2016-17 OPSB Reporting Calendar for Schools Acting as Independent LEAs

Last Update: January 27, 2017

Due Date	Document	OPSB Contact	Department	Document Required?	Template?	Non LEA Required?	Required deliverables
8/5/2016	2016-17 School Contacts	Zinda Ovide	Portfolio Office	Yes	Yes	All Schools	Current contact information is required for school leadership - updates to school location and contacts made throughout the year should be shared with Ms. Zinda Ovide, as necessary.
8/15/2016	2016-17 School Calendar	Zinda Ovide	Portfolio Office	Yes	Yes	All Schools	Calendar must include at minimum first and last day of school, start and end times, instructional days and holidays, make-up days for inclement weather, staggered start dates, if applicable. If different campuses have different calendar days, please make note on the calendar, or submit separate calendars for each campus.
8/15/2016	Board Governance Information Form	Zinda Ovide	Portfolio Office	Yes	Yes	All Schools	In addition to providing current information regarding board meeting locations and times, each charter school governing board will provide current contact information and confirmation they have submitted financial disclosure information required by the State.
9/1/2016	2016-2017 Crisis Plans	Zinda Ovide	Portfolio Office	Yes	Yes	All Schools	
9/30/2016	Adopted Operating Budget	Katherine Phelan	Finance	Yes	Not applicable	Independent LEA	OPSB requests a copy of the Adopted Operating Budget when the information is submitted to LDE.
9/30/2016	Annual Financial Report (AFR)	Katherine Phelan	Finance	Yes	Yes-state's website	Independent LEA	Annual Financial Report (AFR) in state template due to state 09/30/16. OPSB requests a copy when materials are sent to state.
11/14/2016	Quarterly Financial Statements-09/30/16	Katherine Phelan	Finance	Yes	No	Independent LEA	Quarterly Financial Statements for the quarter ending 09/30/16.
1/31/2017	Quarterly Financial Statements-12/31/16	Katherine Phelan	Finance	Yes	No	Independent LEA	Quarterly Financial Statements for the quarter ended 12/31/16.
2/10/2017	Admissions Lottery Schedule	Zinda Ovide	Portfolio Office	Yes	See OPSB Contact	All non One App Schools	Schools should share date, time, and location of school's admissions lottery, school's enrollment and registration plan, and any updates made throughout the year.
4/3/2017	Admissions Lottery Results	Zinda Ovide	Portfolio Office	Yes	See OPSB Contact	All non One App Schools	Complete register of results of school's admissions lottery and copies of all waitlists generated as a result of lottery. Lottery results should be submitted no later than two weeks after the completion of your school's admissions lottery.
5/15/2017	Quarterly Financial Statements-03/31/17	Katherine Phelan	Finance	Yes	No	Independent LEA	Quarterly Financial Statements for the quarter ended 03/31/17.