

Category	Report/Activity	Send to^	DUE	File:
Administrative	Local Control Accountability Plan (LCAP) and 2017-18 budget, approved by the school's governing board. Due July 6, 2017	COE cc: CSO	Dec	LCAP
Administrative	Annual Report to LACOE Board (Written): Due Dec. 1	CSO	Dec	SARC-Annual Report
Administrative	SARC (School Accountability Report Card): Publish annual update on school website. Provide web link or hard copy. Annual notification to parents per CDE guidelines. (https://www.ed-data.k12.ca.us/Pages/sarc/sarclanding.aspx) *If	CDE CSO	Dec/Feb	SARC-Annual Report
Administrative	Blank Employment Agreement/Contract for each employee type (i.e., certificated, non-certificated, mgnt., etc.) Due Aug. 11	CSO	Aug	Staff & Student roster
Administrative	FERPA (Family Educational Rights and Privacy Act): Annual Parent Notification (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html) Sample copy of dated Notification: Due Aug 11	CSO	Aug	Legal
Administrative	Comprehensive School Safety Plan (Include emergency drill calendar and staff training schedule including mandated reporting): Due Aug. 11	CSO	Aug	Facilities
Administrative	Parent/Student Handbook & Employee Handbooks: Due Aug 11 (and when modified)	CSO cc: CO/PAAC	Aug	Governance_Handbooks
Administrative	Copy of Intent to Enroll (Lottery) Application and Enrollment Forms: Due July 7	CSO	Jul	ADA
Administrative	Scheduled Charter School Office Meetings: Dates TBD	N/A	Sept-May	n/a
Administrative	School Contact Information (General & School Leadership Team): Due Aug.11 (Include name and email address of Assessment Coordinator, Accountability Coordinator, Homeless Liaison, Foster Youth Liaison, Special Education Coordinator, Title IX Coordinator)	CSO	Aug	Contact Info
Administrative	Staff Information: Affidavit of DOJ Clearance. Site Administrator's signed statement that background checks have been completed for all staff. Due one (1) week prior to first day of school.		Aug	Staff & Student roster
Administrative	Staff Information Lists (Certificated and non-certificated) and copies of teacher credentials: Due Oct. 6 and Feb. 2 Submit to LACOEMIS website @ https://www.lacoemis.org/default.aspx (Include all certificated and/or licensed individuals are on your site including independent contractors, long term subs, and those who provide services through an agency)	CSO	Oct/Feb	Staff & Student roster
Administrative	Student Information List: Due Oct. 6 and Feb. 3 Submit to LACOEMIS website at https://www.lacoemis.org/default.aspx	CSO	Oct/Feb	Staff & Student roster