



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

2025-2026 CALENDAR OF SIGNIFICANT DEADLINES¹

[Subject to change as needs arise]

TUESDAY, JULY 1, 2025	
Item	Submit Via:
Local Control Accountability Plan (LCAP) Report for the 2025-2026 Plan Year (Must include charter governing board meeting agenda and minutes approving the LCAP)	Charter Schools Division Dropbox
- Charter School Contact Information (google form sent prior) - Governing Board Meeting Calendar 2025-2026 - Governing Board Contact Information 2025-2026 (google form sent prior) - Bell Schedule 2025-2026 (for Secondary Schools only)	Charter Schools Division Dropbox
Certificate of Insurance for the 2025-2026 School Year (no later than July 1 of each year) 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).	charter-coi@lausd.net (For questions, contact LAUSD Risk Management and Insurance Services at 213-241-0329)

MONDAY, JULY 14, 2025 (Approximately*)	
Item	Submit Via:
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 the Attendance & Enrollment Section

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.

TUESDAY, JULY 15, 2025

Item	Submit Via:
2025-2026 PENSEC - New Charter schools in the first year of operation that will commence instruction between July 1, 2025, and September 30, 2025. - Significantly expanding charter schools in FY 2025-2026, 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

THURSDAY, JULY 31, 2025

Item	Submit Via:
Enrollment Survey Due	Google Link will be sent approximately two weeks prior to due date

FRIDAY, AUGUST 15, 2025

Item	Submit Via:
2024-2025 Unaudited Actuals (UAR) (To be completed in the SACS Web System)	<u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u> Attn: Charter Schools Accounting Team (CSAUnit@lausd.net or (213-241-7966) 333 S. Beaudry Ave., 26th Floor, Cubicle #26-175-01 Los Angeles, CA 90017 <u>UAR (via email):</u> 1. Charter Schools Accounting Team: CSAUnit@lausd.net 2. Charter Schools Division Fiscal Support: CSD-FiscalSupportTeam@lausd.net
- TDAP Certification due with the following dates: ➤ 3 days and 30 days from the Independent Charter school's start date	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)

WEDNESDAY, SEPTEMBER 3, 2025

Item	Submit Via:
E-CAR Opens-Only Independent Charter School as part of Public School Choice need to complete. E-CAR closes on Wednesday, September 24, 2025. 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>	Instructions will be forthcoming from Master Planning and Demographics (MPD)

FRIDAY, SEPTEMBER 19, 2025

Item	Submit Via:
2025-2026 Norm Enrollment (Count of enrolled students as of Friday, September 12, 2025*) *Date is subject to change. Refer to e-mail from the Attendance & Enrollment Section for the form and instructions.	Attendance & Enrollment Section E-mail to: CSReports@lausd.net

FRIDAY, SEPTEMBER 26, 2025

Item	Submit Via:
20-Day Attendance Report Newly operational Independent charter schools that begin instruction from July 1, 2025, through September 30, 2025, and continuing charter schools that added one or more grade levels in 2025-2026	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

FRIDAY, OCTOBER 31, 2025

Item	Submit Via:
Compliance Monitoring Administrator Certification	Charter Schools Division Dropbox
Certification of Clearances, Credentialing, and Mandated Training 2025-2026 (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
Lottery Form (the form using to apply for the 2026-2027 school year)	Charter Schools Division Dropbox
Master Plan for English Learner (EL) Certification ONLY	Charter Schools Division Dropbox
2025-2026 Charter School's Reclassification Criteria for all grade levels served	Charter Schools Division Dropbox

SATURDAY, NOVEMBER 1, 2025

Item	Submit Via:
2025-2026 Proposition 39 Facilities Request	Proposition 39 Link

FRIDAY, NOVEMBER 14, 2025

Item	Submit Via:
2025-2026 First Period Interim Financial Report (FY 2025-2026 Actuals as of 10/31/25 & Estimated Actuals through 6/30/26)	Email the electronic Certification Page to: LAUSD Charter Schools Accounting Unit & Charter Schools Division Fiscal Support - Charter Schools Accounting Team: CSAUnit@lausd.net - Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING MONDAY, DECEMBER 1, 2025 (Approximately *)

Item	Submit Via:
P1 Attendance Report (Refer to the school's Calendar of Reports issued by the Attendance & Enrollment Section) * Report due beginning in December 2025 <u>In addition, for PROP 39 ONLY:</u> 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).)	Attendance & Enrollment Section E-mail to: CSReports@lausd.net <u>In addition, for PROP 39 ONLY:</u> Email the Prop 39-specific reporting to: Prop39@lausd.net

MONDAY, DECEMBER 15, 2025

Item	Submit Via:
2024-2025 Audited Financial Statements Must include: - All the report components listed in the K-12 Audit Guide (Article 2 Audit Reports: Section 19815 Report Components); and - Schedule to reconcile the unaudited actuals with Audited Financial Statements	LAUSD Charter Schools Division Fiscal Support & Charter Schools Accounting Unit Email to: - Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net - Charter Schools Accounting Team: CSAUnit@lausd.net

FRIDAY, JANUARY 9, 2026

Item	Submit Via:
Compliance Monitoring Board Certification (Must include agenda)	Charter Schools Division Dropbox

MONDAY, FEBRUARY 16, 2026

Item	Submit Via:
2025-2026 Second Period Interim Financial Report (FY 2025-2026 Actuals as of 1/31/226 & Estimated Actuals through 6/30/26)	Email the electronic Certification Page to: The Charter Schools Accounting Unit & Charter Schools Division Fiscal Support 3. Charter Schools Accounting Team: CSAUnit@lausd.net 4. Charter Schools Division Fiscal Support CSD-FiscalSupportTeam@lausd.net

BEGINNING WEDNESDAY, APRIL 1, 2026 (*Approximately)

Item	Submit Via:
P2 Attendance Report (Refer to the school's Calendar of Reports issued by the Attendance & Enrollment Section) * Report due beginning late March 2026 <u>In addition, for PROP 39 ONLY:</u> 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).)	Attendance & Enrollment Section E-mail to: CSReports@lausd.net <u>In addition, for PROP 39 ONLY:</u> Email the Prop 39-specific reporting to: Prop39@lausd.net
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 1, 2026 (*Approximately)

Item	Submit Via:
Annual Attendance Report (Refer to the school's Calendar of Reports issued by the Attendance & Enrollment Section) * Report due beginning early June 2026	Attendance & Enrollment Section E-mail to: CSReports@lausd.net

MONDAY, JUNE 15, 2026

Item	Submit Via:
2026-2027 Preliminary Budget	Charter Schools Division Fiscal Support Email to: CSD-FiscalSupportTeam@lausd.net

WEDNESDAY, JULY 1, 2026

Item	Submit Via:
- Local Control Accountability Plan (LCAP) Report for the 2026-2027 Plan Year - 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
- Charter School Contact Information (google form sent prior) - Governing Board Meeting Calendar 2026-2027 - Governing Board Contact Information 2026-2027 (google form sent prior) The following item is submitted in Dropbox: - Bell Schedule 2026-2027 (for Secondary schools only)	Survey and Charter Schools Division Dropbox
Certificate of Insurance for the 2026-2027 School Year (no later than July 1 of each year) 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.	charter-coi@lausd.net (For questions, contact LAUSD Risk Management and Insurance Services at 213-241-0329)
Cell Phone Policy	Charter Schools Division Dropbox

FRIDAY, JULY 17, 2026 (Subject to Change)

Item	Submit Via:
2026-2027 PENSEC - New Charter schools in the first year of operation that will commence instruction between July 1, 2026, and September 30, 2026. - Significantly expanding charter schools in FY 2026-27, 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 2026* (Subject to Change)

Item	Submit Via:
Instructional Calendar and Contact Information (ICCI) for the 2026-2027 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 the Attendance & Enrollment Section

FRIDAY, JULY 31, 2026 (Subject to Change)

Item	Submit Via:
Enrollment Survey Due	Google Link will be sent approximately two weeks prior to due date

Monday, AUGUST 17, 2026 (Subject to Change)

Item	Submit Via:
2025-2026 Unaudited Actuals (UAR)	<u>UAR Certification Page with Original Wet Signature (via U.S. Mail or Drop Off):</u> Attn: Charter Schools Accounting Team CSAUnit@lausd.net or (213-241-7966) 333 S. Beaudry Ave., 26th Floor, Cubicle #26-175-01 Los Angeles, CA 90017 <u>UAR (via email):</u> 3. Charter Schools Accounting Team: CSAUnit@lausd.net 4. Charter Schools Division Fiscal Support: CSD-FiscalSupportTeam@lausd.net
- TDAP Certification due with the following dates: ➤ 3 days and 30 days from the Independent Charter school's start date	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)

The following reports as delineated below:

Item	Submit Via:
Monthly Classification Reports (in Excel and PDF formats) (Refer to the school's Calendar of Reports issued by the Attendance & Enrollment Section)	Attendance & Enrollment Section E-mail to: CSReports@lausd.net
Monthly Statistical Report (in Excel and PDF formats) (Refer to the school's Calendar of Reports issued by the Attendance & Enrollment Section)	Attendance & Enrollment Section Email to: CSReports@lausd.net
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.
Notification of Student withdraws (if applicable)	Google Doc Click Here
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
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 .