A: Staffing Report

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

### Resignation/Termination

Employee Name	Position	Resignation	Termination	Reason

### New Hire

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

### All Employees

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



**SCHOOL NAME - MONTH**

## Reporting Form B: Enrollment and Leadership Report

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

### Expulsions

STN	Student Name	Grade Level	Reason for Expulsion

Total Number of Expulsions this Month: \_\_\_\_\_ Total Number of Expulsions to Date: \_\_\_\_\_

### Enrollment

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

Indicate any individuals leaving or joining the Board.

Name	Phone	Leaving	Joining	Address

### Administrative Changes

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

Name	Phone	Resignation	New Hire	Effective Date

**SCHOOL NAME – MONTH**

## 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, L.L.C.  
One University Avenue  
Angola, IN 46703

<b>Current Date:</b>	<b>Reporting Quarter</b> (previous quarter):
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<b>School Name:</b>	<b>Address:</b>
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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.

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**NAME**  
Board Chair  
**SCHOOL NAME**

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**NAME**  
Principal  
**SCHOOL NAME**

**SCHOOL NAME – MONTH**

## Reporting Form D

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

**ECA 2019-20**

	<i>Insert Test Name</i>	<i>Insert Test Name</i>	<i>Insert Test Name</i>
<b>Winter</b>	(# passed)/(# took assessment)	(# passed)/(# took assessment)	(# passed)/(# took assessment)
<b>Spring</b>	(# passed)/(# took assessment)	(# passed)/(# took assessment)	(# passed)/(# took assessment)
<b>Summer</b>	(# passed)/(# took assessment)	(# passed)/(# took assessment)	(# passed)/(# took assessment)
<b>Total Passing</b>	(# passed)/(# took assessment)	(# passed)/(# took assessment)	(# passed)/(# took assessment)

\*\*Please do not double count the amount of students in the total passing percentage.

**WIDA 2019-20**

	Students Tested	Average Proficiency Level	Highest Average Domain	Lowest Average Domain	# of Students Meeting Growth Target	# of Students Attaining EL Proficiency
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
<b>School</b>						

## IREAD-3 2020

	Spring 2020	Summer 2020 (Include Spring Numbers)
<b>Number of Students Tested</b>		
<b>Number of Good Cause Exemptions</b>		
<b>Number of Students Passing without Good Cause Exemptions</b>		
<b>Number of Students Passing with Good Cause Exemptions</b>		
<b>Overall Passing Percentage</b>		

**SCHOOL NAME – MONTH**

## Reporting Form E: Student Discipline Report

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

### Ethnicity

Identify the enrollment percentages. Calculate the percentage of office referrals, suspensions, and expulsions within each category identified.

	Enrollment	Office Referrals	Suspensions	Expulsions
<i>Insert Ethnicity Category Here</i>				
<i>Insert Ethnicity Category Here</i>				
<i>Insert Ethnicity Category Here</i>				
<i>Insert Ethnicity Category Here</i>				
<b>Total</b>				

### Gender

Identify the enrollment percentages. Calculate the percentage of office referrals, suspensions, and expulsions within each category identified.

	Enrollment	Office Referrals	Suspensions	Expulsions
<b>Male</b>				
<b>Female</b>				
<b>Other</b>				
<b>Total</b>				

### Socioeconomic Status

Identify the enrollment percentages. Calculate the percentage of office referrals, suspensions, and expulsions within each category identified.

	Enrollment	Office Referrals	Suspensions	Expulsions
<b>Free/Reduced Lunch</b>				
<b>Paid Lunch</b>				
<b>Total</b>				

### Special Education

Identify the enrollment percentages. Calculate the percentage of office referrals, suspensions, and expulsions within each category identified.

	Enrollment	Office Referrals	Suspensions	Expulsions
<b>General Education</b>				
<b>Special Education</b>				
<b>Total</b>				

### English Language Learners

Identify the enrollment percentages. Calculate the percentage of office referrals, suspensions, and expulsions within each category identified.

	Enrollment	Office Referrals	Suspensions	Expulsions
<b>Non English Language Learners</b>				
<b>English Language Learners</b>				
<b>Total</b>				