



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

2024-2025 CALENDAR OF SIGNIFICANT DEADLINES¹

[Subject to change as needs arise]

MONDAY, JULY 1, 2024	
Item	Submit Via:
<ul style="list-style-type: none"> Local Control Accountability Plan (LCAP) Report for the 2024-2025 Plan Year (Must include charter governing board meeting agenda and minutes approving the LCAP) 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> Charter School Contact Information (bitly form sent prior) Governing Board Meeting Calendar 2024-2025 Governing Board Contact Information 2024-2025 (bitly form sent prior) Bell Schedule 2024-2025 (for Secondary Schools only) 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> Certificate of Insurance for the 2024-2025 School Year (no later than July 1 of each year) <p>Please refer to the Insurance Requirements section of the <i>Federal State and District Required Language</i> for Independent Charter School Petitions (New and Renewal) and Material Revisions (Updated August 11, 2020).</p>	charter-coi@lausd.net (For questions, contact LAUSD Risk Management and Insurance Services at 213-241-0329)

MONDAY, JULY 15, 2024	
Item	Submit Via:
<ul style="list-style-type: none"> 2024-2025 PENSEC <ol style="list-style-type: none"> New Charter schools in the first year of operation that will commence instruction between July 1, 2024, and September 30, 2024. 	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

¹ It is the charter school's responsibility for meeting these, and any additional applicable deadlines, to ensure the charter remains in compliance with all applicable laws and other requirements.

MONDAY, JULY 15, 2024 (continues)

Item	Submit Via:
<ul style="list-style-type: none">2024-2025 PENSEC2. Significantly expanding charter schools in FY 2024-2025, which includes schools that are adding one or more grade levels and schools that are increasing enrollment by at least 25 percent due to the addition of an educational program in a major curriculum area or other event deemed significant by the California Department of Education (CDE).	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

MONDAY, JULY 22, 2024 (Approximately*)

Item	Submit Via:
<ul style="list-style-type: none">Instructional Calendar and Contact Information (ICCI) for the 2024-2025 school year (*The deadline is <i>at least 3 weeks</i> before independent charter schools' first day of school.)	Attendance & Enrollment Section (For questions, contact CSReports@lausd.net) Complete the ICCI Google form provided by Attendance & Enrollment Section

WEDNESDAY, JULY 31, 2024

Item	Submit Via:
<ul style="list-style-type: none">Enrollment Survey Due	Google Link will be sent approximately two weeks prior to due date

THURSDAY, AUGUST 15, 2024

Item	Submit Via:
<ul style="list-style-type: none"> 2023-2024 Unaudited Actuals (UAR) (To be completed in the SACS Web System) 	<p><u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u> Attn: Mark Mendoza marknino.mendoza@lausd.net or (213-241-7966) 333 S. Beaudry Ave., 26th Floor, Cubicle #26-175-01 Los Angeles, CA 90017</p> <p><u>UAR (via email):</u> 1. Charter Schools Accounting Team: CSAUnit@lausd.net 2. Charter Schools Division Fiscal Support: CSD-FiscalSupportTeam@lausd.net</p>
<ul style="list-style-type: none"> TDAP Certification due with the following dates: <ul style="list-style-type: none"> ➤ 3 days and 30 days from the Independent Charter school's start date 	<p>Email to: charterschools@lausd.net and also submit electronic certification no later than November 1 to: California Department of Public Immunization Branch (Click to Open Link)</p>

WEDNESDAY, SEPTEMBER 4, 2024

Item	Submit Via:
<ul style="list-style-type: none"> E-CAR Opens-Only Independent Charter School as part of Public School Choice need to complete. E-CAR closes on Wednesday, September 25, 2024. Must have a lausd.net SSO email to complete. <i>If you don't have a LAUSD Single Sign-On (SSO) Account, please go to https://oneaccess.lausd.net/ to apply.</i> 	<p>Instructions will be forthcoming from Master Planning and Demographics (MPD)</p>

FRIDAY, SEPTEMBER 13, 2024

Item	Submit Via:
<ul style="list-style-type: none">2024-2025 Norm Enrollment (September 13, 2024, Student Count)	Attendance & Enrollment Section E-mail to: CSReports@lausd.net

FRIDAY, SEPTEMBER 27, 2024

Item	Submit Via:
<ul style="list-style-type: none">20-Day Attendance Report Newly operational Independent charter schools that begin instruction from July 1, 2024, through September 30, 2024, and continuing charter schools that added one or more grade levels in 2024-2025	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

FRIDAY, NOVEMBER 1, 2024

Item	Submit Via:
<ul style="list-style-type: none">2024-2025 Proposition 39 Facilities Request	Proposition 39 Link

FRIDAY, NOVEMBER 8, 2024

Item	Submit Via:
<ul style="list-style-type: none">Compliance Monitoring Administrator Certification	Charter Schools Division Dropbox
<ul style="list-style-type: none">Certification of Clearances, Credentialing, and Mandated Training 2024-2025(ESSA Grid) include all supporting documentation (i.e., DOJ clearance forms, credentials, documentation of mandated trainings, and vendor certification forms and Master Schedule/Course Schedule). If an oversight visit is scheduled prior to this date, the charter school will submit as part of the oversight visit.	Charter Schools Division Dropbox
<ul style="list-style-type: none">Lottery Form (the form using to apply for the 2025-2026 school year)	Charter Schools Division Dropbox

<ul style="list-style-type: none"> Master Plan for English Learner (EL) Certification 	Charter Schools Division Dropbox
<ul style="list-style-type: none"> 2024-2025 Charter School's Reclassification Criteria for all grade levels served 	Charter Schools Division Dropbox

FRIDAY, NOVEMBER 15, 2024

Item	Submit Via:
<ul style="list-style-type: none"> 2024-2025 First Period Interim Financial Report (FY 2024-2025 Actuals as of 10/31/24 & Estimated Actuals through 6/30/25) 	<p>Email the electronic Certification Page to:</p> <p>LAUSD Charter Schools Accounting Unit & Charter Schools Division Fiscal Support</p> <ol style="list-style-type: none"> Charter Schools Accounting Team: CSAUnit@lausd.net Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING MONDAY, DECEMBER 2, 2024 (Approximately *)

Item	Submit Via:
<ul style="list-style-type: none"> P1 Attendance Report (Refer to the school's Calendar of Reports issued by Attendance & Enrollment Section) * Report due beginning in December 2024 <p><u>In addition, for PROP 39 ONLY:</u></p> <p>Any charter school using District facilities pursuant to Proposition 39 is obligated to report its actual average daily attendance ("ADA") to the Los Angeles Unified School District ("District") every time that the charter school reports ADA for apportionment purposes. The reports to the District must include in-district and total ADA and in-district and total classroom ADA. (Cal. Code Regs., tit. 5, §11969.9, subd. (l).)</p>	<p>Attendance & Enrollment Section</p> <p>E-mail to: CSReports@lausd.net</p> <p><u>In addition, for PROP 39 ONLY:</u></p> <p>Email the Prop 39-specific reporting to: Prop39@lausd.net</p>

FRIDAY, DECEMBER 13, 2024

Item	Submit Via:
<ul style="list-style-type: none">2023-2024 Audited Financial Statements Must include:<ol style="list-style-type: none">All the report components listed in the K-12 Audit Guide (Article 2 Audit Reports: Section 19815 Report Components); andSchedule to reconcile the unaudited actuals with Audited Financial Statements	<p>LAUSD Charter Schools Division Fiscal Support & Charter Schools Accounting Unit</p> <p>Email to:</p> <ol style="list-style-type: none">Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.netCharter Schools Accounting Team: CSAUnit@lausd.net

FRIDAY, JANUARY 10, 2025

Item	Submit Via:
<ul style="list-style-type: none">Compliance Monitoring Board Certification (Must include agenda)	Charter Schools Division Dropbox

FRIDAY, FEBRUARY 14, 2025

Item	Submit Via:
<ul style="list-style-type: none">2024-2025 Second Period Interim Financial Report (FY 2024-2025 Actuals as of 1/31/25 & Estimated Actuals through 6/30/25)	<p>Email the electronic Certification Page to:</p> <p>The Charter Schools Accounting Unit & Charter Schools Division Fiscal Support</p> <ol style="list-style-type: none">Charter Schools Accounting Team: CSAUnit@lausd.netCharter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING TUESDAY, APRIL 1, 2025 (*Approximately)

Item	Submit Via:
<ul style="list-style-type: none"> P2 Attendance Report (Refer to the school's Calendar of Reports issued by Attendance & Enrollment Section) * Report due beginning late March 2025 <p><u>In addition, for PROP 39 ONLY:</u></p> <p>Any charter school using District facilities pursuant to Proposition 39 is obligated to report its actual average daily attendance ("ADA") to the Los Angeles Unified School District ("District") every time that the charter school reports ADA for apportionment purposes. The reports to the District must include in-district and total ADA and in-district and total classroom ADA. (Cal. Code Regs., tit. 5, §11969.9, subd. (l).)</p>	<p>Attendance & Enrollment Section</p> <p>E-mail to: CSReports@lausd.net</p> <p><u>In addition, for PROP 39 ONLY:</u></p> <p>Email the Prop 39-specific reporting to: Prop39@lausd.net</p>
<ul style="list-style-type: none"> 700 Forms Please Note: Pursuant to SB 126 along with the advice provided by the Fair Political Practices Commission (See Ed. Code, § 47604.1; <i>Zavala Advice Letter</i>, A-19-239), the Los Angeles County Board of Supervisors is the now the code reviewing body for any local agency (other than a city agency) that has "jurisdiction wholly within the county" including any LAUSD authorized independent charter school. (See Gov. Code § 82011.) Please refer to the communication sent by the District on March 9, 2022, related to this matter. 	N/A

BEGINNING MONDAY, JUNE 2, 2025 (*Approximately)

Item	Submit Via:
<ul style="list-style-type: none"> Annual Attendance Report (Refer to the school's Calendar of Reports issued by Attendance & Enrollment Section) * Report due beginning early June 2025 	<p>Attendance & Enrollment Section</p> <p>E-mail to: CSReports@lausd.net</p>

FRIDAY, JUNE 13, 2025

Item	Submit Via:
<ul style="list-style-type: none"> 2025-2026 Preliminary Budget 	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

TUESDAY, JULY 1, 2025

Item	Submit Via:
<ul style="list-style-type: none"> Local Control Accountability Plan (LCAP) Report for the 2025-2026 Plan Year <ul style="list-style-type: none"> Include charter governing board meeting agenda and minutes approving the LCAP. Include the agenda, documenting the mid-year report to the Governing Board (which was to be completed on or before February 28). 	Charter Schools Division Dropbox
The following items are submitted via survey: <ul style="list-style-type: none"> Charter School Contact Information Governing Board Meeting Calendar 2025-2026 Governing Board Contact Information 2025-2026 The following item is submitted in Dropbox: <ul style="list-style-type: none"> Bell Schedule (for Secondary schools only) 2025-2026 	Survey and Charter Schools Division Dropbox
<ul style="list-style-type: none"> Certificate of Insurance for the 2025-2026 School Year (no later than July 1 of each year) <p>Please refer to the Insurance Requirements section of the <i>Federal State and District Required Language</i> for Independent Charter School Petitions (New and Renewal) and Material Revisions (Updated August 11, 2020).</p>	charter-coi@lausd.net (For questions, contact LAUSD Risk Management and Insurance Services at 213-241-0329)

FRIDAY, JULY 18, 2025 (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> 2025-2026 PENSEC <ol style="list-style-type: none"> 1. New Charter schools in the first year of operation that will commence instruction between July 1, 2025, and September 30, 2025. 2. Significantly expanding charter schools in FY 2025-26, which includes schools that are adding one or more grade levels and schools that are increasing enrollment by at least 25 percent due to the addition of an educational program in a major curriculum area or other event deemed significant by the California Department of Education (CDE). 	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

JULY 2025* (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> Instructional Calendar and Contact Information (ICCI) for the 2025-2026 school year (*The deadline is <i>at least 3 weeks</i> before independent charter schools' first day of school.) 	Attendance & Enrollment Section (For questions, contact CSReports@lausd.net) Complete the ICCI Google form provided by Attendance & Enrollment Section

THURSDAY, JULY 31, 2025 (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> Enrollment Survey Due 	Google Link will be sent approximately two weeks prior to due date

FRIDAY, AUGUST 15, 2025 (Subject to Change)

Item	Submit Via:
<ul style="list-style-type: none"> 2024-2025 Unaudited Actuals (UAR) 	<p><u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u> Attn: Mark Mendoza marknino.mendoza@lausd.net or (213-241-7966) 333 S. Beaudry Ave., 26th Floor, Cubicle #26-175-01 Los Angeles, CA 90017</p> <p><u>UAR (via email):</u> 3. Charter Schools Accounting Team: CSAUnit@lausd.net 4. Charter Schools Division Fiscal Support: CSD-FiscalSupportTeam@lausd.net</p>
<ul style="list-style-type: none"> TDAP Certification due with the following dates: <ul style="list-style-type: none"> ➤ 3 days and 30 days from the Independent Charter school's start date 	<p>Email to: charterschools@lausd.net and also submit electronic certification by no later than November 1 to: California Department of Public Health, Immunization Branch (Click to Open Link)</p>

The following reports as delineated below:

Item	Submit Via:
<ul style="list-style-type: none"> Monthly Classification Reports (in Excel and PDF formats) (Refer to the school's Calendar of Reports issued by Attendance & Enrollment Section) 	Attendance & Enrollment Section E-mail to: CSReports@lausd.net
<ul style="list-style-type: none"> Monthly Statistical Report(in Excel and PDF formats) (Refer to the school's Calendar of Reports issued by Attendance & Enrollment Section) 	Attendance & Enrollment Section Email to: CSReports@lausd.net
<ul style="list-style-type: none"> New Welligent Student Transfers 	In order to see new incoming students' IEPs, inactive IEPs and Section 504 Plans, you must submit a request to have your new students transferred in Welligent.
<ul style="list-style-type: none"> Notification of Student withdraws (if applicable) 	Google Doc Click Here
<ul style="list-style-type: none"> Request to Change School Contact Information (as necessary). Not to be used for address changes. Please contact the assigned CSD administrator for address changes. 	Charter Schools Division Email to: charterschools@lausd.net
<ul style="list-style-type: none"> Suspensions and Expulsions Monthly Report 	Report to the Office of Data and Accountability, State Reporting Services Branch, via electronic link: Independent Charters Monthly Suspensions Upload <i>If you don't have a LAUSD Single Sign-On (SSO) Account, please go to https://oneaccess.lausd.net/ to apply.</i> If you need additional information, please contact the Office of Data and Accountability State Reporting Services Branch (Jorge (Tony) Dubon) at 213-241-2416 or jad9904@lausd.net .